



Maine Building Officials & Inspectors Association

15th Annual Maine Code Conference

Co-sponsored by: **Maine Fire Chiefs' Association**

EXHIBITOR PACKET

WWW.MBOIA.ORG

MAY 20 & 21, 2024

Sugarloaf Mountain Resort

www.sugarloaf.com

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Maine Building Officials & Inspectors Association 15th Annual Maine Code Conference Co-sponsored by: Maine Fire Chiefs' Association



The Maine Building Officials & Inspectors Association will be hosting its 15th Annual Maine Code Conference at the Sugarloaf Mountain Resort on May 20 & 21, 2024.

This is the only MBOIA sponsored event that offers vendor representation and MBOIA would be honored to have you participate. We structure the event to allow you the opportunity to network and share information with our attendees and exhibit your products & services. We know you have a lot of information to share with our attendees so this year exhibitors will be given the opportunity to do a short presentation highlighting their product during our morning opening ceremony, the idea is this will spark interest resulting in higher booth visits for you. As an exhibitor, you have the opportunity to be a Platinum, Gold, Silver, or Bronze sponsor and to sponsor many of the features and events happening during the conference. Please take a look at the packet information, if you have any questions let us know. You will also see that exhibitors are welcome to donate prizes for a raffle and will be recognized for their contributions. Once again we were able to secure overnight accommodations at a very reasonable rate, please book your stay early.

Thank you for supporting the Maine Building Officials & Inspectors Association. We expect this to be another successful conference and look forward to seeing you this May!

Sincerely,
Ben McDougal
MBOIA President

Maine Building Officials & Inspectors Association

15th Annual Maine Code Conference • May 20 & 21, 2024

Co-sponsored by Maine Fire Chiefs' Association

Sugarloaf Mountain Resort - Carrabassett Valley, Maine

EXHIBITOR SPACE APPLICATION AND REGISTRATION FORM

REGISTRATION DEADLINE – MAY 10, 2024

Exhibitor Space Reservation – includes 2 registrations, Breakfast and Luncheons, and 2 Exhibitor Meet & Greet Drink Tickets, and Breaks (Monday and Tuesday). Exhibitor Set up: Monday: 9:00-11:00 a.m. / Tuesday: 8:00 a.m.

Company Name: _____

(1) Name: _____

*All correspondence will be emailed to this person (invoice, confirmation, etc.)

E-mail: _____ Phone: _____

(2) Name: _____

E-mail: _____ Phone: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Additional Company Representatives (Up to 2 additional reps. Only includes meals and one Meet & Greet Drink ticket each.

Add'l Company Rep. 1 Name: _____ Day 1 Day 2 Both Days

Add'l Company Rep. 2 Name: _____ Day 1 Day 2 Both Days

Price is for both days! Please check off days attending for meal count purposes.

Booth Preference Choice 1 #

Booth Preference Choice 2 #

Please check here if you **DO NOT** need a table at your booth. Exhibitors you **DO NOT** want to be placed adjacent to: _____

COST / PAYMENT INFORMATION

Exhibit Booth Reservation: @ \$525.00 each booth X _____ (# of booths) = \$ _____ (total)

Platinum Sponsorship: @ \$600.00 (1/2 page ad) = \$ _____ (total)

Gold Sponsorship: @ \$500.00 (1/4 page ad) = \$ _____ (total)

Silver Sponsorship: @ \$400.00 (Business card ad) = \$ _____ (total)

Bronze Sponsorship: @ \$300.00 (Business card ad) = \$ _____ (total)

Sponsors for the Platinum, Gold or Silver will be recognized in the Conference Program, Signage, and MBOIA will run an ad for three months on their website. Sponsors for the Bronze will be recognized with their Logo on Signage at the Conference, and MBOIA will run an ad for one month on their website. Sponsorship monies will go towards the following: Breaks, Program Booklet, and Networking.

Additional Company Reps.: @ \$120.00/per person, both days X _____ (# of people) = \$ _____ (total)

Additional Meet & Greet Drink Ticket(s): @ \$8.00 each X _____ (# of tickets) = \$ _____ (total)

(Monday, May 20, 2024 from 4:00 - 5:00 p.m.)

Check Enclosed Check #: _____ PO #: _____ **TOTAL DUE = \$ _____**

Invoice **I will contribute a prize/gift for a door prize giveaway:** Yes No

I am unable to attend the conference; however, I would like to be recognized in donating a door prize or as a sponsor.

(No registrations can be accommodated after the deadline)

Email Registration Form To: training@memun.org

Make Check Payable To: MBOIA Code Conference, 60 Community Dr., Augusta, ME 04330

Exhibit Terms

Location of Exhibits

The 2024 MBOIA Code Conference will be held at Sugarloaf Mountain Resort Hotel in Carrabassett Valley, Maine. MBOIA reserves the right to make such modifications and changes in exhibit space assignments and floor plan as may be necessary to meet the needs of the exhibitors and registrants. Space is limited, and exhibit space will be assigned by date received on a “first come - first *paid*” basis. **CHECKS ONLY.**

Exhibit Space Equipment and Service Information

Each exhibit space rented will include an 8-foot skirted table (see exhibit floor plan for placement). Power will be provided.

Exhibitors' Representative Admission

Each exhibit space rented will include an 8' x 6' space, 8' table with cover and two chairs, standard 110 power, Continental Breakfast, lunch and breaks for both days. Includes one reception drink ticket per exhibitor.

Installation and Removal Time

Exhibitors will be allowed to set up between the hours of 9:00 AM to 11:00 AM on Monday, May 20, 2024. **Displays must be installed by 11:00 AM on Monday, May 20th.** There is space available for storage of empty cartons, crates, etc, under your exhibit table only.

Exhibit Hours

Monday, May 20, 2024: 11:00 AM – 4:00 PM

Monday, May 20, 2024: 4:00 PM – 5:00 PM Vendor Reception

Monday, May 20, 2024: 5:00 PM – Raffle Drawing

Tuesday, May 21, 2024: 8:30 AM – 3:00 PM

Exhibit Facility

The Exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of Sugarloaf Mountain Resort Hotel. The Exhibitor shall indemnify and hold harmless Sugarloaf Mountain Resort Hotel and MBOIA and their agents, servants, and employees from any and all such losses, damages and claims. There are no other agreements of warranty between the Exhibitor and MBOIA except as set forth in this document. The rights of MBOIA, under this contract, shall not be deemed waived except as specifically stated, in writing, and signed by an authorized officer of MBOIA.

Security and Insurance

The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Exhibitor is understood to remain in its care, custody, and control, in transit to or from within the confines of the facility.

Cancellation of Event

In the event it is necessary to cancel all, or a portion of the Spring Conference and/or the exhibits due to any cause beyond the direct control of the MBOIA including, but not limited to, damage to, or destruction of, the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed for actual direct costs not incurred by MBOIA.

Cancellation of Registration

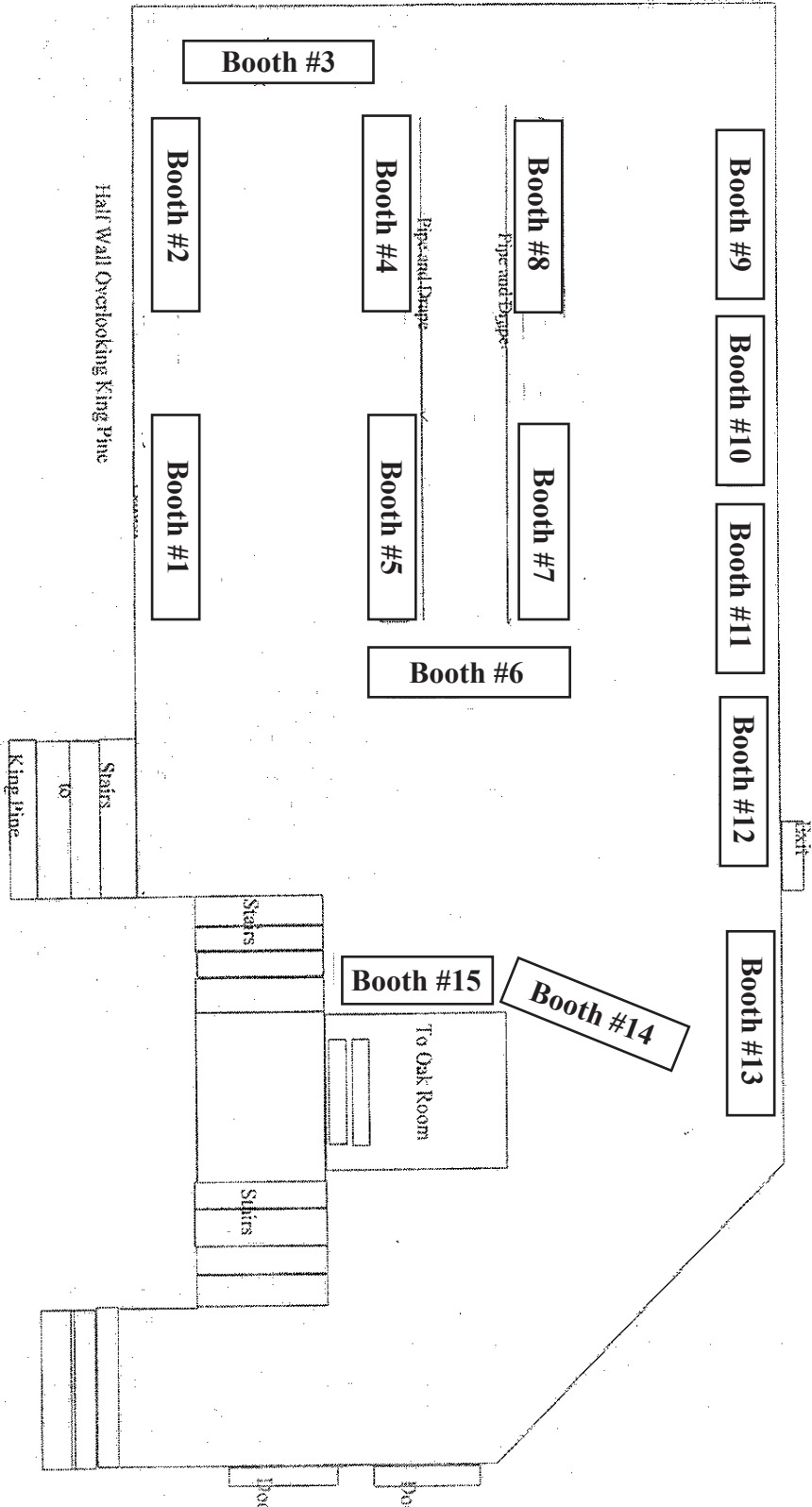
All cancellations received after the deadline of May 10, 2024 are 100% non-refundable.

Maine Building Officials & Inspectors Association

15th Annual Maine Code Conference

Exhibitor Floor Plan

Maple Room



OVERNIGHT ACCOMMODATIONS

Please contact Sugarloaf directly to reserve your overnight accommodation!

DEADLINE May 3rd, 2024

Hotel Alcove/Standard	\$129.00 per night ++
Hotel Superior/Queen bed	\$140.00 per night ++
Hotel Superior/2 Queen	\$165.00 per night ++
Hotel/One bedroom suite	\$299.00 per night ++
Hotel/Two bedroom suite	\$600.00 per night ++

Individual Call-In deposit and cancellation policies for groups:

We understand that your attendees will be making their own reservations directly with our Reservations Department. To do so, they may call our reservations department at **(866) 865-1019**. Be sure to advise your attendees to refer to the **Maine Building Officials and Inspectors 2024** group when making their reservations so that they will qualify for the special group rate.

A deposit of 50% will be required at the time the reservation is made. Final payment for individual call-in reservations is due 14 days prior to arrival and will be automatically charged to the credit card on file. To use a different form of payment please call reservations more than 14 days prior to arrival to change payment type.

Upon arrival, a security deposit, in the form of a credit card authorization of \$200, will be taken. The credit card is not charged unless damages are found or there is evidence of smoking in a non-smoking room. No refund for late arrivals, early departures, no-shows, or downgrades

Credit cards accepted are MasterCard, Visa, Discover or American Express.

Reservations cancelled before the cut-off date will be subject to a \$50.00 per room administrative fee. Reservations cancelled within 14 days of arrival will be refunded only if the room can be resold, and are subject to a cancellation fee of 50% of the room total or an equivalent to the first nights lodging. No refund for late arrivals, early departures, no-shows, or downgrades.

Sugarloaf Mountain Corporation ("Sugarloaf") does not guarantee specific room type availability. Requests will be accommodated based on availability.

Hotel check-in time is after 4:00PM on the day of arrival. **Checkout time is before 11:00AM** on the day of departure. Late check-out fees will apply. Room availability cannot be guaranteed for early arrivals. All efforts will be made; however, to accommodate those guests who arrive early. Luggage storage is available.

All rates are subject to the current Maine State room and lodging tax of 9% and resort charge of 12%



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Exhibitor Materials Enclosed

MBOIA
60 COMMUNITY DRIVE
AUGUSTA, ME 04330

