

Deadline to Register:
SEPTEMBER 20



Questions?
contact Sue Bourdon:
sbourdon@memun.org

ELITE SPONSORS...\$6,000 (3 opportunities available)

Choose one option:

- Host Wednesday Entertainment - Funkationland!
- 5 Minute Presentation
- Grand Prize Drawing

Your sponsorship package includes:

- Two standard 8ft. booths with chairs, electricity & WiFi
- Up to 8 representatives including meals both days
- Full-page ad in program booklet
- Signage throughout exhibit hall
- Recognition/logo on website and Town & City Magazine

PREMIER SPONSORS...\$4,000 (3 opportunities available)

Choose one option:

- Attendee Giveaway Item (*co-branded with MMA*)
- Bottled Water
- Host Awards Luncheon

Your sponsorship package includes:

- One standard 8ft. booth with chairs, electricity & WiFi
- Up to 4 representatives including meals both days
- Half-page ad in program booklet
- Signage throughout exhibit hall
- Recognition/logo on website and Town & City Magazine

PARTNER...\$2,500 (unlimited sponsors)

- Host Thursday Featured Speaker Luncheon

Your sponsorship package includes:

- One standard 8ft. booth with chairs, electricity & WiFi
- Up to 4 representatives
- Signage throughout exhibit hall
- Recognition/logo on website and Town & City Magazine

SUPPORTER...\$1,500 (unlimited sponsors)

- Snack Breaks

Your sponsorship package includes:

- One standard 8ft. booth with chairs, electricity & WiFi
- Up to 4 representatives
- Recognition on snack stanchions
- Recognition on website and Town & City Magazine

EXHIBITOR...\$800 (unlimited spots)

\$700 NON-PROFIT

Your exhibitor package includes:

- One standard 8ft. booth with chairs, electricity & WiFi
- Up to 4 representatives
- Recognition on website and Town & City Magazine

***NEW EXHIBITOR...\$500** (8 spots available)

\$400 NON-PROFIT

Your exhibitor package includes:

- One **4ft table** with chairs, electricity & WiFi
- Up to 2 representatives
- Recognition on website and Town & City Magazine

ADD-ONS:

OUTDOOR SPACES (*in addition to booth purchase*)

- Single Space (approx. 10'x20')\$400
- Double Space (approx. 15'x30' and up) ...\$600
(*contact Sue Bourdon with questions*)

PROGRAM BOOKLET ADS

- Full-page Ad (full color) \$300
- Half-page Ad (full color) \$175

EXTRA 8FT. BOOTH.....\$800

ADDITIONAL REPRESENTATIVES\$125
(*meals not included*)

WEDNESDAY MEALS

- Awards Luncheon Buffet..... \$35
- Exhibit Hall Deli Sandwich Buffet \$25

THURSDAY MEALS

- Featured Speaker Luncheon \$25
- Exhibit Hall Deli Sandwich Buffet \$25

Concessions available both days.

EXHIBITOR INFORMATION

- SETUP** **Tuesday, Oct. 3 from 1-6:00 p.m.**
Wednesday, Oct. 4 from 6-7:00 a.m.
- TAKE DOWN:** **Thursday, Oct. 5 from 2-5:00 p.m.**
- HALL HOURS:** Wednesday, Oct. 4 from 7a.m.-5:30 p.m.
Thursday, Oct. 5. from 7 a.m.-2:00 p.m.
- RATES:** \$800 standard 8ft. booth / \$700 state agencies and non-profit organizations.
\$500 non-standard 4ft. table / \$400 state agencies and non-profit organizations.
- Exhibitors may participate in sessions/social events at no additional cost.
- ADDITIONAL FEES:** \$125 registration fee for each additional representative, beyond what is included in your package of choice, present at the booth on either day.
- The cost of additional equipment (e.g., outlets, tables, carpets, etc.) is not included in the standard rate quoted above and exhibitors will be billed by the Augusta Civic Center for those added expenses. Please email Sue Bourdon (sbourdon@memun.org) for information.
- MEALS:** **All meals are an additional cost.**
- On Wednesday, choice of:*
Awards Luncheon Buffet (\$35) or Exhibit Hall Deli Sandwich Buffet (\$25).
- On Thursday, choice of:*
Featured Speaker Luncheon (\$25) or Exhibit Hall Deli Sandwich Buffet (\$25).
- There will also be a concession stand on site, available both days.
- EXHIBITOR SPACE:** **Standard Booths are 10 feet (aisle) by 8 feet (depth), which includes:**
- Full curtain in back and half curtains on each side.
 - Eight-foot table with tablecloth and skirting.
 - Two chairs.
 - Wi-fi and one standard electrical outlet.
- Non-Standard Booths are 5 feet (aisle) by 8 feet (depth), which includes:**
- Full curtain in back.
 - Four-foot table with tablecloth and skirting.
 - Two chairs.
 - Wi-fi and one standard electrical outlet.
- Exhibits cannot obstruct the view or interfere with access to other exhibits and must provide protective safety guards and devices where necessary to prevent injury to participants. Exhibitors representing different companies are prohibited from sharing booth space. At least one representative should be at the booth during hall hours. To maintain the value for all conference attendees, we request that exhibitors do not tear down early.

- NAME BADGES:** To ensure name badges are available when you arrive, please provide the full name and title of each representative on the registration form.
- RESERVATIONS:** Booth space is assigned on a first-come, first-served basis. When completing your registration form, please indicate booth selection preference (e.g., first, second, third, etc.). **Deadline for reserving space is 4:00 p.m. on Sept. 20, 2023.**
- An updated map of the hall can be viewed on the sponsor registration page: <https://www.memun.org/Training/Conferences-Conventions/Convention/Sponsors/Sponsor-Registration>
- Outdoor spaces will be assigned by Sue Bourdon and the Augusta Civic Center.
- CONFIRMATIONS/
PAYMENT POLICY:** Once booth availability has been confirmed, an invoice will be emailed to the contact specified on the contract. Online payments are accepted via Visa or Mastercard. Instructions for setting up a payment account is provided in the confirmation email. **All invoices must be paid in full by Sept. 27, 2023.** If payment is not received by due date, MMA cannot guarantee booth space will be available and may be sold to another vendor.
- CANCELLATIONS:** Cancellations will be accepted until 4 p.m. on Sept. 20, 2023. Cancellations received before the deadline will be billed a \$200 fee. No refund will be issued for no shows or cancellations received after the deadline; this also applies to outdoor spaces.
- EXHIBITOR INFO:** Companies will be listed in the program book by category, name, and booth number. When registering, please choose from the categories available.
- EXHIBITOR PRIZES:** Exhibitors are encouraged to offer prize drawings during Convention and must provide their own means and devices for conducting contests, selecting winners, and delivering prizes. All prizes must be stored at the exhibitor's booth.
- HOSPITALITY ROOMS
& OVERNIGHT
room** MMA does not arrange hospitality rooms at its convention. Companies wishing to host a room may do so on their own. Exhibitors must make their own overnight
- ACCOMMODATIONS:** reservations. A list of local area accommodations is available on our website.
- LIABILITY:** MMA and its officers, employees and agents are not responsible for any damage to exhibits or for any loss by theft, fire, delay, or mechanical failure which may occur while exhibitors are using the Augusta Civic Center.
- SHIPPING:** If you are shipping booth items before the Convention, ship to:
- Augusta Civic Center
Attn: Melanie Baillargeon
MMA Convention, Booth #
72 Community Drive
Augusta, ME 04330