



Table-top Display

# 2011 CAI-NE TABLETOP SPONSORSHIPS



## Sponsorship Prices (please check one):

CAI-NE Chapter Partners & CAI Members:  \$225 per program  SAVE \$\$\$ & Sponsor six or more (\$195 per program)\*  
 Non-CAI Members:  \$275 per program  SAVE \$\$\$ & Sponsor six or more (\$245 per program)\*

### Please check off your Table Top Sponsorship date(s) below:

<input type="checkbox"/> Thurs. March 3rd: Natick, MA	Managers	8am-noon	<input type="checkbox"/> Thurs. July 14th: Natick, MA	Managers	8:30am-noon
<input type="checkbox"/> Thurs. March 10th: Natick, MA	Managers	5:30pm-9pm	<input type="checkbox"/> Thurs. Sept. 15th: Natick, MA	Managers	8am-noon
<input type="checkbox"/> Thurs. March 31st: Warwick, RI	Managers	8:30am-noon	<input type="checkbox"/> Sat. Oct. 1st: Mansfield, MA	Board Members	8am-1pm
<input type="checkbox"/> Sat. April 9th: Milford, MA	Managers & Board Members	8:30am-noon	<input type="checkbox"/> Thurs. Oct. 6th: Westboro, MA	Managers	8am-noon
<input type="checkbox"/> Thurs. April 28th: Waltham, MA	Managers	8:30am-noon	<input type="checkbox"/> Thurs. Oct. 6th: So. Burlington, VT	Managers & Board Members	12:30pm-4pm
<input type="checkbox"/> Sat. April 30th: Framingham, MA	Board Members	8am-1pm	<input type="checkbox"/> Thurs. Nov. 3rd: Portland, ME	Managers	8am-noon
<input type="checkbox"/> Thurs. May 26th: Woodstock, VT	Managers & Board Members	12:30pm-4pm	<input type="checkbox"/> Thurs. Dec. 1st: Metrowest, MA	Managers	4:30pm-9pm

Please arrive 30 minutes before the start of program to setup. Program dates/times and location subject to change.

Invoice me  Check enclosed  Charge my credit card

**TOTAL DUE:** \_\_\_\_\_  I agree to the CAI New England Rules/Regulations for Table Top Sponsorships shown below.

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

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

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

I understand this is a binding agreement by authorization via mail, fax or electronic format. Sponsor is responsible for the full amount if cancelled within two weeks of program date; 50% within two to six weeks; no charge if more the six weeks prior to seminar 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 the Sponsor warrants that they are authorized to make agreements and to bind the principals to this agreement.

**\*To receive the discounted rate for six or more Tabletop Sponsorships, reservations need to be made in advance and paid in full.**

**Contact: Natalie Springsteen / T: 781 237 9020 ext. 11 / F: 781 237 9028 / [nspringsteen@caine.org](mailto:nspringsteen@caine.org)**

### CAI-NE Rules & Regulations for Tabletop Sponsors

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 or events.

Fees are payable prior to program dates.

- **ONE 6' DRAPED AND/OR SKIRTED TABLE** is provided to display company materials, brochures, literature and giveaways. (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.
- **THANK YOU SPONSOR SHEET HANDOUT.** Company name will be listed as a program sponsor.
- **INTRODUCTION TO THE AUDIENCE.** Each sponsor will be allowed a one minute verbal overview about their company and services at the start of the program.
- **CONTACT INFORMATION OF THE REGISTERED EVENT ATTENDEES** will be sent to each sponsor upon completion of the Event Survey.
- **PARTICIPATING TABLE TOP VENDORS AGREE TO ABIDE BY THE "RULES & REGULATIONS" AS SET FORTH BY THE HOTEL AND THE NEW ENGLAND CHAPTER OF CAI, AND WHICH ARE MADE AS PART OF THIS RESERVATION FORM "OVERVIEW".**

Companies completing and signing a "Table Top Sponsorships Form" agree to the following terms and conditions.

- Table Top Display location is dictated by hotel meeting space and program attendance. This location will be confirmed with Vendors prior to the event.
- Table Top displays signage will be limited to the 8 1/2" x 11" plastic frame with company name provided by CAI-NE. Small props are permitted as long as they are confined to the Table Top and as approved by CAI-NE staff. **Standing exhibitor displays, banners, table drapers and/or any other trade show units are prohibited, unless approved by CAI-NE staff.** This will ensure a focus on the educational component of the program & minimize student distraction.
- **Table Top Sponsors will not hang anything on facility walls, curtains or other fixtures.**
- Tables are assigned on a first come basis by CAI-NE and Table Top Sponsors will be directed to assigned Table Tops by the CAI-NE Representative on the day of the program/event. Table Top Sponsors are prohibited from setting up table top areas until they have registered, fees are paid in full and are directed to their assigned table. There will be no switching of designated Table Tops on the day of the program unless approved by the CAI-NE Representative.
- 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.