



The Florida Records Management Association

PO Box 568542
Orlando, Florida 32856-8542

January 23, 2012

Dear Vendor:

On behalf of the Florida Records Management Association and it's over 362 members, I am writing to invite you to be a corporate sponsor of the 2012 Annual Conference, which will be held on May 21- May 25, 2012 at the Hilton Cocoa Beach Oceanfront, in Cocoa Beach, Florida.

The objectives of FRMA is to promote cooperation and the exchange of information among individuals and agencies interested in government records and information management; to provide a forum for the discussion of matters of common concern; to foster and promote a better public understanding of the functions and purpose of government records management; to promote education and training in records and information management; and promote the effective and efficient use of new technologies to manage information. This year we are featuring a (FCRM) Florida Certified Records Manager Certification through University of Central Florida.

We would like you to participate as a sponsor because.....

- It's a great way to thank FRMA members for their business.
- Show support for your customers at their most important professional conference of the year.
- You'll make direct contact with people who influence the purchase of your product.

During the 2012 conference, the vendor display area will be located in the Vendor area of the Hilton Cocoa Beach Oceanfront Resort. We have asked the hotel to provide clothed 6-ft. by 30-inch tables with two chairs and water stations. Please take this opportunity to sponsor a break or co-sponsor evening event.

We also request each sponsor to donate a gift for a drawing during our business meeting. Please contact Tina Hill for details regarding evening co-sponsorship and drawings.

The sponsor fee includes, Exhibit space, copy of the membership directory, 1/4 page advertisement and recognition in the FRMA Newsletter, a one-year company link on the FRMA Website and conference registration for two representatives. (Please e-mail your newsletter advertisement in a word document by **May 11, 2012** after this date we will no longer accept documents). We are requesting that a maximum of two representatives at the vendor display area.

Please contact the Hilton Cocoa Beach Oceanfront, 1550 North Atlantic Avenue, Cocoa Beach, Florida, 32931. Tel: 1-321-613-9057 or 1-800-526-2609. Fax: 1-321-406-0672
The group rate for the hotel is **\$109.00 per night** and will be available at this rate until April 30, 2012.

Thanks for your interest in (FRMA) Florida Records Management Association. The sponsor fee is \$250.00. Please complete the enclosed sponsor registration form and mail it to me by **Friday, May 11, 2012.**

If you have any suggestions concerning corporate sponsorship, please do not hesitate to contact me by telephone at (863) 534-7741, or e-mail at: tinahill@polk-county.net.

I look forward to hearing from you in the next few weeks!

Sincerely,

Tina Hill, Director of Programs