

2010 CAI-NE TABLE TOP SPONSORSHIPS



Sponsorship Prices (please check one):

- CAI-NE Chapter Partners & CAI Members: \$205 per program **SAVE 10% & Sponsor five or more (\$185 per program)***
 Non-CAI Members: \$255 per program **SAVE 10% & Sponsor five or more (\$230 per program)***

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

<input type="checkbox"/> March 4, 2010 Natick, MA	Managers	8:00am-noon	<input type="checkbox"/> June 23, 2010 TBD, MA	Managers	4:30pm-9pm
<input type="checkbox"/> March 13, 2010 Natick, MA	Board Members	8:30am-noon	<input type="checkbox"/> Sept 11, 2010 Mansfield, MA	Board Members	8:30am-noon
<input type="checkbox"/> April 8, 2010 Natick, MA	Managers	8:30am-noon	<input type="checkbox"/> Oct 2, 2010 Chelmsford, MA	Board Members	8:30am-noon
<input type="checkbox"/> May 1, 2010 Waltham, MA	Board Members	8:00am-1pm	<input type="checkbox"/> Oct 28, 2010 TBD, VT	Managers	12:30pm-4pm
<input type="checkbox"/> May 22, 2010 Dedham, MA	Board Members	8:30am-noon	<input type="checkbox"/> Nov 10, 2010 Natick, MA	Managers	8:30am-noon
<input type="checkbox"/> May 27, 2010 Rutland, VT	Managers	8:30am-noon			

Please arrive 30 minutes before the start of program to setup. Program dates 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.

Authorized Signature: _____ Date: _____

Company Name: _____ Contact Name: _____

Street Address: _____

City, State & Zip: _____

Phone: _____ Fax: _____ Email: _____

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.

*To receive the 10% discounted rate, 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

CAI-NE Rules & Regulations for Table Top 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 on site.

- **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 ½" 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 Reservation Form" agree to the following terms and conditions.

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.

- 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 ½" 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. **All standing exhibitor displays, banners, table drapers and/or any other trade show units are prohibited from being displayed.** 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.