



2021 EDUCATION DAY AND EXPO

MISSION DETAILS

Thursday, September 9, 2021
THE RENAISSANCE AT WORLD GOLF VILLAGE
ST. AUGUSTINE, FL

BOOTH GUIDELINES AND RESERVATIONS

(Early-Bird Price through June 21)

Here's how to reserve your booth:

- **Step 1 - Booth Selection:** Select up to 3 Booths to add to your cart as your preferred booths.
- **Step 2 - Choose Your 1st, 2nd, 3rd Preference:** Where it asks for your Order of Preference choice, select first choice, second choice or third choice for the applicable booth.
- **Step 3 - Receive Invoice:** You will then receive an electronic invoice to the email you used to make the reservation, with the price specific to you, based on the chart below.
- **Step 4- Make Payment:** Payments (credit card only) must be received within 14 days (including weekends) to confirm your booth. If your payment is not received with 14 days, then your selected booths will go back into the open selection pool.
- **Step 5 - Booth Confirmation:** The booth will be confirmed for the first organization who has both requested the reservation and from whom we have received successful payment. It is our recommendation that you pay

for your booth with a credit card as soon as possible to confirm your selected booth.

[Click here or scroll down to reserve your booth](#)

CHAPTER SPONSOR DISCOUNTS

If you are an annual chapter sponsor (Platinum, Gold, or Silver), you are eligible for a discount on a booth.

BOOTH INCLUSIONS

Booths include:

- One (1) 6-foot covered table with pipe & drape
- Two (2) vendor lunch tickets
- Networking opportunities during breakfast, lunch and happy hour
- Name/logo on expo page of chapter website
- (Power is available from third party provider at exhibitor's expense)

BOOTH INVENTORY

There is limited inventory for our booths, capped at 70.

BOOTH LOCATION

Booth locations will be determined by order of reservation and completed payment date, upon receipt of the invoice. Your booth is NOT CONFIRMED until we receive payment. You have a two week period to pay for your booth, from the date of the invoice. For booths, ONLY credit cards will be accepted for payment. (Checks can be issued for Sponsor payments.)

Priority placement will be given to EXPO Sponsors and Annual Chapter Sponsors. Annual Chapter Sponsors have a two-week advanced purchase window from May 26- June 9. Booth locations will be updated on the chapter website on an ongoing basis.

While we plan to make every accommodation to ensure the booth you select and prefer is the one you receive, we do reserve the right to make minor adjustments to the layout and will inform you of any changes. Therefore, as a "just in case" measure, you are offered the option to RESERVE up to 3 booths and mark your order of preference 1st, 2nd, or 3rd.

The map below will be updated every few days (and noted with a date), so you can see who is where. If you don't see an option in the booth items below, but it looks "open" on the layout map, it's probably because we are in the process of updating the map.

BOOTH PRICING (EARLY-BIRD DEADLINE IS JUNE 21)

Booths are \$800 for Members and \$1000 for Non-Members.

Members get an Early-Bird Discount and pay \$725 before 5p on June 21. In order to receive the Early-Bird discount, booths must be reserved by 5p on June 21. If paying offline (see below), the payment must be received 3 weeks after that. If not received by then, the regular price of \$800 (Member) or \$1000 (Non-Member) will apply.

Annual Chapter Sponsors receive a booth discount as follows:

Platinum, 50% off

- \$362.50 by 5p on June 21
- \$400 starting June 22

Gold, 25% off

- \$543.75 by 5p on June 21
- \$600 starting June 22

Silver, 10% off

- \$652.50 by 5p on June 21
- \$720 starting June 22

LEVEL	EARLY-BIRD UNTIL JUNE 21	REGULAR JUNE 22 AND AFTER
PLATINUM ANNUAL SPONSOR (50% DISCOUNT)	\$362.50	\$400
GOLD ANNUAL SPONSOR (25% DISCOUNT)	\$543.75	\$600
SILVER ANNUAL SPONSOR (10% DISCOUNT)	\$652.50	\$720
MEMBER	\$725	\$800
NON-MEMBER	NOT ELIGIBLE FOR EARLY-BIRD	\$1000

BOOTH PAYMENT

Booth participants MUST pay with a credit card. This is to ensure that we can date and time stamp the payment to align with our "first paid, first confirmed" procedure. You will have two weeks from the date the invoice was sent to pay for

your booth. Please note: If payment is not received within the 2-week deadline, your selected booth will be put back into the pool for sale.

BOOTH ELECTRICITY/POWER

Power and electricity is available for booths and will be secured and provided by a third-party vendor at exhibitor's cost. More information forthcoming.

BOOTH SUITCASING POLICIES

CAI has a no-tolerance policy regarding "suitcasing," which describes the practice by non-exhibiting companies or individuals of soliciting sales or sales leads on the tradeshow floor, or in the aisles or lobbies.

It is considered bad form to conduct business outside of the classroom. Talking to clients or prospects in or in front of someone else's booth or someone else's course is also a violation of CAI policy and will not be tolerated.

Only registered exhibitors will be allowed on the tradeshow floor. EXPO sponsors that have not purchased a booth will only be allowed on the tradeshow floor during their sponsored event and will not conduct business or visit tradeshow booths.

Violators of these policies will be ejected from the show.

BOOTH SHARING

Booths are for a single company and only that company's logo can be displayed.

REFUND POLICY

There are no refunds and booths are not transferrable. COVID safety protocols will be followed. Attendance may be limited. While we don't anticipate having to reschedule, if the event should reschedule due to COVID or other unforeseen reasons concerning the safety of our participants, all reasonable fees will be