

2025 CONDO FORUM SPONSORSHIPS Order Form

REV. 3/13/25

Membership Type

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

<u>SPONSORSHIPS</u>	Rhode Island April 8, 2025 TBD	Vermont June 5, 2025 TBD	Maine TBD	New Hampshire TBD
Premier Sponsor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Sponsor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food & Beverage Sponsor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tabletop Sponsor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tabletop & Booth Game	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Program Dates & Locations are Subject to Change*

TOTAL: _____

Sponsor Information

Company Name	
Contact Name	
Street Address	
City / States / Zip	
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 INFORMATION

Invoice Me Visa MC Disc Amex

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

CAI-NE OFFICE USE ONLY Date Received: _____ Processed Order #: _____

Sponsorship Details

Premier Sponsor

\$1720 member / \$1900 non-member

- Company Logo on Nametags
- Padfolio/Notepad 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.

Event Policies

- 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 (see page 3-4, *Tabletop Guidelines*).
- 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 (see page 3-4, *Tabletop Guidelines*).
- 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.

Tabletop Guidelines

1. Tabletop Display location will be determined by CAI-NE.
2. Tabletop Display items are permitted and must be confined to the 6' tabletop area and is subject to approval by CAI-NE staff.

Provided by CAI-NE

- 6' Draped or Skirted Table to display company materials,
- One Tabletop Sign - 8.5" x 11",
- 1 Sponsor Pass

Permitted signs & items provided by Sponsor *See Page 2*

- A** - Branded table drape/runner
- B** - Pull-up Banners (2 max)
- C** - Brochures / Company literature*
*Literature **MUST ONLY** be distributed from the sponsored tabletop.
- D** - Branded giveaways**
**Items cannot conflict with items sponsored through the event.
NO outside food or beverage.

NOT Permitted *See Page 2*

- Constructed back walls or additional flooring
- Display materials other than on table provided
Includes but not limited to: magazine racks, additional tables, video equipment, tradeshow set-ups
- Any hanging/posting of signage/items that might mar or deface, even temporarily, the event space.
The cost of repair of damage from failure to adhere to this policy is payable by the Sponsor.
- Trade Show Set-ups
- Providing your own table/surfaces

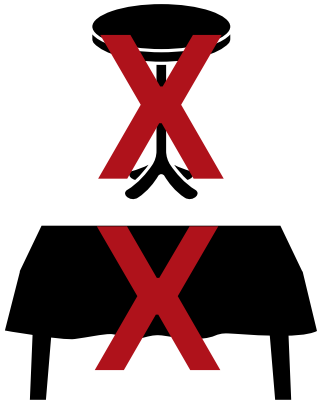
3. Tabletop Sponsor will not hang anything on facility walls, curtains, or fixtures - cost of repair from failure to adhere to this policy is payable by the Sponsor.
4. Tabletop displays and materials must be dismantled and removed at the designated time and in the manner indicated by the CAI-NE staff after the event.
5. All matters in question not covered by these Guidelines are subject to the decision of the CAI-NE Chapter and all decisions so made shall be binding on all parties affected by them. Authority to enforce these guidelines during the program is vested in the CAI-NE Representative.

SAMPLE TABLETOP



NOT PERMITTED

Additional Tables



Additional Display racks



Video Equipment



Trade show set-up

