



Maine Real Estate &
Development Association

Supporting Responsible Development

2024 Annual MEREDA Member Showcase

Reserve Your Booth Today!

Thursday, February 29, 2024

Holiday Inn By the Bay
88 Spring Street Portland, ME

IN-PERSON ONLY

Exhibit Invitation & Sponsorship Opportunities

 @MEREDA2 | #MEREDA2024  [www.fb.com/MEREDA2](https://www.facebook.com/MEREDA2) 

www.mereda.org

6 City Center, 3rd Floor • Portland, ME 04101 • Tel: (207) 874-0801 • info@mereda.org



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2024 MEREDA Member Showcase

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Holiday Inn By the Bay
88 Spring Street, Portland, ME

Exhibit at MEREDA's 2024 Member Showcase!

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

Reserve now to showcase your organization at the 2024 MEREDA Forecast Conference and Member Showcase! We're excited to be back **IN PERSON ONLY** at the **Holiday Inn By the Bay in Portland**, and we have a completely **new afternoon format** for attendees.

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 Holiday Inn By the Bay, 88 Spring Street, Portland, ME on Thursday, February 29, 2024.

Location: Holiday Inn By the Bay – 88 Spring Street, Portland, ME
Telephone: 1-207-775-2311 | Website: <https://www.innbythebay.com/>

Exhibitor Setup (Day Before): Exhibitors **MUST** set up their displays on Wednesday, February 28, 2024 between the hours of 12:00 – 6:00 pm.

The Day's Schedule:

Member Showcase Open in the Casco Bay Hall	9:00 - 10:00 am
Forecast Conference General Session in Ballroom	Begins at 10:00 am
Lunch / Showcase Opens - Casco Bay Hall	12:00 - 1:00 pm
Forecast Conference Resumes - Exciting New Format!	1:00 - 4:00 pm
Showcase Re-Opens / Cocktail Hour (<i>Cash Bar</i>) in the Casco Bay Hall	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. 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!

IMPORTANT: Included in this packet are **additional forms from the Holiday Inn By the Bay** regarding their Freight Policies and Exhibitor Guidelines. In order to complete your registration, exhibitors **MUST** also review, sign, and return those forms to the Holiday Inn.



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Exhibitor Departure: Per the venue, all exhibit materials and equipment **MUST** be removed from the Holiday Inn By the Bay by 7:00 PM on Thursday, February 29. *(There will be no exceptions.)* In order to maintain the value for all conference attendees, we kindly request that exhibitors not tear down booths before 5:00 PM on February 29.

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 Dec. 1, 2023	100%	of registration fee refundable
Cancellation on or before Jan. 1, 2024	50%	of registration fee refundable
Cancellation on or before Feb. 2, 2024	25%	of registration fee refundable
Cancellation on or after Feb. 3, 2024	0%	of registration fee refundable

Loading Area:

Loading / Unloading: Loading / Unloading details are explained on the enclosed forms from the Holiday Inn By the Bay. Please refer to their documentation for details.

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 Holiday Inn By the Bay 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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2024 MEREDA Member Showcase

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Thursday, February 29
Holiday Inn By the Bay
88 Spring Street, 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
- ✓2024 Exhibitor listing on the MEREDA website
- ✓Listing in Showcase Exhibitor Packet (if registered by Dec. 1, 2023).

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, 3rd 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 Exhibition Hall 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 December 1, 2023.** *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 -



Maine Real Estate &
Development Association

Supporting Responsible Development
www.mereda.org

2024 MEREDA Member Showcase Sponsorship Opportunities!

Thursday, February 29
Holiday Inn By the Bay
88 Spring Street, Portland, ME

SPONSORSHIP OPPORTUNITIES

This unique event brings together the **largest gathering of commercial real estate professionals in Maine**. MEREDA assembles some of Maine's top real estate leaders to provide an economic overview and outlook on the profession's key economic indicators, focusing on both commercial and residential real estate forecasts. Supplementing the conference is MEREDA's popular Member Showcase with MEREDA members exhibiting their products and services.

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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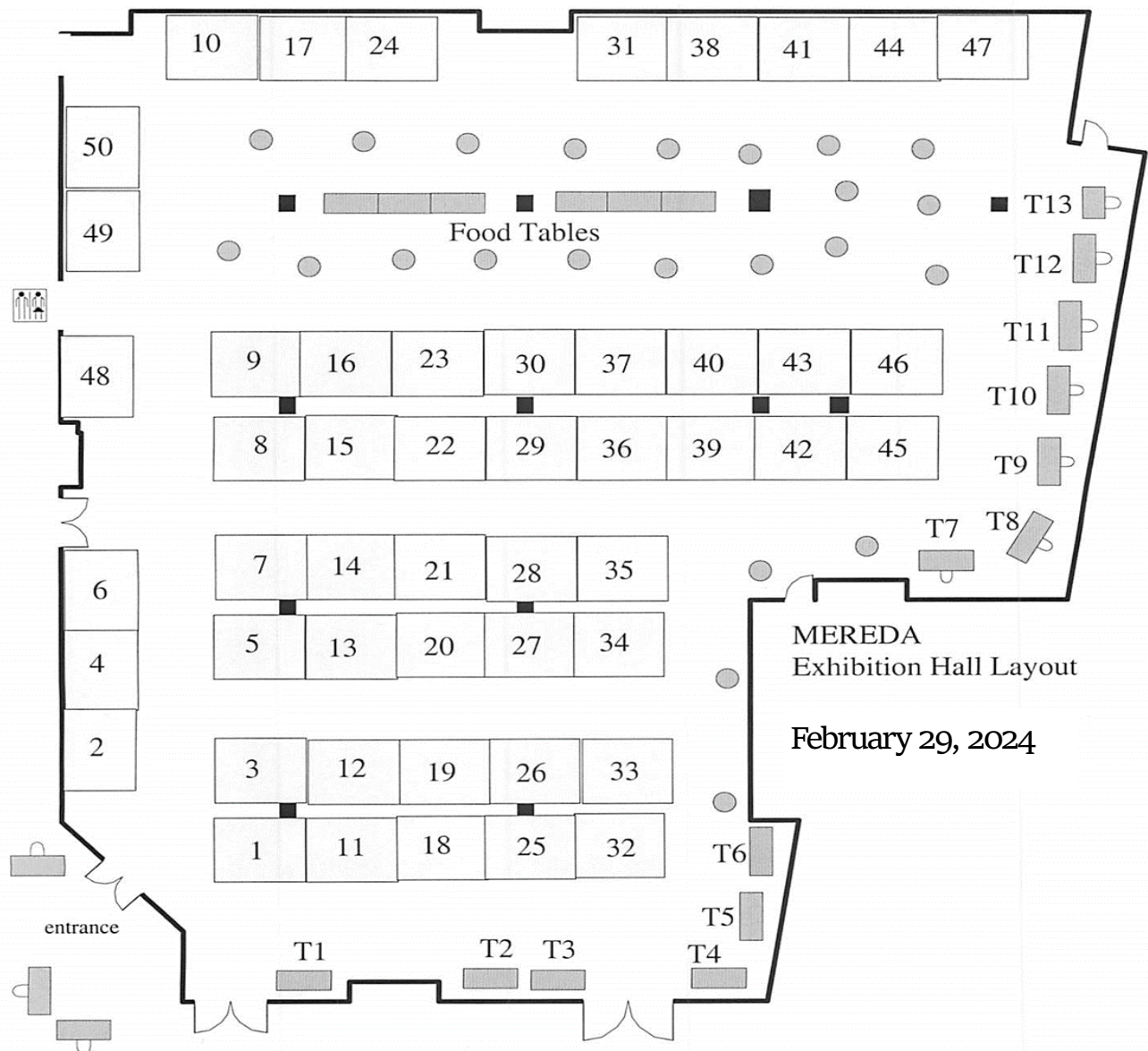
2024 MEREDA Member Showcase

Reserve Your Booth Today!

Thursday, February 29
Holiday Inn By the Bay
88 Spring Street, Portland, ME

CASCO BAY EXHIBIT HALL

The registration process to secure an exhibition booth is on a first-come, first-served basis. Booths will sell quickly! Please list your first 3 booth choices on page 1 of the application forms and return along with your payment, asap! Prompt receipt of your application will help ensure you get the booth you want!



MEREDA
Exhibition Hall Layout

February 29, 2024

FORMS

Forms entitled “*Application for Sponsorship and/or Exhibit Space*”, and “*Company Profile for Use in MEREDA’s Member Showcase Exhibitor Brochure*”, are to be scanned and emailed to the MEREDA office at

info@mereda.org

Additional Forms Provided by the Holiday Inn By the Bay

IMPORTANT !!

Forms entitled “*Exhibitor Guidelines*”, and “*Freight Policy*” **MUST** be reviewed, signed and returned directly to the Sales Department at the Holiday Inn By the Bay in order to complete your registration.

**Holiday Inn By the Bay
88 Spring Street
Portland, ME 04101**

Phone: 207-775-2311

Fax: 207-772-4017

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

MEREDA's Twentieth Annual Member Showcase | February 29, 2024

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
\$
Total
\$

Booth Electricity:

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

ELECTRICITY FEE: \$10

SPONSOR & EXHIBIT TOTAL:

Please List your First 3 Booth Choices: #1 _____ #2 _____ #3 _____

Do you need an 8' table for your booth space? ☐ YES ☐ NO

Day-of add-ons will be a \$50 additional fee.

Booth price includes TWO conference registrations and lunch. You will receive a discount code in your booth confirmation email to use when registering the two attendees using the comp tickets.

Registration is now open. Please register the two comp ticket registrants, along with any additional attendees at the following link: <https://mereda.ticketspice.com/2024-forecast-conference-member-showcase>

I have read and fully understand the exhibitor information:

Signed _____

Date _____

Questions?

Tel: (207) 874-0801

Email: 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 December 1, 2023.

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 2024 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 2023

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

- ☐ Please use the same information we provided in 2023 ☐ Please use the information provided below

Section Three: Company Logo:

- ☐ Please use the same logo we provided in 2023

- ☐ Will e-mail a digital copy (jpg file) of our company logo to the MEREDA office at 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 both pages of this application
to the MEREDA office to complete your registration.**

Mail to 6 City Center, 3rd Floor, Portland, ME 04101 or email to info@mereda.org

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



**HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES
MEREDA
February 29, 2024**

1. Exhibits will be transported by handcarts with rubber wheels only. No electrical or motorized carts will be allowed. This applies to your contractor for pipe and draping also.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways or ceilings will be the sole responsibility of the exhibitor. Should any of the aforementioned occur, a bill for repairs will be forwarded to the exhibitor.
3. Exhibitors may set up: **Wednesday, February 28, 2024 from 12noon – 5:00pm.**
4. Exhibitors dismantle: **Thursday, February 29, after 5:00pm.**
5. Exhibitors will be responsible for supplying their own extension cords and multiple outlet boxes if necessary. Any multiple electrical needs must be approved by our Chief Engineer (see Electrical and Telephone order form) **Please disregard if the conference is providing power to your booth.**
6. Meeting support services provided by the hotel will be at a charge. This includes electricians, laborers, A/V technicians, telephones, etc.

CONDUCT:

7. Items may NOT be nailed, stapled, screwed, or otherwise affixed to the hotel walls, floors or any part of the building.. No items can be taped unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved.
8. Gasoline, kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
9. The hotel requests that the exhibitor obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn By the Bay is in no way liable in all paperwork sent out by the group to any exhibitors.
10. No deliveries of displays will be accepted before: **Monday, February 26, 2024.**
11. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items must be picked up **by 5:00PM, Friday, March 1, 2024.**

Loading In/Out: Please schedule deliveries on your set up day to avoid delays.

12. **State of Maine Grand Ballroom:** The unloading of large exhibits will be limited to our main entrance door or Curbside to the front of the building. Parking on Spring Street is limited; therefore, each exhibitor will be limited to fifteen (15) minutes. Smaller displays must be unloaded from garage level G-1 or G 2.
13. **Casco Bay Hall Room:** Hotel security will be directing by the main entrance on Spring Street to garage level G3. This is a fifteen (15) minute parking area. This is subject to change weather permitting and traffic conditions.

-Continued-

**Holiday Inn By The Bay
88 Spring Street
Portland, Maine 04101
Phone: 207-775-2311
Fax: 207-772-4017**

**HOLIDAY INN BY THE BAY EXHIBITOR GUIDELINES
PAGE TWO**

14. The Holiday Inn By the Bay will not supply labor to help with the unloading/loading or setup/breakdown of any exhibit.
15. The hotel is unable to provide water hook up of any kind.
16. **Trash Removal:** During show set up and breakdown, large rubbish barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. **Any items not marked for storage and placed in the aisles will be considered trash and thrown away.**
17. **EXHIBITORS MUST NOT LEAVE ANYTHING OF VALUE IN THE EXHIBIT AREA. THE HOTEL IS NOT RESPONSIBLE FOR ANYTHING LEFT IN THE EXHIBIT AREA.**

DUE TO FIRE CODES THE BALLROOM MAY NOT BE LOCKED.

EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.

These Exhibitor Guidelines must be given to all of your exhibitors.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay.

Accepted and Agreed to on the _____ day of _____, 2023/24.

Customer: _____ Company: _____

NOTE: These Exhibitor Guidelines are subject to change at any time. You will be notified, and updated forms will be sent immediately upon any change.

**Holiday Inn By The Bay
88 Spring Street
Portland, Maine 04101
Phone: 207-775-2311
Fax: 207-772-4017**



FREIGHT POLICY

Please be aware that the following are rules and regulations regarding freight to and from this property. Due to a shortage of storage, it is necessary to adhere to these policies and procedures to alleviate loss or theft of your company's articles sent to the hotel prior to group arrival. **The hotel does NOT have a raised dock or forklift.**

THIS POLICY MUST BE GIVEN TO ALL EXHIBITORS

RECEIVING

1. All acceptable ground freight must be shipped prepaid. We will not accept COD's.
2. Freight above 200 pounds will only be accepted on the day of the event, and the hotel will not be involved with the unloading. Any Freight over 200 pounds **must be approved** by the hotel. Hotel **must be informed** of all freight prior to arrival. **Shipment may be refused if hotel has not been contacted.**
3. There is a \$50.00 per day storage fee of **non-approved ground freight received to the hotel**, to be paid by the exhibitor or show manager.
4. The Hotel assumes no responsibility for articles sent to or from this property, unless pre-approved by the hotel meeting and convention coordinator.
5. Regular shipments will be accepted three (3) days prior to group arrival and must be labeled with group name, day or days of meeting/show.
6. Should extenuating circumstances arise **with prior notice** and it becomes necessary to utilize hotel staff for unloading, a charge of \$60.00 per hour per person will apply. (1-hour minimum) 7 a.m. – 3 p.m., Monday through Friday...straight time. All other times will be time and a half.

SHIPPING

1. Arrangements to ship freight from the property must be made directly through the freight company used by show management or your company. It is the responsibility of the customer make arrangements for return shipping of any packages, including UPS, Fed-EX etc.
2. If prior arrangements have not been made for UPS, Fed-Ex or Air Freight etc., the hotel may apply a \$50.00 per day storage fee.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay, Sales Office, 88 Spring Street, Portland, ME 04101-3924.

Accepted and agreed to on the _____ day of _____, 2023/4

Exhibitor

Signature _____ Company _____

**Holiday Inn By The Bay
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Portland, Maine 04101
Phone: 207-775-2311
Fax: 207-772-4017**