



# EXHIBITOR/SPONSOR PACKAGES

## ELITE SPONSORS...\$6,000 (1 opportunity available)

Choose one option:

- **Host Wednesday Entertainment & Member Reception** (sponsored by Bangor Savings Bank)
- **Attendee Giveaway Item**  
Maine-themed custom playing cards, photos taken and submitted by municipal employees across Maine, co-branded with MMA
- **5-Minute Presentation** (sponsored by Affinity LED)

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 (1 opportunity available)

Choose one option:

- **Host Leadership & Recognition Luncheon** (sponsored by Mejorando Group)
- **Bottled Water** (sponsored by Drummond Woodsum)
- **Grand Prize Drawing**
- **Co-branded Lanyards** (sponsored by Northeast Bank)

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 (meals not included)
- 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 (meals not included)
- Recognition on snack stanchions
- Recognition on website and Town & City Magazine

## EXHIBITOR-1...\$800 / \$700 NON-PROFIT (unlimited exhibitors)

Your exhibitor package includes:

- One standard **8ft. booth** with chairs, electricity & WiFi
- Up to 4 representatives (meals not included)
- Recognition on website and Town & City Magazine

## EXHIBITOR-2...\$500 / \$400 NON-PROFIT (limited availability)

Your exhibitor package includes:

- One **4ft table** with chairs, electricity & WiFi
- Up to 2 representatives (meals not included)
- Recognition on website and Town & City Magazine

## ADD-ONS: (must purchase a booth)

### 15-MINUTE PRESENTATION & DEMONSTRATION.....\$250

The opportunity to promote your business with a presentation during one of the exhibit hall breaks.

### OUTDOOR SPACE

- Single Space (approx. 10'x20') ..... \$300
- Contact Sue Bourdon if more than one space

### PROGRAM BOOKLET ADS

- Full-page Ad (full color, 7.5"w x 9.5"h)..... \$300
- Half-page Ad (full color, 7.5"w x 4.25"h ) ..... \$175 (due September 17)

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

### ADDITIONAL REPRESENTATIVES .....\$125 (meals not included)

### MEALS

#### WEDNESDAY

- Leadership & Recognition Luncheon ..... \$30
- Concession Voucher.....\$15

#### THURSDAY

- Featured Speaker Luncheon ..... \$30
- Concession Voucher.....\$15



**DEADLINE TO REGISTER**

**SEPTEMBER 17**

**QUESTIONS?**

Contact Sue at: [sbourdon@memun.org](mailto:sbourdon@memun.org)

# IMPORTANT INFORMATION

**SETUP** Tuesday, Oct. 1 from 12-6:00 p.m.  
Wednesday, Oct. 2 from 6-7:00 a.m.

**TAKE DOWN:** Thursday, Oct. 3 from 2:45-5:00 p.m.

**HALL HOURS:** Wednesday, Oct. 2 from 7 a.m.-5:30 p.m.  
Thursday, Oct. 3. from 7 a.m.-2:45 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. Depending on sponsorship/exhibiting level, vendors are allowed 4 representatives at the booth on both days total.

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:*

Leadership & Recognition Luncheon (\$30) or Concession Voucher (\$15).

*On Thursday, choice of:*

Featured Speaker Luncheon (\$30) or Concession Voucher (\$15).

Changes in representatives and meals may begin September 13 and end September 20, 2024. \$30 luncheon choices for both Wednesday and Thursday will not be available after September 20, 2024. However, concessions at the Civic Center will be available.

**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 (table) 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. 17, 2024.**
- 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, 2024.** 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. 17, 2024. 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 at the exhibitor's booth. **No prizes will be stored by MMA.**
- HOSPITALITY ROOMS  
& OVERNIGHT** MMA does not arrange hospitality rooms at its convention. Companies wishing to host a room may do so on their own.
- ACCOMMODATIONS:** Exhibitors must make their own overnight room reservations. A list of local area accommodations and room blocks 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: Margaret Noel  
MMA Convention, Booth #  
72 Community Drive  
Augusta, ME 04330