



Maine Real Estate &  
Development Association

**Supporting Responsible Development**

## **2023 Annual MEREDA Member Showcase**

# **Reserve Your Booth Today!**

**Thursday, January 26, 2023**

**Cross Insurance Arena**  
1 Civic Center Square, Portland, ME

### **Exhibit Invitation & Sponsorship Opportunities**

 @MEREDA2 | #MEREDA2023  [www.fb.com/MEREDA2](https://www.facebook.com/MEREDA2) 

[www.mereda.org](https://www.mereda.org)

6 City Center, 3<sup>rd</sup> Floor • Portland, ME 04101 • Tel: (207) 874-0801 • [info@mereda.org](mailto:info@mereda.org)



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### Exhibit at MEREDA's 2023 Member Showcase!

Reserve now to showcase your organization at the 2023 MEREDA Forecast Conference and Member Showcase! This year, we're back at the Cross Insurance Arena in Portland.

Upwards of 1000 real estate professionals will once again convene at the Cross Insurance Arena to discuss the Maine Real Estate economy. Now is the time to ensure your organization gets maximum exposure to this group of industry leaders.

For nearly two decades, the exhibition at MEREDA's Forecast Conference has been an integral part of our annual event, providing a unique opportunity to network with MEREDA's members. **The registration process to secure an exhibition booth is on a first-come, first-served basis.**

Join us at the Cross Insurance Arena, 1 Civic Center Square, Portland, ME on Thursday, January 26, 2023.

**Location: Cross Insurance Arena** – 1 Civic Center Square, Portland, ME  
Telephone: 1-207-775-3458 | Website: <http://www.crossarenaportland.com/>

**Exhibitor Setup (Day Before):** Exhibitors **MUST** set up their displays on Wednesday, January 25, 2023 between the hours of 12:00 – 6:00 pm.

### The Day's Schedule:

Member Showcase Open in the Concourse	9:00 - 10:00 am
Forecast Conference General Session on Main Floor	Begins at 10:00 am
Lunch / Showcase Opens - Concourse	12:00 - 1:00 pm
Forecast Conference Resumes on Main Floor	1:00 - 4:00 pm
Showcase Re-Opens / Cocktail Hour ( <i>Cash Bar</i> ) in the Concourse	4:00 - 5:00 pm

*(Exhibitors are Encouraged to Display until 5:00 pm)*

### Interested in Exhibiting and/or Sponsoring?

Review the attached Exhibitor / Sponsor Materials and scan and email your requests to [info@mereda.org](mailto:info@mereda.org). If you have any questions, or would like additional information, you may call us at 207-874-0801.

**CONTACT US ASAP TO RESERVE YOUR SPACE!**



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**Exhibitor Departure:** Per the Arena, all exhibit materials and equipment **MUST** be removed from the Cross Insurance Arena by 7:00 PM on Thursday, January 26. *(There will be no exceptions.)* Exhibitors: In order to maintain the value for all conference attendees, we kindly request that exhibitors do not tear down booths before 5:00 PM on Thursday, January 26.

### Cancellation Policy:

Cancellation in writing must be received on or before the dates indicated below to receive the specified refund amount. MEREDA reserves the right to resell any canceled space or use unoccupied space for any purpose.

Cancellation on or before Nov. 1, 2022	100%	of registration fee refundable
Cancellation on or before Dec. 1, 2022	50%	of registration fee refundable
Cancellation on or before Jan. 2, 2023	25%	of registration fee refundable
Cancellation on or after Jan. 3, 2023	0%	of registration fee refundable

### Loading Area:

Loading / Unloading: Vendor Load in/Load out access is on Center Street. The Arena has 2 loading docks and 1 ramp. The first door is not available (compactor). Event/Security Staff will marshal vehicles in and out of loading bays in an orderly fashion.

**Security:** Exhibitors are solely responsible for the security of their materials and merchandise.

### Liability & Insurance:

The company or individual whose name appears on the exhibitor application takes responsibility for any and all individuals representing the company or himself while at the conference. Neither MEREDA nor any persons representing the conference shall be responsible for any loss, damage, or injury that may occur to the exhibitor or exhibitor's employees or property, from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibit contract. The exhibitor, on signing the application to exhibit, expressly releases MEREDA from liability and agrees to indemnify same against any and all claims due to carelessness of other exhibitors. Any claims must be paid for by the exhibitor causing same. Also, MEREDA shall not be responsible for any damage to the exhibitor, for failure to provide space for the exhibit, for the removal of the same, or for failure to hold meeting as scheduled.

Exhibitors must adhere to the rules and regulations of MEREDA's Member Showcase Event and the Cross Insurance Arena and comply with applicable federal, state, and local laws, or otherwise risk forfeiture of their space with no refund.

MEREDA reserves the right to accept or reject any application for exhibit.

### Questions?

Please contact Shelly R. Clark at the MEREDA office at (207) 874-0801.



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1 Civic Center Square, Portland, ME

### EXHIBITION BOOTHS

#### 8'D x 10'W Booth Space Includes:

- ✓Two (2) Forecast Conference Complimentary Tickets per booth (Unless otherwise stated in Sponsorship Plan.)
- ✓Electrical Outlet with 20 AMP / 120 Volt
- ✓Two Box Lunches (Includes Sandwich, Whole Fresh Fruit, Potato Chips, Dessert, Bottled Water)
- ✓One 8' Table (*if requested*) with White Floor Length Banquet Linen
- ✓Two folding chairs                      ✓One wastebasket                      ✓Complimentary Name Tags
- ✓Booth drapery: 8' high back wall & 3' high side rails; drapery colors are Green and White
- ✓One 7" x 44" (one-line) identification sign with booth number
- ✓2023 Exhibitor listing on the MEREDA website
- ✓Listing in Showcase Exhibitor Packet (if registered by Dec. 2, 2022).

#### Rental Costs:

**MEMBERS:** Rental Cost for booth spaces are **\$1000** per booth. (Price includes TWO registrations for the Conference. *Cornerstone, Sustainer, and Advocate Members receive discounted pricing. See page 1 of the Application Form.*

**Make checks payable to:** Maine Real Estate & Development Association (MEREDA)

**Mail to:** 6 City Center, 3<sup>rd</sup> Floor, Portland, ME 04101

#### Booth Allocation:

**All booth spaces will be reserved on a first-come, first-served basis and will be assigned in the order that applications with payments are received** (see enclosed Concourse Layout). To check current booth availability, please contact the MEREDA office at (207) 874-0801. Please list your 1st, 2nd & 3rd choices. If booths requested are not available, MEREDA will determine the booth location. **All booth spaces must be reserved and payment received no later than November 1, 2022.** *If payment is not received by this date, space cannot be guaranteed and will be released if we have a waiting list.*

- CONTINUED ON BACK -





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## NEW! SPONSORSHIP OPPORTUNITIES

We have restructured our Sponsor levels to simplify and maximize each sponsorship. We hope that this provides opportunities for members of all sizes to find value and participate. If you have been a sponsor in the past, you might notice a very different structure this year. **Each sponsor level will receive recognition throughout the day rather than just for a portion of the event.** We think this provides more value and we hope you agree!

**Sponsorships are available on a first-come, first-served basis.** For more information or to secure your sponsorship, please contact Shelly R. Clark at 207-874-0801.

GOLD \$10,000 (2)	SILVER \$5,000 (5)	BRONZE \$2,500	BENEFITS
√			Industry Exclusivity
√			1 introduces economist / 1 introduces keynote speaker
√			Right to Provide Promotional Items
√			Recognized as Gold Sponsor in Opening Remarks
√			Electronic copy of Attendee List
√	√		Social Media Mentions
√	√		:30 promo spot created by W@W for social media and email
√	√		8'x10' Exhibition Booth Space
√	√		Electrical Outlet w 20 AMP/120 Volt
√	√		Ability to Display Banner
√	√		Logo on cover of Event Program Materials
√	√		Multiyear sponsorship option up to 3 years
Full Page	½ Page		Ad in Event Program Materials
√	√	√	Exposure on Mass Mailing, Press Releases
√	√	√	Logo on all Event Signage
√	√	√	Exclusive 7-day Sponsorship renewal option period for the following year
√	√	√	Recognition in Newsletter & Website
10	4	2	Event Tickets



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**Please review the Event Entrance, Vendor Load in/out,  
and Layout of the Exhibits Pages that Follow.**

**\*\* DAY OF SHOW \*\***

**The Event Entrance will be the SPRING STREET SIDE DOORS.** Once in the building, you will proceed to the Registration Area.

Vendor load in/load out access – CENTER STREET  
Arena has 2 loading docks and 1 ramp. The first door  
is not available (compacter)

Event/Security staff will marshal vehicles in and out  
of loading bays in an orderly fashion



Event Entrance – SPRING STREET DOORS  
Registration - come through these doors and  
head to the right to the Registration Area.





**Please list your first 3 Booth Choices on Page 1 of the “Application for Sponsorship and/or Exhibit Space”.**

*Booths are available on a first-come, first-served basis until all booths are sold.*



# Application for Sponsorship and/or Exhibit Space (Please Print Clearly)

MEREDA's Nineteenth Annual Member Showcase | January 26, 2023

Page 1 of 2

Company Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

## Please Select Sponsorship and/or Exhibit Space Choice:

### Sponsorships: (Please check with the MEREDA Office on Sponsorship Availability)

☐ **Gold Sponsor** Price: \$10,000    ☐ **Silver Sponsor** Price: \$5,000    ☐ **Bronze Sponsor** Price: \$2,500  
(Gold and Silver Sponsorships include an Exhibition Booth)

#### SPONSOR SUB-TOTAL:

Sponsor Sub-Total
\$ _____

### Exhibit Space:

☐ Rental Cost: \_\_\_\_\_ MEMBERS-ONLY: \$1000 booth x \_\_\_\_\_ # of spaces

*Not Sure if You Qualify for a Discount? ➔  
Give us a call! (207) 874-0801*

*Cornerstone Level Members deduct the \$1000 Booth Fee  
Sustainer Level Members deduct \$450 from Booth Fee  
Advocate Level Members deduct \$150 from Booth Fee*

Exhibit Total
\$ _____
\$ ( _____ )
\$ ( _____ )
\$ ( _____ )
Electricity
\$ <b>No Charge</b>
Total
\$ _____

### Booth Electricity:

☐ We Require Electricity for a Monitor and/or Laptop    ☐ No Electricity Needed

#### SPONSOR & EXHIBIT TOTAL:

Please List your First 3 Booth Choices: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

I do \_\_\_\_\_ or do not \_\_\_\_\_ anticipate the need for an 8' table in my booth space.

*There will be a \$10 additional fee if a table is requested the day before or morning of the event.*

**Booth price includes TWO conference registrations and lunch.** Registration is now open. Please indicate below if the people using these tickets will be attending in-person, or virtually and we will email you the appropriate discount code for you to apply to their online registration.

(1) \_\_\_\_\_ ☐ In-Person ☐ Virtual | Discount Code: \_\_\_\_\_  
(2) \_\_\_\_\_ ☐ In-Person ☐ Virtual | Discount Code: \_\_\_\_\_

**Please Register the above registrants, along with any additional attendees using the following links:**

In-Person: <https://mereda.ticketspice.com/2023-forecast-conference-member-showcase>

Virtual: <https://mereda.ticketspice.com/2023-forecast-conference-member-showcase---virtual>

## I have read and fully understand the exhibitor information:

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### Questions?

Tel: (207) 874-0801

Email: [info@mereda.org](mailto:info@mereda.org)

## Mail Application Forms and Checks or Credit Card Payments to:

MEREDA, 6 City Center, 3rd Floor, Portland, ME 04101

**Method of Payment:** ☐ Check Enclosed ☐ Master Card ☐ Visa ☐ American Express ☐ Discover

Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Name on Card: \_\_\_\_\_

**Registration is not complete unless application and PAYMENT IN FULL are received by November 1, 2022.**

*If payment is not received by this date, space cannot be guaranteed and may be released if we have a waiting list.*

OFFICE USE ONLY: Date Rec'd \_\_\_\_\_ Amt Rec'd: \_\_\_\_\_ Check # \_\_\_\_\_

# Company Profile for MEREDA's 2023 Member Showcase Exhibitor Brochure

(Please Print Clearly)

Page 2 of 2

Company Name: \_\_\_\_\_ Contact Regarding this Application: \_\_\_\_\_

Please fill in each section exactly as you want it to appear in our Showcase Exhibitor Brochure.

## Section One: Contact Information:

☐ Please use the updated information below ☐ Please use the same information we provided in 2022

Company Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

## Section Two: 50-Word Company Description:

☐ Will email description to [info@mereda.org](mailto:info@mereda.org)

☐ Please use the same information we provided in 2022

☐ Please use the information provided below

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## Section Three: Company Logo:

☐ Please use the same logo we provided in 2022

☐ Will e-mail a digital copy (jpg file) of our company logo to the MEREDA office at [info@mereda.org](mailto:info@mereda.org) for use in the MEREDA Member Showcase Exhibitor Brochure

☐ Will not be sending in a company logo for use in the MEREDA Member Showcase Exhibitor Brochure

## Section Four: Table Requests:

☐ Our company Does NOT Need a table for our exhibition booth.

☐ Our company Needs to Reserve an 8' table for our exhibition booth.

There will be a \$10 additional fee if a table is requested the day before or morning of the event.

**You must complete and return all both pages of this application  
to the MEREDA office to complete your registration.**

Mail to 6 City Center, 3<sup>rd</sup> Floor, Portland, ME 04101 or email to [info@mereda.org](mailto:info@mereda.org)

Questions: Please Contact Shelly R. Clark at (207) 874-0801.