

## 2010 CAI-New England "Mini" Condo Forum & Exposition Sponsorship Order Form

**Reserve your Sponsorship now!** Reach Community Association Decision Makers including Trustees, Board Members, Committee Members, Homeowners and Property Managers.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Vermont Expo</b> —Saturday, March 27, 2010<br>Okemo Valley Golf Club, Ludlow, VT 12:30pm—5:00pm | <input type="checkbox"/> <b>Rhode Island Expo</b> —Friday, May 7, 2010<br>Radisson Hotel, Warwick, RI 8:00am—1:00pm  |
| <input type="checkbox"/> <b>Cape Cod Expo</b> —Saturday, June 12, 2010<br>Holiday Inn, Hyannis, MA 8:00am—1:00pm            | <input type="checkbox"/> <b>Maine Expo</b> —Saturday, Sept 25, 2010<br>The Clarion Hotel, Portland, ME 8:00am—1:00pm |

**Please Check Event Date(s) above and Sponsorship(s) below and fax completed form to (781) 237-9028**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Corporate Sponsor</b> .....           | <b>\$2495</b> (includes: Signage, Table Top, Company Logo on the Nametags, Tote Bag w/logo, Tote Bag Insert, Food & Beverage Signage)   |
| <input type="checkbox"/> <b>Table Top Exhibitors</b> .....        | <b>\$235</b> per Expo / member<br><b>\$295</b> per Expo / non-member  |
| <input type="checkbox"/> <b>Table Top Exhibitors</b> .....        | <b>\$195</b> per Expo / member      Total: <b>\$780</b> member<br>(all four Forums, RI, Cape Cod, ME, VT bundle package) <b>\$245</b> per Expo / non-member <b>\$980</b> non-member |
| <input type="checkbox"/> <b>Food &amp; Beverage Sponsor</b> ..... | <b>\$295</b> each (includes Signage and a FREE Tote Bag Insert)   |
| <input type="checkbox"/> <b>Tote Bag Insert</b> .....             | <b>\$125</b> each (Sponsor provides literature/promotional items for each Tote Bag)   |

*To receive the bundle package discount pricing, reservations need to be made in advance and paid in full.*

CAI Member or Chapter Partner:  Yes     No

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Total Due:** \_\_\_\_\_  Invoice me     Check enclosed     Charge my credit card

I understand this is a binding contract by authorization via mail, fax or electronic format, and that sponsorships are made on a first-come, first-served basis, and only reservations with non-refundable full payment will assure confirmed sponsorship reservations. We will abide by the rules and regulations as set forth by the hotel and the New England Chapter of CAI. Sponsor is responsible for the full amount if cancelled within two weeks of program date; 50% within two to six weeks prior to program date; no charge if more than six weeks prior to program date. In the event of default, the above company will be responsible for payment of attorney/collection fees and other expenses incurred in collection of the debt. All accounts payable within 30 days or prior to the program date; whichever comes first. Balances unpaid after 30 days are subject to a service charge of 1.5% per month. The person signing this agreement on behalf of Sponsor warrants that they are authorized to make agreements and to bind their principals to this agreement.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All registration fees for CAI-NE Table Top Sponsorship(s) MUST be paid in full in order to participate in any CAI-NE Educational program/events. Fees are payable on site.**

**ONE 6' DRAPED AND/OR SKIRTED TABLE** is provided to display company materials, brochures, literature and giveaways. Company Tote Bags are not permitted except for the Tote Bag Sponsor. CAI-NE reserves the right to prohibit the display of any materials, brochures, literature or giveaways that in its sole discretion it considers objectionable.

**TWO CHAIRS** may be provided behind or next to the table, depending on the location of table top displays and available space.

**ONE TABLE TOP SPONSOR SIGN** sized 8 1/2" x 11" in a plastic frame with company name (provided by CAI-NE).

**TWO SPONSOR REPRESENTATIVE NAME BADGES:** Sponsor Representatives names must be provided to the office at least 3 business days prior to the program/event. Sponsor Representatives receive complimentary registration to the program/event including breakfast and/or lunch if scheduled as part of the program/event. Any additional Sponsor Representatives will need to be registered as "Event Attendees" as space is available. Additional registration fees are payable on site.

**INTRODUCTION TO THE AUDIENCE:** Each sponsor will be allowed a one minute verbal overview about their company and services.

**CONTACT INFORMATION OF THE REGISTERED EVENT ATTENDEES** will be sent to each sponsor upon completion of the quick online Event Survey.

**PARTICIPATING TABLE TOP VENDORS AGREE TO ABIDE BY THE "RULES & REGULATIONS" WHICH ARE MADE AS PART OF THIS RESERVATION FORM "OVERVIEW".**

Table Top Display location is dictated by hotel meeting space and program attendance. This location will be determined and confirmed with Vendors prior to the event. Table Top Display signs, as well as small props, standing exhibitor displays, banners, table drapers and/or any other trade show units are permitted as long as they are confined to the Table Top and is approved by CAI-NE staff.

Table Top Sponsors will not hang anything on facility walls, curtains or other fixtures.

Company materials and other handouts may only be distributed from the Table Top Area. Information and giveaways may not be placed on registration tables, classroom tables, chairs, or be handed out, outside of your Table Top Display.

All participating Table Top Sponsors' materials must be dismantled and removed at the designated time and in the manner indicated on the Table Top Sponsors Reservation Form for each program/event.

Any and all matters in question not covered by these Rules & Regulations in the "Overview" are subject to the decision of the Chapter and all decisions so made shall be binding on all parties affected by them. Authority to enforce these Rules & Regulations during the program/event is vested in the CAI-NE Representative.

(updated 1/10)