

# HR & MANAGEMENT

JUNE 11, 2025 UNIVERSITY OF SOUTHERN MAINE PORTLAND

Ads are due by June 2<sup>nd</sup>

Deadline to exhibit: May 30<sup>TH</sup>

## PROGRAM BOOKLET ADS:

You must be a registered exhibitor to purchase. Ads are full color.

**Full-page Ad: \$175**  
(7.25" w x 9.25" h)

**Half-page Ad: \$125**  
(7.25" w x 4.5" h)

## EXTRA REPRESENTATIVES:

\$125/EA

## PLEASE NOTE:

A separate email will follow after you register. It will contain your invoice and instructions for payment. Please contact Sue Bourdon: [sbourdon@memun.org](mailto:sbourdon@memun.org)

## HR & MANAGEMENT PARTNER

***This sponsorship options are no longer available.***

- KEYNOTE SPEAKER (Sponsored by The Mejorando Group)
- LUNCH (Sponsored by MMA Risk Management Services)
- GRAND PRIZE (Sponsored by Burgess Technology Services)

## HR & MANAGEMENT SUPPORTER

**Choose one option:**

- BREAKFAST SPONSOR ..... \$600
- MORNING & AFTERNOON BREAKS ..... \$600

**Also included with your sponsorship:**

- 1) One booth, two (2) company representatives, meals included.
- 2) Signage throughout conference center.
- 3) Listing in program booklet, and on MMA website.
- 4) Recognition in the Maine Town & City Magazine.

## HR & MANAGEMENT EXHIBITOR

- Exhibitor Booth ..... \$400

**Included with your package:**

- 1) One booth two (2) company representatives, meals included.
- 2) Listing in program booklet, and on MMA website.
- 3) Recognition in the Maine Town & City Magazine.

# EXHIBITOR INFORMATION

## SETUP & DEPARTURE:

Setup begins at 7:00 a.m. on Wednesday, June 11.

Breakdown may begin after the last break at 3:00 p.m.

deadline  
to sponsor

**MAY 30<sup>th</sup>**

## PAYMENT:

All invoices must be paid in full by **June 6, 2025** in order to be recognized in all print material and to guarantee your table-top space. If payment is not received by due date, MMA reserves the right to release table-top space and cancel registration.

## ABOUT TABLE-TOP SPACES:

**Table-top spaces are not traditional exhibit booth spaces.**

- Tables are 6' long and include one table cloth and 2 chairs.
- Spacing between each table will be at the minimum to allow traffic to flow through our exhibit areas.
- Please be sure any items you bring for display at your space do not block aisles or other table top spaces. We appreciate your cooperation and understanding.
- We will assign all booth spaces randomly.
- Electricity at your table-top space will be available upon request.

## ATTENDEE INFORMATION:

All exhibitors are allowed a minimum of two complimentary attendee registrations including meals. Please see details specific to your sponsorship package. Additional badges may be purchased at a rate of \$125 per person.

All exhibitors must have badges. Exhibitors will receive an email in the weeks following registration confirming representative information (Company, Name, Title).

## CANCELLATIONS:

In the event you need to cancel your sponsorship, please email Sue Bourdon at: [sbourdon@memun.org](mailto:sbourdon@memun.org). Cancellations of exhibit space will be accepted until **JUNE 6, 2025**. All cancellations are subject to a \$100.00 cancellation fee.

No refunds will be made after the cancellation deadline.

## 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 Abromson Community Education Center, University of Southern Maine, Portland.