

CAI Board Leader Workshop



Training for Your Board



REV. 1/21/25

Sponsor Order Form

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

	SPRING (Thursdays)	Governance February 6 1 - 2:30 pm	Financial Management February 13 1 - 2:30 pm	Communication Volunteers Professionals February 20 1 - 2:30 pm	Rules & Enforcement February 27 1 - 2:30 pm
Presenting Sponsor \$350 Mem / \$475 Non					
Webinar Sponsor \$225 Mem / \$375 Non					
	FALL (Thursdays)	Governance November 6 1 - 2:30 pm	Financial Management November 13 1 - 2:30 pm	Communication Volunteers Professionals November 20 1 - 2:30 pm	Rules & Enforcement December 4 1 - 2:30 pm
Presenting Sponsor \$350 Mem / \$475 Non	☐	☐	☐	☐	☐
Webinar Sponsor \$225 Mem / \$375 Non	☐	☐	☐	☐	☐
Presenting Sponsorships : (#) _____ Webinar Sponsorships : (#) _____ 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 policies made a part of this contract.

PAYMENT METHOD

☐ Invoice ☐ Visa ☐ MasterCard ☐ Discovery ☐ Amex

Name on Card: _____ Card Number: _____

Expiration: _____ CVV: _____ **Authorization signature:** _____

CAI NEW ENGLAND

888 Worcester St, Ste 20, Wellesley, MA 02482

781-237-9020 x14

ageller@caine.org

OFFICE USE ONLY

Date Received: _____

Chapter Partner Level: _____

Order #: _____

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Details & Policies

Sponsorship Details

Presenting Sponsor (6 sponsors)

\$350 member / \$475 non-member

- Company Logo and link on Event registration page
- Company Recognition in promotional emails
- Company Recognition in reminder email to registered attendees
- Company Recognition on General sponsor slide in presentation
- Separate Company Slide in presentation
- 30-second live Company Introduction at start of webinar
 - Sponsor will have a representative available on the program date to introduce the company

Webinar Sponsor

\$225 member / \$375 non-member

- Company Name on Event registration page
- Company Recognition in promotional emails
- Company Recognition in reminder email to registered attendees
- Company Name on General sponsor slide in presentation

ALL SPONSORS

- Company Name & Contact information in program handout
- Post-webinar Attendee Contact List (*List in Excel format emailed after program upon sponsor request*)

Sponsor Policies

- Dates subject to change
- ONLY Presenting Sponsors may provide a company description during the 30-second live company introduction at the start of the program.

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.