

EXHIBITOR/SPONSOR PACKAGES

ELITE SPONSOR...\$6,500

(non-refundable deposit)

Choose one option:

- Wednesday Evening Entertainment (Star City Syndicate)
- Member Appreciation Reception and Ethel N. Kelley Award Presentation

Your sponsorship package includes:

- Two booths with chairs, electricity & WiFi
- Up to 6 representatives including meals both days
- Full-page ad in program booklet
- Signage throughout exhibit hall
- Recognition/logo on website and Town & City Magazine

PREMIER SPONSOR...\$4,500

(non-refundable deposit)

Choose one option:

- Grand Prize Drawing + Bingo Middle Square
- Wednesday Leadership & Recognition Luncheon

Your sponsorship package includes:

- One booth with chairs, electricity & WiFi
- Up to 4 representatives (meals not included)
- Half-page ad in program booklet
- Signage throughout exhibit hall
- Recognition/logo on website and Town & City Magazine

PARTNER...\$2,500

(unlimited sponsors /select 1)

- Thursday Member Networking Luncheon
- Breakfast Wednesday
- Breakfast Thursday

Your sponsorship package includes:

- One booth with chairs, electricity & WiFi
- Up to 4 representatives (meals not included)
- Signage in exhibit hall
- Recognition/logo on website and Town & City Magazine



DEADLINE TO REGISTER:
SEPTEMBER 17

SUPPORTER...\$1,500

(unlimited sponsors)

- Snack Breaks

Your sponsorship package includes:

- One booth with chairs, electricity & WiFi
- Up to 4 representatives (meals not included)
- Recognition on snack stanchions
- Recognition on website and Town & City Magazine

EXHIBITOR...\$850 / \$750 NON-PROFIT

(unlimited exhibitors)

Your exhibitor package includes:

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

ADD-ONS: (must purchase a booth)

OUTDOOR SPACE..... \$500

- Contact Sue Bourdon for details

PROGRAM BOOKLET ADS

- Full-page Ad (full color, 7.5"w x 9.5"h).....\$400
- Half-page Ad (full color, 7.5"w x 4.25"h)\$250
(due September 17)

EXTRA BOOTH \$850

ADDITIONAL REPRESENTATIVES\$150
(meals not included)



QUESTIONS? Contact Sue at: sbourdon@memun.org

IMPORTANT INFORMATION

SETUP: Tuesday, Oct. 7 from 12-6:00 p.m.
Wednesday, Oct. 8 from 6-7:00 a.m.

TAKE DOWN: Thursday, Oct. 9 from 3:00-5:00 p.m.

HALL HOURS: Wednesday, Oct. 8 from 7 a.m.-5:30 p.m.
Thursday, Oct. 9 from 7 a.m.-3:00 p.m.

RATES:
\$850 standard booth / \$750 state agencies and non-profit organizations. Exhibitors may participate in sessions/social events at no additional cost.

ADDITIONAL FEES:
\$150 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, carpets, etc.) is not included in the standard rate quoted above and exhibitors will be billed by the Cross Insurance Center for those added expenses.

EXHIBITOR SPACE:
Standard Booth Dimensions are 10' x 10' which include:

- Full curtain in back and half curtains on each side.
- 8-foot table with tablecloth and skirting & 2 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.

REGISTRATION:
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, 2025.*

An updated map of the hall can be viewed on the sponsor registration page.

Outdoor spaces will be assigned by Sue Bourdon and the Cross Insurance Center.

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. All exhibitors must check-in upon arrival.

EXHIBITOR INFO:
Companies will be listed in the program book by category, name, and booth number. When registering, please choose from the categories available.

MEALS:
Unless specified in your sponsorship package, all meals are an additional cost.

On Wednesday, choice of:
Leadership & Recognition Luncheon (\$30) or Concession Voucher (\$20).

On Thursday, choice of:
Member Networking Luncheon (\$30) or Concession Voucher (\$20).

CHANGES:
Changes in representatives and meals may begin Sept. 17 and end Sept. 24, 2025. *Luncheon choices for both Wednesday and Thursday will not be available after Sept. 24, 2025.* However, concessions at the Cross Insurance Center will be available.

CONFIRMATIONS:
Once booth availability has been confirmed, an invoice and contract will be emailed to the contact specified on the form.

PAYMENT POLICY:
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 and contracts signed by Sept. 26, 2025. If payment is not received by the due date, MMA will not guarantee booth space. The sponsorship or booth will be forfeited and sold to another vendor.

CANCELLATIONS:
Cancellations will be accepted until 4 p.m. on Sept. 17, 2025. 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 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 or delivered by MMA.*

ACCOMMODATIONS:
Exhibitors must make their own overnight room reservations if needed. 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 Cross Insurance Center.