



NEW ENGLAND CHAPTER

community
ASSOCIATIONS INSTITUTE

2023 Annual Condo Conference & Expo

Will be Held on :

October 21, 2023

Marriott Hotel
One Burlington Mall Road
Burlington, MA 01803

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

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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 8/1/23)
- **Company Profile in On-site Expo Program Guide** (Must be confirmed by 9/1/23)
- **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 by Wednesday, September 13, 2023.

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.

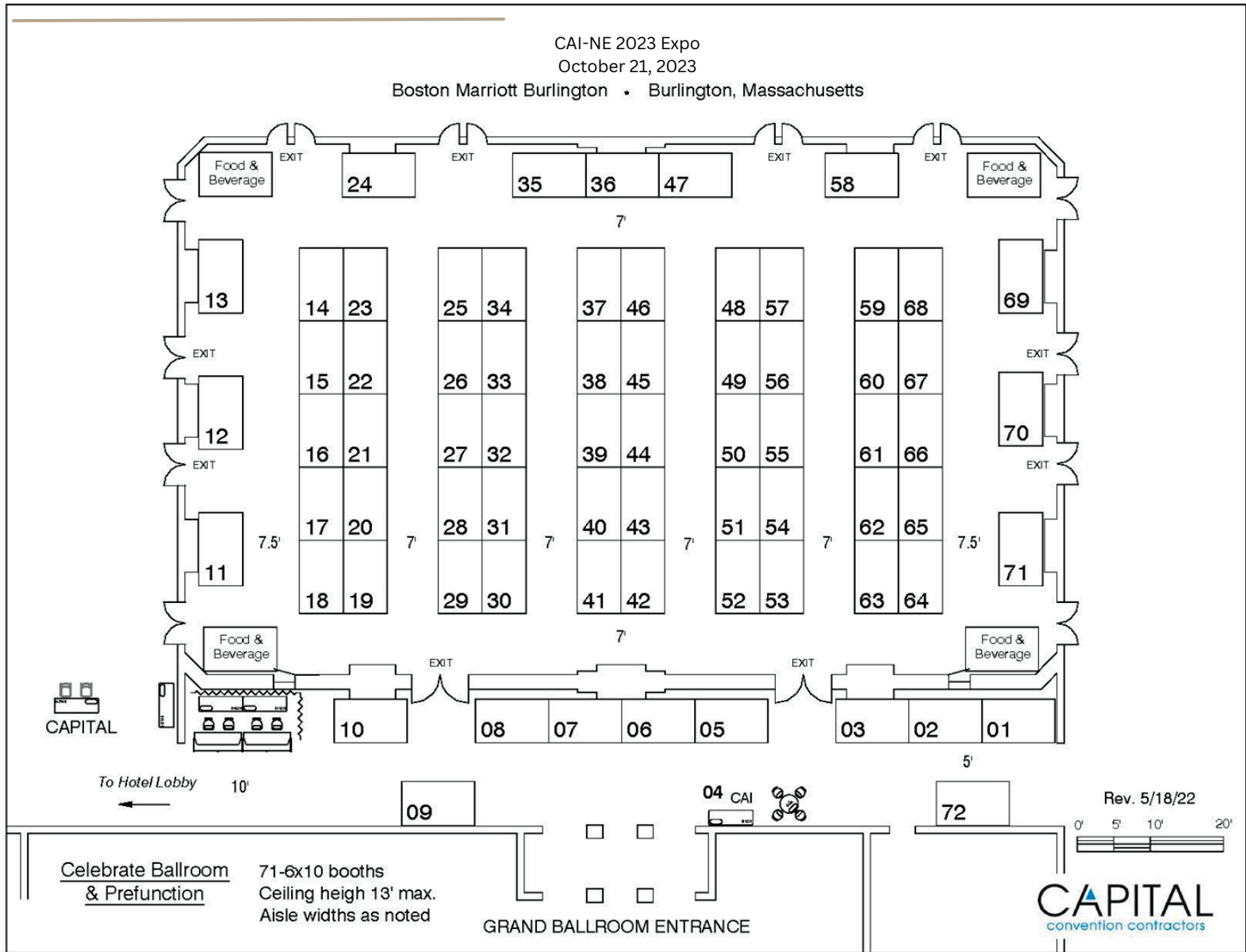
Exhibitor Booth (CAI-NE Member)	\$1700
Exhibitor Booth (Non-Member)	\$1950

Booth & Sponsorship Fee Deadlines

20% Deposit: Required upon reservation with Contract to hold booth/sponsorships
Balance Due: (booth & sponsorships) Full payment **due by September 1, 2023**

*Booth location only confirmed with full contract payment

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, 2023
- No refund of deposit for notice of cancellation after July 31, 2023
- 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 \$4,900 Member / \$5,750 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 \$1,900 Member / \$2,250 Non-Member

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

SOLD

Lanyard Sponsor \$1,225 Member / \$1,525 Non-Member

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

SOLD

Wi-Fi Sponsor \$1,000 Member / \$1,200 Non-Member

- Sponsor Logo on wi-fi landing page (*provided by CAI-NE*)
- Tote Bag Insert

SOLD

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

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

SOLD

Pen Sponsor \$700 Member / \$900 Non-Member

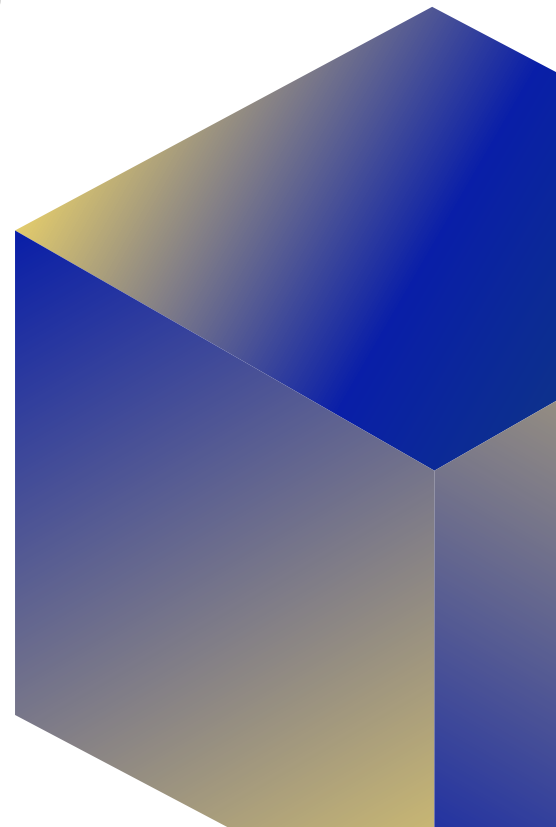
- Sponsor Logo on Pens distributed at registration (*provided by CAI-NE*)
- Company Brochure/flyer placed at all educational programs (*placed by CAI-NE staff*)



A/V Sponsor \$450 Member / \$650 Non-Member

(2 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

SOLD

Pick-Me-Up Coffee Sponsor \$550 Member / \$700 Non-Member

(1 of 2 available)

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

SOLD

Have A Bite Sponsor \$400 Member / \$550 Non-Member

(1 of 4 available)

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

SOLD

Lunchtime Pack Sponsor \$600 Member / \$750 Non-Member

- Company name on signage at food stations at lunch and general signage
- Sponsor Logo on Box label
- Company contact information included in box1
- Tote Bag Insert



Tote Bag Inserts \$190 Member / \$290 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

Program Advertising *Non-exhibitors/Non-Sponsors: Add \$100 non-participation fee.

SOLD

Back Cover Ad \$1,100 Member / \$1,300 Non-Member

5.5"w x 8.5"h, Full Color

SOLD

Inside Front Cover Ad \$985 Member / \$1,185 Non-Member

5.5"w x 8.5"h, Full Color

SOLD

Inside Back Cover Ad \$885 Member / \$1,085 Non-Member

5.5"w x 8.5"h, Full Color

Half Page Ad \$325 Member / \$525 Non-Member

4.5"w x 3.75"h, Black & White

Quarter Page Ad \$175 Member / \$375 Non-Member

2.25"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, 2023 and no refund of deposit for notice of cancellation after July 31, 2023. Full payments due September 1, 2023. 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 \$1,700 Member / \$1,950 Non-Member	SOLD Pen Sponsor \$700 Member / \$900 Non-Member	<u>Advertising</u>
SOLD Presenting Sponsor \$4,900 Member / \$5,750 Non-Member	<input type="checkbox"/> A/V Sponsor \$450 Member / \$650 Non-Member	SOLD Back Cover Ad \$1,100 Member / \$1,300 Non-Member
SOLD Tote Bag Sponsor \$1,900 Member / \$2,250 Non-Member	SOLD Have A Bite Sponsor \$400 Member / \$550 Non-Member	SOLD Inside Front Cover Ad \$985 Member / \$1,185 Non-Member
SOLD Lanyard Sponsor \$1,225 Member / \$1,525 Non-Member	SOLD Lunchtime Pack Sponsor \$600 Member / \$750 Non-Member	SOLD Inside Back Cover Ad \$885 Member / \$1,085 Non-Member
SOLD Wi-Fi Sponsor \$1,000 Member / \$1,200 Non-Member	SOLD Pick-Me-Up Coffee Sponsor \$550 Member / \$700 Non-Member	<input type="checkbox"/> Half Page Ad \$325 Member / \$525 Non-Member
SOLD Napkin Sponsor \$800 Member / \$1,000 Non-Member	<input type="checkbox"/> Tote Bag Insert \$190 Member / \$290 Non-Member	<input type="checkbox"/> Quarter Page Ad \$175 Member / \$375 Non-Member
		TOTAL DUE: <input type="text"/>

Booth Selection & Exhibitor Staff

Booth Selection Refer to Page 2 Floor Plan
1 2 3

Booth Electricity \$65 member / \$75 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

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 1:45 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 21, 2023 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, 2023 and no refund of deposit for notice of cancellation after July 31, 2023. 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.

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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:**



Further information

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