



# Rhode Island Bar Association Annual Meeting

## Sponsorship Contract **2024**

RI Convention Center, Providence RI  
Thursday, June 13<sup>th</sup> & Friday, June 14<sup>th</sup>

### SPONSOR/EXHIBITOR INFORMATION

Select sponsorship or exhibitor level noted on the next page and complete and submit this contract, including a 50-word, three-sentence maximum, description of your company, company logo, and a check for the selected sponsorship level made payable to the **Rhode Island Bar Association** to: 2024 RIBA Annual Meeting Exhibit, Rhode Island Bar Association, 41 Sharpe Dr., Cranston, RI 02920, or enter credit card information below. **Please note, you must purchase an exhibitor or sponsor package in order to purchase the additional sponsorship opportunities outlined on the following pages.**

Sponsor/Organization Name:

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Company Website URL: \_\_\_\_\_

Company Description *(To be included in the event brochure):\**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Representatives attending the RIBA Annual Meeting\*:

*\*Each exhibit space includes a draped six-foot table and two chairs. We ask that you have **no more than two representatives** at your table at a time.*

\_\_\_\_\_

Representative Name One

\_\_\_\_\_

Representative Name Two

Please indicate your three preferences from exhibit spaces numbered **1-30** noted on Exhibitor space floor plan.

\_\_\_\_\_

First Choice

\_\_\_\_\_

Second Choice

\_\_\_\_\_

Third Choice

*RIBA will make every effort to assign you to one of your space selections. Preference is given to sponsorship level and repeating sponsors, ensuring that our valued partners receive prime locations that align with their commitment to the success of our event. We appreciate your understanding and look forward to creating a mutually beneficial and impactful experience for both sponsors and attendees.*

## Sponsorship Level Selections

Please see the following page for an explanation of benefits for each level and additional sponsorship opportunities. In order to purchase the additional sponsorship opportunities, **you must purchase an Exhibitor or Sponsorship level package**. The additional opportunities will be offered on a first come first serve basis. Please make your selections below and enclose a check, payable to the **Rhode Island Bar Association**, for the amount indicated, or enter credit card information **by March 22, 2024**.

**Please note: all requests for electrical and computer services must be made through the Rhode Island Convention Center. This is not included in your exhibitor fee. See Exhibition Special Needs on the Regulations page for details.**

### Sponsorship Level

(see following page for benefits)

<b>\$1,500 Sponsor Level Package</b>	
<b>\$1,200 Exhibitor Level Package</b>	
Total:	

### Additional Sponsorship Opportunities

(offered on a first come first serve basis)

<b>\$1000 Wi-Fi Sponsor (1)</b>	
<b>\$500 Breakfast Sponsor (2)</b>	
<b>\$500 Break Sponsor (2)</b>	
<b>\$800 Thursday Lunch Sponsor (3)</b>	
<b>\$800 Friday Lunch Sponsor (3)</b>	
Grand Total:	

### Social Media Recognition *(Sponsor Level Only)*

Please provide your company's social media handles to allow RIBA to tag your company in the promotional posts prior to the meeting and to include in your virtual booth on the Meeting app.

\_\_\_\_\_ Facebook

\_\_\_\_\_ Instagram

\_\_\_\_\_ LinkedIn

\_\_\_\_\_ X (Twitter)

Charge my: \_\_\_VISA \_\_\_AMEX \_\_\_Mastercard \_\_\_Discover

Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_ CVC: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

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

#### Sponsor/Exhibitor Space Information

Will you need an extra table (6'x18") to be placed behind your exhibitor table for displays? Yes \_\_\_ No \_\_\_

Table-top exhibit \_\_\_ Self Standing exhibit \_\_\_ Size \_\_\_\_\_

Will you need electrical service? Yes \_\_\_ No \_\_\_

**If yes, please contact the RI Convention Center to coordinate.**

\*Please note, as of August 1, 2023, a 3% administration fee will be included on all credit card transactions.

Signature of sponsor contact: \_\_\_\_\_

*The RIBA reserves the right to change the meeting format to virtual and all sponsors/exhibitors will be entitled to a full refund or may apply their payment to a virtual sponsorship or a future in person meeting.*

See following page for benefits.

Package Level >>	Exhibitor	Sponsor
	\$1,200	\$1,500
Two-day exhibitor space includes a draped six-foot table and two chairs, located in the pre-function area outside the Annual Meeting seminar rooms.	✓	✓
Thursday & Friday continental breakfast.	✓	✓
Two tickets to the Thursday general lunch buffet.	✓	✓
Invited to attend the Thursday Annual Awards Reception.	✓	✓
Logo included on a sign for the Thursday Annual Awards Reception.	✓	✓
Logo included on tabletop signs during the Thursday Annual Awards Reception.		✓
Two tickets to the Friday Annual Awards Luncheon.		✓
Company descriptions & logo included in the program brochure.	✓	✓
Link to website, company description, and logo included in a blast email to all attendees prior to the event.	✓	✓
Access to the Annual Meeting app utilized by attendees. Includes ability to interact with attendees and the ability to create a virtual booth which may include your company logo, contact information, description of services, link to website and social channels.		✓
Promotional flyer/fact sheet included in the welcome bags for attendees. <b>(Fact sheets must be provided by the sponsor via postal mail one month prior to the meeting.)</b>		✓
RIBA will thank and promote your company on all social media channels prior to the meeting.		✓
Representative may make a 30-60 second pitch to attendees during morning announcements.		✓

### Additional Sponsorship Opportunities

*Only available to those who purchase an Exhibitor or Sponsor level package*

Breakfast Sponsor	Break Sponsor	Thu Lunch Sponsor	Fri Lunch Sponsor	Wi-Fi Sponsor
<b>\$500</b>	<b>\$500</b>	<b>\$800</b>	<b>\$800</b>	<b>\$1,000</b>
Limited to 2 sponsors	Limited to 2 sponsors	Limited to 3 sponsors	Limited to 3 sponsors	Limited to 1 sponsor
Your company logo will be featured on signage at the breakfast tables. Additionally, your company will be acknowledged in our event brochure.	Your company logo will be featured on signage at the break tables. Additionally, your company will be acknowledged in our event brochure.	Your company logo will prominently displayed on signage for the Lunch and on the lunch tables. Additionally, your company will be acknowledged in our event brochure.	Your company logo will prominently displayed on signage for the Lunch and on the lunch tables. Additionally, your company will be acknowledged in our event brochure.	Your company name will be featured as the password to access the network. Your company logo will be prominently displayed on all Wi-Fi network signs and flyers at the meeting.

# Rhode Island Bar Association 2024 Annual Meeting June 13 & 14, 2024

## Exhibition Regulations

### Codes and Agreements

Sponsors and Exhibitors hereby agrees to be bound by the "Exhibition Regulations." Sponsor and Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations; (ii) and rules or regulations of the facility where the Annual Meeting is held; (iii) the terms of all leases and agreements between the Rhode Island Bar Association and the managers or owners of said facility; and (iv) the terms of any and all leases and agreements between the Rhode Island Bar Association and any party relating to the Annual Meeting. Sponsor and Exhibitor shall not, nor shall Sponsor and Exhibitor permit others to do anything to the booth or do anything in the facility which would cause a difference in conditions from those previously approved by the insurance carriers of the Rhode Island Bar Association, or the owners or managers of said facility, which will in any way increase premiums payable by any of said parties and such increase resulting from violation of this section.

### Space Assignment

The Rhode Island Bar Association shall use its best efforts to locate the space in one of the locations designated by the Exhibition or on the application, but there is no guarantee space preferences will be accommodated. Notwithstanding the above, the Rhode Island Bar Association reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary. The Rhode Island Bar Association also reserves the right to alter the locations of exhibits or spaces shown on the official floor plan, as it deems advisable and in the best interest of the exhibit area. However, no change of location is made without full discussion with the Sponsor or Exhibitor affected by such changes.

### Assignment and Sublease

No Sponsor or Exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent and approval of the Rhode Island Bar Association. No Sponsor or Exhibitor is permitted to show goods other than those manufactured or handled by that Exhibitor in the regular course of business. No firm

or organization not assigned space in the exhibition area will be permitted to solicit business in any manner within the exhibition area.

### Arrangement of Exhibits

All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. No signs or articles may be affixed or attached to wall or windows of the Rhode Island Convention Center (RICC). Balloons are prohibited. Dispensing or serving beverages or food from the exhibit space must be approved by the Rhode Island Bar Association.

### Special Needs

Any Sponsor or Exhibitor needing electrical service and/or telephone lines must contract directly with RICC for said services. Special connectors, receptors, adapters, extension cords, power strips, surge protectors and other similar equipment, are the sole responsibility of the Sponsor or Exhibitor.

### Circulation and Solicitation

Distribution by the Sponsor or Exhibitor of any printed matter, souvenirs, or other articles must be confined to the space assigned. No undignified manner of attracting attention is permitted. All aisle space belongs to the Rhode Island Bar Association. No exhibit or advertising matter is allowed to extend beyond the space allotted to the Sponsor or Exhibitor.

### Exhibition Objectives

The Annual Meeting is produced by, and is the property of the Rhode Island Bar Association. The exhibit area is a practical, educational adjunct to the professional seminars and workshops held during the Annual meeting. The exhibit area is meant to supplement the professional seminars by providing RIBA members and their staff with demonstrations of the products, services, and information available to them. Sponsor and Exhibitors are expected to display their services with awareness of the professional and practical needs of RIBA members. RIBA reserves the right to refuse space to any applicant who, in the opinion of the Bar, is unlikely to contribute to the overall objectives of the Annual Meeting.

### Cost and Payment

The cost for each level of sponsorship is outlined on the previous benefits page. Each exhibit table is **six feet long. All Contracts and payment must be received by March 22, 2024 to qualify for inclusion and receive Pre-Meeting publicity by the Rhode Island Bar Association.** Any

cancellation after April 5, 2024 is refunded less 50%. A contract is not guaranteed until confirmation has been made and full payment is received.

### Exhibitor Representative

Each Exhibitor is permitted to have a **maximum of two representatives** at the space at one time. Two meals are provided to Sponsors or Exhibitors based on the level of sponsorship contracted. The names of all representatives must accompany this application for name badges. Exhibitor representatives are permitted to attend educational seminars on a space-available basis. Name badges are necessary for admission to any seminars.

### Security

The Rhode Island Bar Association takes reasonable precautions to safeguard the exhibit area throughout the hours of installation, show and dismantling period, and exercises reasonable care for the protection of the Exhibitors' materials and displays. Beyond this, the Rhode Island Bar Association, the RICC, or any officer or staff member thereof is not responsible for the safety of the property of the Exhibitor, its agents, or employees, from theft, damage by fire, accident, or any other cause. Sponsors and Exhibitors are required to provide all insurance and/or policy riders to cover all exhibit contents.

### Failure to Open Exhibition

In case the premises of the RI Convention Center shall be destroyed or damaged, or if the RIBA Annual Meeting fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by the Rhode Island Bar Association. In the event of such termination, the Sponsor or Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the RIBA shall be returned to each Exhibitor its space payments, less its prorated share of all costs and expenses incurred and committed by the RIBA.

### Regulation and Contract

These regulations have been formulated in the best interest of all concerned and become a part of the contract between the Sponsor or Exhibitor and the Rhode Island Bar Association. All matters and questions not covered by these regulations are subject to the decisions of the Rhode Island Bar Association.