

Vendor Information

Coeur d'Alene, ID

May 9 – 11, 2023



Location: The Coeur d'Alene Resort, Coeur d'Alene, ID

Hotel Information:

[The Coeur d'Alene Resort](#)

115 S 2nd Street

Coeur D'Alene, ID 83814

(855) 703-4648

A block of rooms has been reserved at The Coeur d'Alene Resort. Room rates are \$179 per night and the cutoff date to book rooms at the discounted rate is April 7th, 2023. The following methods are available to book a room:

- [Online Reservations](#)
- Call 1-888-965-6542 – Select option 2, then option 1 – Make sure to mention that you are part of the SymWest group and use the booking code of SymWest23. Reservation line hours – 8am-9pm, 7 days a week

Airports:

- [Spokane International Airport](#)

Transportation:

- Coeur d'Alene Resort Vehicles - It is \$50 one way or \$79 round trip per person. We require 48 hours' notice to reserve the shuttle, you can call (855) 379-5478 to make a reservation.
- Ride Share: Uber & Lyft are available
- Taxi Service: Centrally located in the airport terminal – Curbside Taxi Service. For questions please call 509-455-6490.
- Rental Cars at Spokane Airport

Tables:

The event will be held at The Coeur d'Alene Resort. The tabletop display includes a 6 ft. table with two chairs and power. Tabletop displays must fit on a standard six-foot table. Tabletop displays should not include any large floor supported displays or heavy equipment. The Coeur d'Alene Resort does not offer extension cords or power strips. Please be sure to bring your own. **Tables will be assigned.**

Important Times:

- **Setup:** Setup times are 4 – 6 pm on Monday, May 8th and 7 – 10:30 AM Tuesday, May 9th. The meeting will begin Tuesday at 9:00 AM, however there is not dedicated Vendor Expo time until 10:45 AM. Vendors are allowed to attend meeting sessions and after-hours events.
- **Breakdown:** Breakdown can be done anytime on Thursday, May 11, 2023 after 11:00 AM.
- **Agenda:** Vendors are encouraged to give a quick (30 seconds – 1 minute) introduction at the 10:15 AM session on Tuesday, May 9th. The agenda is posted at www.SymWest.org



Raffle Prizes:

If you would like to present a raffle prize, please let us know and we can arrange to draw winners at the Vendor Expo time on Thursday morning.

Attendee Lists

A list of Credit Union Attendees will be provided 2 weeks prior to the event and then another list of attendees that checked-in, 2 weeks after the event. The list will be in Excel format and will contain Name, Credit Union, Title, and Email Address.

Delivery and Shipment of Items:

SymWest has contracted with DE Expo and Event Services. If you should need any freight/boxes shipped for this event, simply complete the order form. For questions about the order form, please contact DE Expo and Event Service's customer service desk at (208) 765-2595. They will assist with any questions you may have. Please assess your freight handling needs, then e-mail (Lisa@designevents.com) or fax (208-664-3921) your order form no later than April 21, 2023.

Events:

SymWest has events scheduled for Monday, Tuesday, and Wednesday evenings. Events that aren't approved by SymWest cannot be organized for attendees during these times.

Thank you so much for your support. Please email any questions to info@symwest.org.

KayCee Murray

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John Ryan

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SymWest Coordinator
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Michelle Hatton

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509-225.3252



Vendor Expo

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Sycorr	2
Jack Henry	3
CFS Insight	4
Business Data, Inc. (BDI)	5
Digital Check Corp.	6
NCR	7
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