



All Sponsor, Booth and Attendee Registration is done ONLINE – please visit <http://www.mtug.org/summit> for details.

Maine Technology Users Group • PO Box 8549, Portland, Maine 04104 • 207-370-5327 • kcarpenter@mtug.org

Booth/Sponsorship Pricing & Info – 32nd MTUG IT Summit & Trade Show – June 13, 2019

Features	Casco Bay Hall Sponsor	Lunch Sponsor	Gold Sponsor (per entity)	Silver Sponsor (per entity)	Bronze Sponsor (no booth)	Lanyard Sponsor	Bag Sponsor	Single Booth – EARLY BIRD (pay by Fri. 2/15/19)	Single Booth – Regular (after Fri. 2/15/19)
2019 Rates	\$5,500	\$4,500	\$4,500	\$2,500	\$1,000	\$2,000	\$2,000	\$900	\$1000
Visibility Package (see below)	Premier	Premier, 2 nd billing	Gold	Silver	Bronze	Bronze	Bronze	--	--
Exclusive Visibility	Casco Bay Hall	Lunch				Lanyards (MTUG will create)	Bags (MTUG will create)	--	--
Booths (see next page)	2 booths included, 1 st choice	1 included, 2 nd choice	2 included, 3 rd choice	1 included, 4 th choice	No booth included	No booth included	No booth included	1 booth, 5 th choice	1 booth, Last choice
Attendees Included	10	10	6	3	1	1	1	2	2
Sponsor Slots Available	1 (Exclusive)	1 (Exclusive)	Approx 3-5 (subject to booths available)	Approx 5-10 (subject to booths available)	No limit	1 (Exclusive)	1 (Exclusive)	35-45 booths (avail. depends on booth sales to sponsors)	35-45 booths (avail. depends on booth sales to sponsors)
Additional Advertising Add-On Option (full-color)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/4 page tall ad (3.5in x 4.5in)	\$100 for 1/8 page wide ad (3.5in x 2.5in)	\$100 for 1/8 page wide ad (3.5in x 2.5in)

BOOTH PLACEMENT BASED ON FIRST-PURCHASED / FIRST-CHOICE WITHIN SPONSORSHIP LEVEL, BASED ON PAYMENT SENT DATE (see next page for details).

Additional Exhibitor attendee passes can be purchased for \$50 in advance, and \$60 at the door. Exhibitor Attendee passes permit access to load-in times.

ADD-ON Advertising: Exhibitor/Sponsor Add-On Advertising available. All ads must be fully prepped as a high quality PNG or PDF document. Print method uses standard RGB print techniques. Sponsors (Gold, Silver, Bronze, Bag/Lanyard) have access to purchase 1/4 page ads for \$100 (3.5in wide x 4.5in tall). Standard Exhibitors have access to purchase 1/8 page ads for \$100 (3.5in wide x 2.5in tall). Ads are ONLY available as ad-ons to exhibiting/sponsorship packages above, ads are NOT available independently. Ad placement will be in the Workshop Description area of the brochure and are at the discretion of MTUG staff.

ALL AD MATERIALS ARE DUE BY MARCH 31, 2019.

Sponsorship Sharing: Sponsorships are for individual entities. Sponsorships can be shared among entities for a charge of \$200 per added entity.

VISIBILITY PACKAGE DETAILS

PREMIER	GOLD	SILVER	BRONZE
<ul style="list-style-type: none"> • Top logo display on event page/brochure • Insert in Conference Folder • Press release and event day mentions • Conference Banner • Dedicated Thank You sign and top mention in kiosk presentation 	<ul style="list-style-type: none"> • Large logo display on web page/brochure • Insert in Conference Folder • Press release and event day mentions • Conference banner • Top mention on Sponsor Thank You sign and kiosk presentation 	<ul style="list-style-type: none"> • Medium logo on web page/brochure • Mention on Sponsor Thank You sign and kiosk presentation 	<ul style="list-style-type: none"> • Small logo on web page/brochure • Mention on Sponsor Thank you sign and kiosk presentation

EXHIBITOR / SPONSOR REGISTRATION INFORMATION

Booth Registration Protocol:

- **Booths are assigned only to those sponsors and exhibitors that have PAID for their package.**
- ***** PAYMENT-SENT-DATE DETERMINES BOOTH PLACEMENT ORDER!*****
- **Except for the highest levels of sponsorships, no booths can be assigned/confirmed until Early Bird is over on Friday, February 15, 2019, and will only be assigned/confirmed to those WHO HAVE PAID IN FULL by the end of the Early Bird period.**
- Booth preferences can be submitted at any time, and will be noted, but cannot be assigned/confirmed until after Early Bird is over, and in the order outlined at right.
- Payment Received Date/Time is recorded as follows: Check payments submitted by mail are counted as 12:00 AM on the day of the postmark. Credit card payments are recorded in our processing system at time of purchase. If you hand a payment directly to an MTUG representative, have them record the time/date on the stub, and initial.

Included with each 8' x 10' booth:

- Electricity
- Wireless Internet access,
- Table (unless waived)
- Two chairs (unless waived)

Booth Assignment Order:

Can be assigned before Early Bird ends on Friday 2/15/19:

- 1st choice: Casco Bay Hall Sponsor, paid by Early Bird period.
- 2nd choice: Lunch Sponsor, paid by Early Bird period
- 3rd choice: Gold Sponsors, in order of payment received, if the above have chosen.

Assigned After the End of Early Bird Period Friday 2/15/19:

- 4th choice: Silver Sponsors who have paid by Early Bird period, in order of payment received.
- 5th choice: Early Bird Booth purchasers who have paid by the Early Bird period, in order of payment received.
- 6th choice: Any Sponsor or Booth purchaser who paid after the end of Early Bird (regardless of level), in the order of payment received.

PLEASE NOTE: *Booths sold out about a week after Early Bird last year.*

MTUG encourages everyone to complete payment soon –

booth choice is First-Paid-First-Choice based on Payment Completion Date

Included with each Attendee Pass:

(see grid above for the number of free passes in each package)

- breakfast, lunch, afternoon dessert
- access to all educational seminars
- access to the keynote address

Additional passes can be purchased for \$50 in advance, and \$60 at the door.

Hotel Accommodations

Sponsor/Booth fees do NOT include hotel, transport, or other services. Please make hotel reservations directly with the Holiday Inn by the Bay (1-800-345-5050); a limited block of rooms are reserved until May 5, 2019 for rooms on the night of June 12, 2019 at \$149/night + 9% tax if you mention you're with MTUG.

Terms & Conditions

For sponsors, payment is due at the time of registration – *sponsor-branding will only be added to Summit materials after payment is received.* For exhibitors, Early Bird payment must be received/postmarked by February 15, 2019 for the Early Bird rate and choice level. For Lanyard and Bag sponsorships, payment and logos must be received by February 28, 2019. All post-exhibitor Sponsorship/Exhibitor payments must be received by May 8, 2019 to be included in the Conference Brochure and Tradeshow Map (NOTE: booth packages often sell out by the end of February). All payments are final.

Sponsorships are available on a per-entity basis. Additional entities sharing a sponsorship will incur a \$200-per-added-entity sponsorship sharing fee, billable at any point an entity is added. Entities may not be added to existing sponsorships after May 1st.

Payment Information:

For sponsorships and exhibit booths, MTUG accepts Checks and Credit Card payment (credit cards accepted online only).

Check payments can be made payable to "MTUG" and sent to: MTUG, P.O. Box 8549, Portland, ME 04104

Credit Card Payments: Are accepted via Eventbrite once the event is posted (usually around Jan. 1). To purchase early, or arrange an advance invoice or other special payment setup, please contact Kate Carpenter may be contacted at 207-370-5327 or kcarpenter@mtug.org.

*About pricing: MTUG raised sponsorship and booth pricing for the first time in five years to cover cumulative cost increases.
Please feel free to contact Kate Carpenter at kcarpenter@mtug.org with any questions. Thank you.*