



2021 Large-Scale Workshop Sponsorship Opportunities September 22 - 25, 2021

Dear Business Partner,

The Management Teams from the communities of Willowsford, Brambleton, and Birchwood in Loudoun County, Virginia are partnering to host the CAI Large-Scale Managers Workshop (LSMW) on September 22-25, 2021. We have an exciting workshop planned filled with networking opportunities, educational topics, and best practices for some of the best and brightest community managers in the industry.

Community Associations Institute (CAI) is a non-profit organization that provides information and education for community associations, homeowners, and business partners in our industry. Each year, the LSMW is held in a different community around the nation for approximately 120 managers of large-scale communities. The goal of this four-day workshop is to provide opportunities for managers to learn the different practices and techniques of their peers. Best practices are discussed, properties are toured, and successful products and services that are used in the communities are reviewed. In addition, managers have the opportunity to network with other managers at social functions and with business partners at the mini-trade show and workshop events.

Business partners are crucial for managers to perform their jobs successfully. This workshop is a great opportunity to showcase your product or service to the “best of the best” managers across the nation. Attached are some of our sponsorship opportunities to help you decide the best way you can participate in this event. We believe, and past business partners have confirmed, that the Large-Scale Managers Workshop is a significant benefit to their businesses and managers alike.

If you have any questions about the workshop or sponsorship opportunities, please contact Rebecca Lyons at 571-297-2586, rylons@willowsfordlife.com, or Susan Walters at 571-297-2586, swalters@willowsfordlife.com. We look forward to working with you and getting to know your business in September 2021!

Sincerely,

Rebecca Lyons
Willowsford

Rick Stone
Brambleton

Rosemarie Linder
Birchwood



2021 Large-Scale Workshop Sponsorship Opportunities

September 22 - 25, 2021

Diamond: \$10,000 (2 available)

Includes the following:

- Four (4) paid registrations
- Attendance at Welcome Dinner and Mini-Trade Show
- Hosting of Welcome Reception
- Hosting of Welcome Dinner
- Hosting of Dinner at Stone Tower
- Booth space and table(s) at Mini-Trade Show
- Welcome intro and formal thank you at hosted events
- 15-minute Education Presentation
- Company logo placement on conference bag and workshop materials
- Placement of company materials/item in conference bag
- Company logo placement on Workshop Website, Workshop App, and Sponsor Boards
- Acknowledgement of Diamond sponsorship on workshop emails
- Recognition as sponsor at all events

Platinum: \$7,500 (4 available)

Includes the following:

- Two (2) paid registrations
- Attendance at Welcome Dinner and Mini-Trade Show
- Hosting of one (1) Breakfast
- One (1) table for presentation at the Mini-Trade show
- Welcome intro and formal thank you at hosted events
- Two-minute Education Presentation
- Company logo placement on conference bag and workshop materials
- Placement of company materials/item in conference bag
- Company logo placement on Workshop Website, Workshop App, and Sponsor Boards
- Recognition as sponsor at all events

Gold: \$5,000 (10 available)

Includes the following:

- One (1) paid registration
- Hosting of one (1) Lunch
- One (1) table for presentation at Mini-Trade show
- Placement of small company logo or name on workshop materials
- Placement of company material/item in conference bag
- Company link placement on conference website
- Recognition as sponsor at all events

Silver: \$2,500 (12 available)

Includes the following:

- One (1) table for presentation at the Mini-Trade show
- Company logo placement on printed material
- Conference bag insert
- Company link placement on conference website
- Recognition as sponsor at all events

Bronze: \$1,000 (15 available)

Includes the following:

- Company name or logo placement on printed workshop materials
- Placement of two (2) items in conference bag
- Company link placement on conference website
- Recognition as sponsor at all events

Payment Terms

Payment must be received and processed at the CAI Headquarters before sponsorships are confirmed and benefits begin. Sign up by submitting your application with payment as soon as possible to ensure availability.



2021 Large-Scale Workshop

Sponsorship Application

September 22-25, 2021

Contact Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Website: _____

Sponsorship Level (please complete the level you would like to sponsor)

Diamond (\$10,000) = _____

Platinum (\$7,500) = _____

Gold (\$5,000) = _____

Silver (\$2,500) = _____

Bronze (\$1,000) = _____

PHONE: (888) 224-4321 (credit cards only) **ONLINE:** www.caionline.org/events

MAIL: P.O. Box 34793, Alexandria, VA 22334-0793 **FAX:** (240) 524-2424 (credit cards only)

Visa MasterCard American Express Check Enclosed (made payable to CAI)

ACCOUNT # _____ EXP. DATE _____

NAME ON CARD _____ SIGNATURE _____

TERMS: Full payment must accompany signed contract. CAI reserves the right to refuse any contract or to cancel any contract it deems appropriate to avoid conflicts of interest. CAI will refund payments for canceled contracts if marketing did not include company mention. Refunds or cancellations cannot be made after any promotional materials have been created.

CAI SUITCASING POLICY: CAI has a no-tolerance policy regarding "suitcasing," which describes the practice by non-sponsoring companies or individuals of soliciting sales or sales leads in the hotel, lobbies and/or representing their services or soliciting seminar participants, including social activities. Non-exhibiting suppliers participating in the seminar as attendees or speakers are prohibited from soliciting business in or after sessions, or in the hotel itself.

Violators of this policy will be charged \$3000, which must be paid prior to registering as an attendee, exhibitor or sponsor at any future CAI functions.

I acknowledge and accept all terms and policies on this form.

AUTHORIZED SIGNATURE _____

DATE _____

