

ANNUAL CONDO  
CONFERENCE &   
**expo**  
**2024**

OCTOBER 26, 2024

MARRIOTT HOTEL  
BURLINGTON, MA

**Exhibitor & Sponsor**  
**Kit**

FOR MORE INFORMATION, CONTACT

Jake Nelson

O: 781-237-9020 x11 or [jnelson@caine.org](mailto:jnelson@caine.org)

  
NEW ENGLAND CHAPTER  
**community**  
ASSOCIATIONS INSTITUTE

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# 01 Exhibitor Booth Rates & Information

## Exhibitor Benefits

- Exhibitor Booth (8' wide x 6' deep)
  - 8' High back drape · 3' High side drapes
- One 6' Draped table
- Two Chairs
- Trash Barrel
- Exhibitor ID Sign with Company Name
- **Three Exhibitor Name Badges**
- **Post-Event Attendee List**
- **Company Profile in Condo Media October Expo Preview Edition** (if confirmed by 8/1/24)
- **Company Profile in On-site Expo Program Guide** (Must be confirmed by 9/2/24)
- **OPTIONAL ADD-ON** - Electricity can be purchased for access to electrical outlets at your booth

### Exhibitor Name Badges

Included in each booth fee are three Exhibitor Name Badges, the names for which should be submitted to [ageller@caine.org](mailto:ageller@caine.org) by Wednesday, September 13, 2024.

If additional badges are needed, they can be purchased for \$35/person.

### Post-Event Attendee List

To aid in follow ups following the event, each exhibiting Company will receive an Attendee List with the contact information that was provided at registration.

### Company Profile

Profiles will include the company name, a short description of the company and contact information. Please follow the guidelines below.

- Company descriptions should not exceed 40 words.
- Contact information can include:
  - Contact Name (individual)
  - Company Address
  - Phone number
  - Company Website

\*Non-exhibiting sponsors will not receive a profile.

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Exhibitor Booth (CAI-NE Member) .....	\$1870
Exhibitor Booth (Non-Member) .....	\$2150

### Booth & Sponsorship Fee Deadlines

**20% Deposit:** Required upon reservation with Contract to hold booth/sponsorships

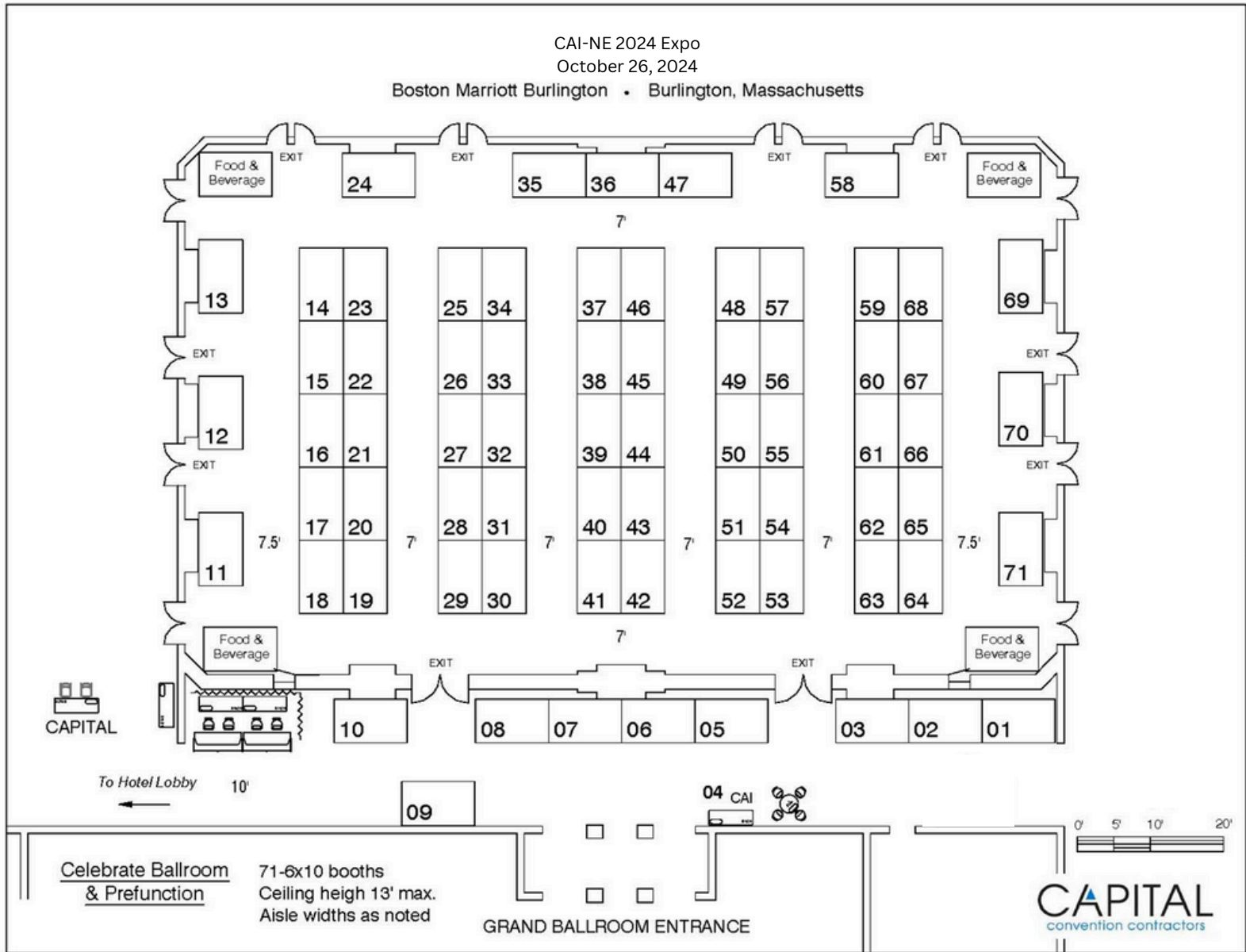
**Balance Due:** (booth & sponsorships) Full payment **due by September 2, 2024**

\*Booth location only confirmed with full contract payment

**CAI-NEW ENGLAND** 888 Worcester St. Suite 20, Wellesley, MA 02482

**Contact:** Jake Nelson | O: 781-237-9020 x11 | F: 781-237-9028 | [jnelson@caine.org](mailto:jnelson@caine.org) |

# 02 Expo Floor Plan & Details



## Cancellation Policy

Cancellation of booth space by the Exhibitor will be subject to the following refund schedule:

- 50% of the initial 20% deposit with notice of cancellation by July 31, 2024
- NO CANCELLATION after July 31, 2024
- Any other refunds will be subject to the discretion of the event committee.

## Set-Up & Tear Down

**Set-Up – 7:00 am–8:30 am**

All exhibits must be installed and set up no later than 8:30 am. A \$100 Penalty will be assessed for exhibits that are not set up by 8:30 am.

**Tear Down – 1:45 pm–4:00 pm**

Exhibitors **MAY NOT** begin to dismantle booths until 1:45 pm. All exhibit materials must be cleared from the facility by 4:00 pm of the same day. A \$100 Penalty will be assessed for non-compliance of Tear Down policy.

## Exhibit Space

ALL DISPLAYS MUST BE FULLY CONTAINED WITHIN THE DESIGNATED EXHIBIT SPACE and may not obstruct other exhibits, food & beverage areas, or aisles.

VIOLETION OF THIS POLICY WILL RESULT IN THE REMOVAL OF ANY AND ALL OBSTRUCTING DISPLAY MATERIALS.

# 03 Sponsorship Opportunities

**SOLD**

## Presenting Sponsor \$5,400 Member / \$6,300 Non-Member

- Booth & electricity included
- Sponsor Logo on Show Promotion emails, postcards, and signage
- Sponsor Company Logo on Expo Banner
- Full Page, 4-color advertisement in On-site Expo Program Guide\*
- Half Page, 4-color ad in the October Expo Preview issue of Condo Media\*
- Tote Bag Insert/booklet (must be pre-approved by CAI-NE)
- Sponsor logo and contact information on notepads distributed at registration (provided by CAINE)
- Post-Event Attendee List
- Free Passes for Clients & Employees

\*as available based on printing deadlines and contract submission

**SOLD**

## Tote Bag Sponsor \$2,195 Member / \$2,600 Non-Member

- Sponsor Logo on official show bags at event (*provided by CAI-NE*)
- Tote Bag Insert

**SOLD**

## Lanyard Sponsor \$1,400 Member / \$1,750 Non-Member

- Sponsor Logo on Name Badge Lanyards given to all attendees (*provided by CAI-NE*)
- Tote Bag Insert



## Photography Sponsor \$1,400 Member / \$1,750 Non-Member

- Sponsor Recognition on event webpage and post-event online photo album
- Sponsor Logo on custom Polo for Photographer to wear at event
- A/V Sponsorship
- Tote Bag Insert

**SOLD**

## Pen Sponsor \$900 Member / \$1,100 Non-Member

- Sponsor Logo on Pens distributed at registration (*provided by CAI-NE*)
- Company Brochure/flyer placed at all educational programs (*placed by CAI-NE staff*)

**SOLD**

## Napkin Sponsor \$800 Member / \$1,000 Non-Member

- Sponsor Logo on Napkins at Breakfast & Lunch (*provided by CAI-NE*)
- Tote Bag Insert



## A/V Sponsor \$600 Member / \$800 Non-Member

(4 of 8 available)

- Company introduced by facilitator at start of all educational programs
- Company name on signage/AV Slide
- Company contact information included in program handout
- Company brochure/flyer placed at all educational programs (*Placed by CAI-NE Staff*)

# 04 Sponsorships / Program Advertising



## Pick-Me-Up Coffee Sponsor \$650 Member / \$800 Non-Member

(2 available)

- Company name on signage at coffee stations and general signage
- Company Logo on coffee sleeve
- Tote Bag Insert



## Have A Bite Sponsor \$500 Member / \$650 Non-Member

(2 of 4 available)

- Company name on signage at food stations at breakfast and general signage
- Tote Bag Insert



## Lunchtime Pack Sponsor \$700 Member / \$850 Non-Member

(1 of 4 available)

- Company name on signage at food stations at lunch and general signage
- Sponsor Logo and Company contact information on Lunch ticket
- Tote Bag Insert



## Tote Bag Inserts \$265 Member / \$365 Non-Member

- Sponsor provides 500 flyers/brochures to be placed in the event Tote Bags.
- NO PROMOTIONAL GIVEAWAYS WILL BE ACCEPTED. Flyers must be received by Friday, October 6, 2023.  
*ONLY AVAILABLE FOR EXHIBITORS AND SPONSORS*



## Game Drawing Sponsor \$250 Member / \$375 Non-Member

- Game signage at Exhibitor Booth.
- Draw attendees to your booth and help them gain the opportunity to win more prizes..

*ONLY AVAILABLE FOR EXHIBITORS*

## Program Advertising

\*Non-exhibitors/Non-Sponsors: Add \$175 non-participation fee.



## Back Cover Ad \$1,200 Member / \$1,400 Non-Member

5.5"w x 8.5"h, Full Color



## Inside Front Cover Ad \$1,100 Member / \$1,300 Non-Member

5.5"w x 8.5"h, Full Color



## Inside Back Cover Ad \$990 Member / \$1,200 Non-Member

5.5"w x 8.5"h, Full Color



## Half Page Ad \$425 Member / \$625 Non-Member

4.5"w x 3.75"h, Black & White



## Quarter Page Ad \$275 Member / \$475 Non-Member

4.5"w x 3.75"h, Black & White

# 05 Booth Rules & Regulations

## Set-Up & Tear Down

### **Set-Up – 7:00 am–8:30 am**

All exhibits must be installed and set up no later than 8:30 am. A \$100 Penalty will be assessed for exhibits that are not set up by 8:30 am.

### **Tear Down – 1:45 pm–4:00 pm**

Exhibitors **MAY NOT** begin to dismantle booths until 1:45 pm. All exhibit materials must be cleared from the facility by 4:00 pm of the same day. A \$100 Penalty will be assessed for non-compliance of Tear Down policy.

## Exhibit Space

**ALL DISPLAYS MUST BE FULLY CONTAINED WITHIN THE DESIGNATED EXHIBIT SPACE and may not obstruct other exhibits, food & beverage areas, or aisles.**

**VIOLATION OF THIS POLICY WILL RESULT IN THE REMOVAL OF ANY AND ALL OBSTRUCTING DISPLAY MATERIALS.**

## Samples & Souvenirs

Distribution of samples and souvenirs in a restrained fashion is permitted, provided that there is no interference with other exhibits or aisle movement, and that the samples or souvenirs pertain to, or contribute to, the exhibits or conference. The Expo Committee may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable. Exhibitors must remain within their own booth while distributing literature, product samples or other materials. Aisles may not be used for any business solicitation purposes.

**NO OUTSIDE FOOD or BEVERAGE.**

**BAGS OF ANY KIND ARE PROHIBITED** with the exception of the Tote Bag Sponsorship—this policy will be **STRICTLY ENFORCED**

## Restrictions

The Expo Committee reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, violate these rules and regulations, become objectionable, or otherwise detract from, or are out of keeping with the character of the Exposition as a whole. The Expo Committee may stop installation, or request removal or discontinuation of any exhibit or promotion which, if continued, departs from a design description given advance approval, or from the descriptions given herein. In the event of such restriction, removal or discontinuance, the Expo Committee is not liable for any refund of rental, other expenses or other damages.

## Care of Premises & Fire Regulations

**No part of an exhibit, signs or other materials, may be taped, pasted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface, even temporarily, the exhibit premises or booth equipment or furnishings. The cost of repair of damage from failure to observe this cautionary notice is payable by the Exhibitor.**

**Booth decorations and exhibit constructions must conform to the fire regulations of the exhibit area and the hotel. Combustible or other explosive material may not be used. Cloth and other flammable materials must be flame-proofed.**

# 06 Expo Exhibitor/Sponsor Registration Form

## Contact Information

Company:  Contact Name:

Street Address:

City:  State:  Zip Code:

Phone:  Email:

Authorization Signature:  Date:

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 and the CAI-NE & Expo Policies & Procedures. I understand this is a binding contract by authorization via mail, fax or electronic format, and that booth reservations are made on a first-come, first-served basis and that only reservations with a deposit or full payment will assure confirmed reservations and booth numbers. Cancellation of booth space by the Exhibitor will be subject to the following refund schedule: 50% of initial 20% deposit with notice of cancellation by July 31, 2024. After July 31, 2024, NO CANCELLATION will be accepted and full balance will be due. Full payments due September 2, 2024. 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. Balances unpaid after 30 days are subject to a service charge of 1.5% per month.

## Membership Status

CAI-NE Member  CAI-NE Chapter Partner - Level:   Non-Member

## Booth, Sponsorship & Advertising Options

<input type="checkbox"/> Exhibitor Booth \$1,870 Member / \$2,145 Non-Member	<input type="checkbox"/> A/V Sponsor \$600 Member / \$800 Non-Member	<u>Advertising</u>
<b>SOLD</b> <input type="checkbox"/> Presenting Sponsor \$5,400 Member / \$6,300 Non-Member	<input type="checkbox"/> Have A Bite Sponsor \$500 Member / \$650 Non-Member	<b>SOLD</b> <input type="checkbox"/> Back Cover Ad \$1,200 Member / \$1,400 Non-Member
<b>SOLD</b> <input type="checkbox"/> Tote Bag Sponsor \$2,195 Member / \$2,600 Non-Member	<input type="checkbox"/> Lunchtime Pack Sponsor \$700 Member / \$850 Non-Member	<b>SOLD</b> <input type="checkbox"/> Inside Front Cover Ad \$1,100 Member / \$1,300 Non-Member
<b>SOLD</b> <input type="checkbox"/> Lanyard Sponsor \$1,400 Member / \$1,750 Non-Member	<b>SOLD</b> <input type="checkbox"/> Pick-Me-Up Coffee Sponsor \$650 Member / \$800 Non-Member	<b>SOLD</b> <input type="checkbox"/> Inside Back Cover Ad \$990 Member / \$1,200 Non-Member
<input type="checkbox"/> Photography Sponsor \$1,400 Member / \$1,750 Non-Member	<input type="checkbox"/> Game Drawing Sponsor \$250 Member / \$375 Non-Member	<input type="checkbox"/> Half Page Ad \$425 Member / \$625 Non-Member
<b>SOLD</b> <input type="checkbox"/> Pen Sponsor \$900 Member / \$1,100 Non-Member	<input type="checkbox"/> Tote Bag Insert \$265 Member / \$365 Non-Member	<input type="checkbox"/> Quarter Page Ad \$275 Member / \$475 Non-Member
<b>SOLD</b> <input type="checkbox"/> Napkin Sponsor \$800 Member / \$1,000 Non-Member		<input type="checkbox"/> Non-Exhibitor/Non-Sponsor Ad Fee \$175

**TOTAL DUE:**

## Booth Selection & Exhibitor Staff

Booth Selection Refer to Page 2 Floor Plan  
1  2  3

Booth Electricity \$95 member / \$115 Non-Member  
 YES, I want electricity

Exhibitor Staff 3 passes included in Booth Fee  
Exhibitor 1:   
Exhibitor 2:   
Exhibitor 3:

## Payment information

**MUST CHOOSE ONE:**  20% Deposit Fee  Full Payment *Must receive at least 20% payment by July 31, 2024*

Payment Method:  Visa  Master Card  Discover  American Express  Invoice Me

Name on Card:

Card #:

Expiration Date:  Sec. Code:



# 07 Rules & Regulations Agreement

**Set Up:** All exhibits must be installed and set up no later than 8:30 am A \$100 Penalty will be assessed for exhibits that are not set up by 8:30 am.

**Tear Down:** Exhibitors **MAY NOT** begin to dismantle booths until after 1:30 pm. All exhibit materials must be cleared from the facility by 4 p.m. of that same day. A \$100 Penalty will be assessed for non-compliance of Tear Down policies.

**Exhibit Space:** Exhibitor booths are 10'w x 6'd. The booth fee includes exhibit space, 6' skirted table, exhibitor ID sign with company name, trash barrel, 2 chairs, electricity hookup (additional charge), excel file of attendee's contact information, and 3 complimentary exhibitor name badges. Name badges are required for admittance into the exhibitor hall, conference programs and lunch area. Exhibitors agree to have exhibits completely set up by 8:30 am on October 26, 2024 and have exhibits dismantled and cleared by 4 pm on same day. ALL DISPLAYS MUST BE FULLY CONTAINED WITHIN THE DESIGNATED EXHIBIT SPACE and not, under any circumstances, protrude beyond the space allotted or interfere in any way with traffic flow to other exhibits or food and beverage areas. VIOLATION OF THIS POLICY WILL RESULT IN THE REMOVAL OF ANY AND ALL OBSTRUCTING DISPLAY MATERIALS.

**Use of Space:** No Exhibitor may sublet, assign or apportion any portion of the allotted space, nor represent, advertise or distribute literature for the product or services of any other firm, organization or individual, except as approved in advance by the Expo Committee. The purposes of the Conference and its Exposition are to inform and educate its attendees regarding the characteristics and uses of Exhibitor's products and services.

**Cancellation Policy:** Cancellation of booth space by the Exhibitor will be subject to the following refund schedule: 50% of initial 20% deposit with notice of cancellation by July 31, 2024 and NO CANCELLATION after July 31, 2024. Any other refunds will be subject to the discretion of the committee.

**Restrictions:** The Expo Committee reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, violate these rules and regulations, become objectionable, or otherwise detract from, or are out of keeping with the character of the Exposition as a whole. The Expo Committee may stop installation, or request removal or discontinuation of any exhibit or promotion which, if continued, departs from a design description given advance approval, or from the descriptions given herein. In the event of such restriction, removal or discontinuance, the Expo Committee is not liable for any refund of rental, other expenses or other damages.

**Samples and Souvenirs:** Distribution of samples and souvenirs in a restrained fashion is permitted, provided that there is no interference with other exhibits or aisle movement, and that the samples or souvenirs pertain to, or contribute to, the exhibits or conference. The Expo Committee may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable. Exhibitors must remain within their own booth while distributing literature, product samples or other materials. Aisles may not be used for any business solicitation purposes. **NO OUTSIDE FOOD or BEVERAGES. BAGS OF ANY KIND ARE PROHIBITED** with the exception of the Tote Bag Sponsorship—this policy will be STRICTLY ENFORCED.

**Care of Premises:** No part of an exhibit, signs or other materials, may be taped, pasted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface, even temporarily, the exhibit premises or booth equipment or furnishings. The cost of repair of damage from failure to observe this cautionary notice is payable by the Exhibitor.

**Fire Regulations:** Booth decorations and exhibit constructions must conform to the fire regulations of the exhibit area and the hotel. Combustible or other explosive material may not be used. Cloth and other flammable materials must be flame-proofed.

**Liability and Insurance:** The Chapter, its sponsors, co-sponsors and agents assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the Exhibitor. Exhibitor understands that neither the Chapter nor the hotel maintains insurance covering the Exhibitor's property or lost revenue, and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitors have the sole and exclusive responsibility to arrange for performance license for copyrighted music to be used in the booth. The Exhibitor shall indemnify the Chapter, its sponsors, co-sponsors and their agents against, and hold harmless from, any complaints, suits or liabilities resulting from negligence in connection with the Exhibitor's space and participation in the Expo.

**Interpretation and Enforcement:** These Rules and Regulations become a part of the contract between the Exhibitor and the Chapter. All matters in question, not covered by the Rules and Regulations, are subject to the decision of the Chapter and all decisions so made shall be binding on all parties affected by them as in the case of the original Rules and Regulations. Authority to enforce these Rules and Regulations during the Expo is vested in the Chairperson of the Expo, the President of the Chapter and/or the Executive Director of the Chapter. By submitting a Reservation and Contract for exhibit space, the applicant releases the Chapter, its sponsors, co-sponsors and agents from any and all liabilities to applicant, its agents, licensees or employees which may arise or be asserted as a result of submission of a Reservation and Contract or of participation in the Exhibition. Acceptance of a Reservation does not imply endorsement by the Chapter of the applicant's products. Exhibitors must comply with the Rules and Regulations of the Expo, which are incorporated into and made part of this contract. The undersigned acknowledges and has read the Rules and Regulations of the Expo. The Chapter shall have the right to pursue all rights and remedies that may be available to it under the law, without limitation, including the termination of the Exhibitor's privilege to exhibit in the future. In the event of a dispute arising under this contract, the Exhibitor shall be liable for reasonable costs and attorney's fees incurred by the Chapter in a reasonable attempt to settle, arbitrate, or litigate the dispute. The Chapter shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control, or for any other claims or damages arising directly or indirectly out of this contract including enforcement hereof.

Authorization Signature:

Date:

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# For More information

Jake Nelson

781-237-9020 x11

[jnelson@caine.org](mailto:jnelson@caine.org)