



2024

FORUM SPONSORSHIPS

Order Form

OFFICE USE ONLY
 Date Received: _____
 Processed Order #: _____

Member Type: Non-Member CAI-NE Member **CAI-NE Chapter Partner** (Diamond, Gold, Silver, Bronze)



	Rhode Island Thurs. 4/11 8am - 12pm	New Hampshire Wed. 5/15 8am - 12pm	Vermont Thurs. 6/20 8am - 12pm	Maine Sat. 9/21 8am - 12pm
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Premier Sponsor	\$1720 member \$1900 non-member	N/A	<input type="checkbox"/>	N/A	N/A
Registration Sponsor	\$600 member \$775 non-member	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food & Beverage Sponsor	\$400 member \$525 non-member	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tabletop Sponsor	\$350 member \$475 non-member	N/A	N/A	N/A	N/A
Tabletop Booth Game	\$125 member \$175 non-member	N/A	N/A	N/A	N/A

TOTAL: _____

SPONSOR INFORMATION

Company Name: _____
 Contact Name : _____
 Street Address : _____
 City : _____ State : _____ Zip Code : _____
 Phone : _____ Email : _____

Authorization Signature: _____ **Date:** _____

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 3 weeks of program date. Cancellations received between 3 and 6 weeks prior to program are subject to a cancellation fee of \$100; no charge if more than 6 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 and agree to abide by the CAI-NE SPONSOR details and regulations made a part of this contract.

PAYMENT METHOD

Invoice Credit Card: Visa MC Disc Amex

Name on Card: _____ Card Number: _____
 Expiration: _____ CVV: _____ **Authorization signature:** _____

FORUM SPONSORSHIPS

Details & Policies

Premier Sponsor

\$1720 member / \$1900 non-member

- Company Logo on Nametags
- Padfolio with Premier Sponsor Company logo(s)
- Company Logo on all General signage
- Company Logo on all Food & Beverage signage
- Tabletop (see *Tabletop Sponsor*)
- Booth Game (see *Tabletop Booth Game*)

Registration Sponsor

\$600 member / \$775 non-member

- Company Logo on Registration Handouts
- Company Logo on Pens (*pending production deadlines*)

Food & Beverage Sponsor

\$400 member / \$525 non-member

- Company name on Buffet and lunch table signage
- Company name on Sponsor Sign at registration
- Company name in Event Handout

ALL SPONSORS

- Company Name & Website Link Listed in Promotional Emails (Full Payment required prior to email blast to be listed.)
- Company Name & Website Link posted on caine.org event page
- Post-event Attendee Contact List (*List in Excel format emailed after program upon sponsor request*)

Tabletop Sponsor

\$350 member / \$475 non-member

- ONE 6' Draped and/or Skirted Table is provided to display company materials, brochures, literature and giveaways (*all subject to CAI-NE approval*)
- ONE Exhibitor Pass* Name Badge and chair provided for a single exhibitor at tabletop.
**Additional Exhibitors are required to register as "Event Attendees" and pay registration fees due prior to or at the event.*
- ONE Tabletop Sign - sized 8 ½" x 11" in a Lucite frame with their company name will be provided by CAI-NE.
- Introduction to the Audience - each sponsor will be allowed a one-minute overview of their company.
- THANK YOU Sponsor Sheet in Handout - The Sponsor's Company name will be listed as a program sponsor.

Tabletop Booth Game

\$125 member / \$175 non-member

- Tabletop Raffle game
 - Sponsor will give attendees a raffle ticket for the chance to win a prize or gift card to be raffled off by sponsor at a designated time during the event.
- Game materials and prize will be provided by CAI-NE.

IMPORTANT INFORMATION

- Tabletop Exhibitors will not hang anything on facility walls, curtains or fixtures. Cost/repair from failure to observe this notice is payable by the Exhibitor.
- To ensure focus on the educational program and minimize student distraction, small props, exhibitor displays, banners, table drapers and/or small trade show units are permitted as long as they are confined to the 6' tabletop, unless restrictions are noted prior to the program or requested on site by program instructors and/or CAI-NE staff. Sponsor agrees to abide by all requests regarding display on the day of the program.
- Dates/location subject to change
- **Cancellation Policy**
 - Sponsor is responsible for the full amount if cancelled within 3 weeks of program date.
 - Cancellations received between 3 and 6 weeks prior to program are subject to a cancellation fee of \$100;
 - No charge will be assessed for cancellations received more than 6 weeks prior to program date.