

46^{ta} Asamblea y Convención Anual

Mirada al Caribe: Arquitectura, Paisaje y Diseño

 June 6 - 8, 2024

 El Conquistador Resort, Fajardo

ARQUI 20 EXPO 24

Sponsorship Opportunities



To reserve your space contact:

Janette Correa

Sales and Marketing Coordinator

787-724-1213, Ext. 103

787-308-8552

jcorrea@caappr.org

Reserve your space!

We're excited about your decision to join us as an Exhibitor in our 46th Annual Assembly and Convention. Your company will be able to present your products and services to a wide range of influencers and key decision makers in the construction and design industry in Puerto Rico and the Caribbean.

We invite 1,100 professionals in the disciplines of Architecture and Landscape Architecture to participate in activities including exhibitions, seminars, conferences, and other social gatherings.

For two (2) days, our architects and landscape architects will have the opportunity to learn about your products and services. Please fill out this form to select your Company's exhibition space(s), and any sponsorship opportunities you want. This form will be your contract, and the final invoice will be created from your choices here.

MAY – 2024

**21, 23,
28, 30**

TUESDAY & WEDNESDAY

11:30 AM - 12:30 PM

Pre-Convention Virtual Seminars
(on Zoom)

JUNE – 2024

6

THURSDAY

8:00 AM - 6:00 PM

Booth Setup

6:00 PM - 7:30 PM

Conference

7:30 PM - 10:00 PM

Welcome Cocktail

7

FRIDAY

9:00 AM - 10:00 AM

Conference

10:30 AM - 11:00 PM

Exhibitor's Visit + Coffee Break

11:00 AM - 12:30 PM

Conference

12:30 PM - 4:30 PM

Lunch + Exhibitor's Visit

4:30 PM - 6:00 PM

Conference

6:00 PM - 7:00 PM

Award Ceremony

7:00 PM - 10:00 PM

Cocktail

8

SATURDAY

9:30 AM - 11:00 AM

Conference

11:00 AM - 12:30 AM

Exhibitor's Visit

12:30 AM - 2:00 PM

Lunch

2:00 PM - 4:00 PM

Annual Assembly

4:30 PM - 6:00 PM

Conference

6:00 PM - 10:00 PM

Closing Event

Exhibition Packages

Description	Silver \$1,800	Gold \$3,500
Exhibition Space*	10' x 10'	10' x 20'
Two days of exhibition (June 7 & 8)	✓	✓
Lunch tickets	2	4
Digital Advertising Prior Convention and During Event		✓
Physical Advertising Company Logo in Convention Brochure	✓	✓
Social Media Advertising Your company will be promoted on CAAPPR social media platforms (Facebook, Instagram and CAAPPR official website)	✓	✓

Raffle Notice

Exhibitors are encouraged to donate products to be gifted to ArquiExpo participants as an advertising opportunity. Raffle will take place on Friday, June 7th and Saturday, June 8th, 2024 during the cocktail hours.

*Exhibition Space **10'x10'** includes: dividers for exhibition space and an electrical outlet (120V).

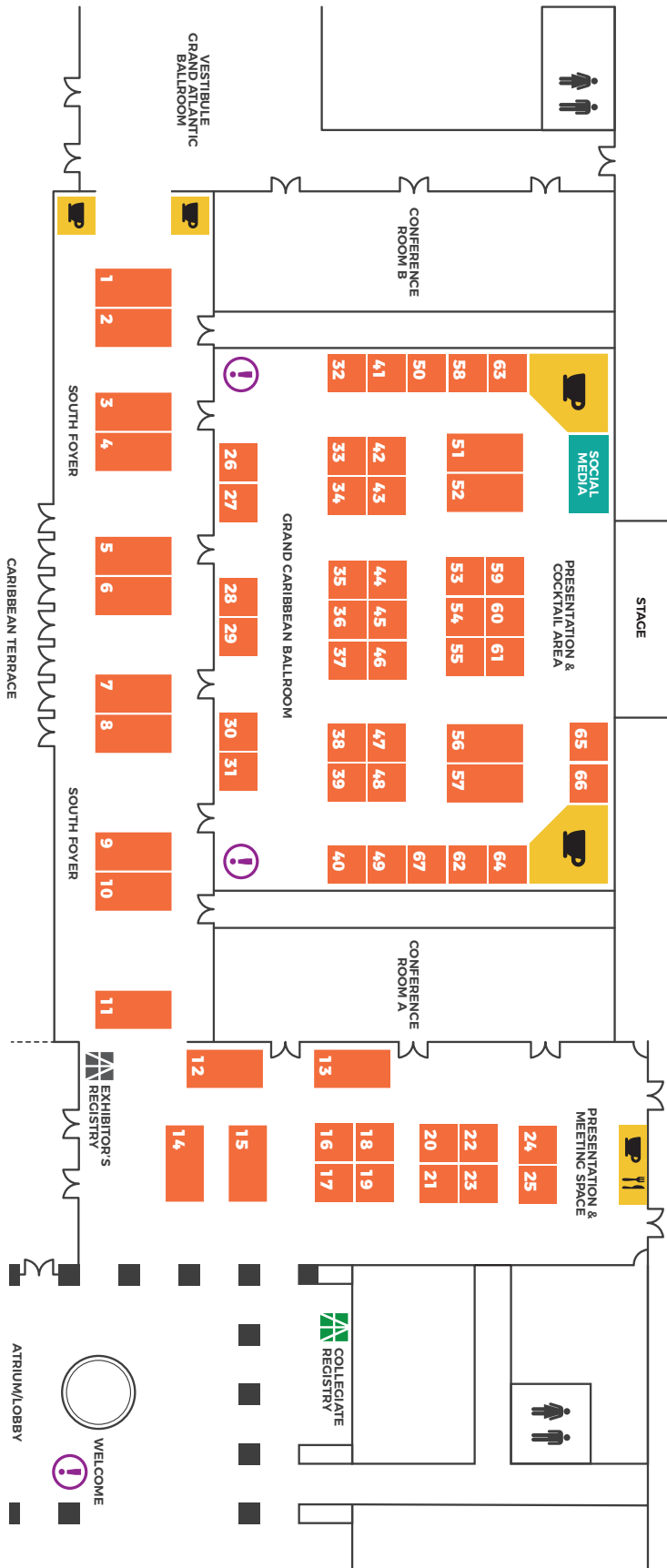
Exhibition Space **10'x20'** includes: dividers for exhibition space and two (2) electrical outlets (120V).

None of the Exhibition Spaces include tables or chairs.









Additional Sponsorships

Description		Price
Events		
1	Pre-Convention: Virtual Seminars	\$1,000
2	Convention: Keynote	\$2,000
3	Convention: Annual Convention Lunch	\$2,000
4	Convention: 30 Minute Presentation in ArquiExpo Space	\$1,000
5	Convention: "Premio Fin de Carrera"	\$1,500
Goodies		
6	Logo on Convention Tote	\$2,000
7	Logo on Lanyard and/or ID Holder	\$2,000
Food & Beverage		
8	Coffee Cart	\$1,500
9	Breakfast Cart	\$1,500
10	Cocktail and Happy Hour at Exhibit Booth	\$1,500
11	Additional Buffet Lunch Tickets	\$25
Services		
12	Mobile Device Charging Station (Exhibition Area)	\$1,000
13	360 Video Booth	\$1,500
14	Professional Portrait Station	\$1,500

Booth Floor Plan



KEY

-  COLLEGIATE'S REGISTRY
-  EXHIBITOR'S REGISTRY
-  10' X 10' BOOTH - \$1,800.00
-  10' X 20' BOOTH - \$3,500.00
-  SERVICES
-  BREAKFAST/SNACK
-  COFFEE CART
-  RESTROOMS

Assembly & Dismantling

If assembling and dismantling of exhibition spaces is required, they must be completed during the established time frame. It must not affect other exhibitors or activities coordinated by CAAPPR. A fine equivalent to the cost of the exhibition space will be automatically imposed if the exhibit has not been cleared. The exhibitor will be responsible for all expenses incurred by CAAPPR in the collection of said fine, including attorney, stamps, trail, among others.

Loading and unloading activities should be coordinated with the staff of CAAPPR. The participating company has to bring their own equipment and personnel to do the loading and unloading, assembling and dismantling of all their equipment, displays, exhibition material, etc. The obstruction of any exit with equipment, displays, exhibition material and / or garbage is prohibited at all times.

If the exhibitor or sponsor does not claim or occupy the space in the indicated date, CAAPPR has the option to terminate the contract and give the space to another exhibitor, in which case the exhibitor is not entitled to reimbursement for the sum previously paid.

The exhibitor or sponsor will take into consideration that the side walls of the selected area may not exceed eight feet (8') height and must have a proper termination. The height of the exhibition space and decorative elements should not exceed 8 to 10 feet tall. Any variation to this provision must be submitted to CAAPPR for evaluation. It is required that your presentation stays within the limits of the selected space provided in this document.

The CAAPPR reserves the right to request removal of any item that exceeds the limits of the exhibition space, which is considered a physical obstruction in the circulation area and public spaces or affecting the operation of the adjacent exhibition spaces.

The exhibitor agrees to maintain control of their allocated space at the time of installation and will not interrupt the installation of neighboring exhibitors. Any other expenses that the exhibitor deems necessary for the installation and operation of its exhibit shall be their sole responsibility.

The exhibitor must carry out the assembly of their display without using nails, screws, staples, tape, Velcro, etc. on walls or floors, the use of paint or similar materials are strictly prohibited since they may damage the facilities.

Assembly of display must be completed by 6:00 PM on Thursday, June 6, 2024.
Dismantling of display shall begin after 6:00 PM on Saturday, June 8, 2024.

The exhibitor will be responsible for any charges by not complying with the time of removal.

Limitations & Responsibilities

CAAPPR reserves the right to reject or prohibit any sponsorship or part thereof; including without it being considered a limitation, any person, article, printed material, catalog, or that in the opinion of CAAPPR it is not appropriate or consistent with the nature of the sponsorship.

CAAPPR reserves the right to restrict and / or limit the operation of any activity that might be objectionable to the sponsor or to the public by physical obstruction, excessive noise or any other reason. The exhibitor or sponsor may not engage in activities that conflict with technical seminars or any other official CAAPPR activity.

CAAPPR Prohibits the Following Activities

- a. The distribution of stickers and other adhesive promotional on the premises. The cost of removing any sticker will be billed to the exhibitor or sponsor.
- b. The presence of glass containers without prior consent.
- c. The presence of children and young people under 16 in the loading and unloading area for assembly and dismantling.
- d. The use of glitter or “confetti” in the facility. The cost of cleaning will be billed to the exhibitor or sponsor.
- e. The use of passenger elevators and escalators to move cargo or equipment. Installation of banners is not permitted unless authorized by CAAPPR as part of the sponsorship. CAAPPR will not permit any other promotional gadgets such as portable TV Screen in backpacks or video projection outside of the exhibitors required space unless authorized beforehand. No exhibitor may assign, sublet, or divide any part of their exhibit space with another company. Food or drinks are not allowed in the exhibition spaces unless the corresponding payment has been made.

Insurance & Permits

The CAAPPR is not responsible, nor does it guarantee the exhibitors or sponsors the safety of their equipment, materials, products, or services to be exhibited in case of fire, accident, theft, other damage, or loss that occurs and/or any other circumstances beyond CAAPPR control.

The exhibitor or sponsor shall be liable for any damages arising from its display to visitors, facilities or areas designated for display during the Convention and shall indemnify the CAAPPR for any liability arising from its display or participation in the Convention.

The exhibitor releases the CAAPPR of any liability arising from fault or negligence of the exhibitor or sponsor, its agents, employees and shall indemnify the CAAPPR any loss or expense incurred by the CAAPPR by reasons of that fault or negligence.

Cancelation of Activities

If the event that any activity is canceled because of hurricane or other weather events, drought or other unforeseeable circumstances or mayor force, this agreement will be terminated immediately, in which case the CAAPPR exhibitor or sponsor will reimburse the twenty five percent (25%) of the amount paid upon the cancellation.

Provided, however, that if interested and is requested in writing by the exhibitor or sponsor towards the CAAPPR, this contract contract will remain in force for a future date in which the activity or other activity would be held.

Sponsorship Registration Form

ARQUI 20
EXPO 24

Contact Information

Company Name

Company Website

Postal Address

Zipcode

Contact Name

Phone Number

Contact E-mail

Please submit the following with your registration:



One (1) high resolution company logo in PNG format.



Three (3) high resolution images that best represent your company (design space or a product).



If your company will sponsor any panelists or speakers, please also include a high-resolution photo of the speaker on a white background. This will be used for all the promotion, social media and marketing material.

Sponsorship Agreement

Exhibitor/Sponsor Name: _____

Exhibition Package Selection

Item	Price
<input type="checkbox"/> Silver	\$1,800
<input type="checkbox"/> Gold	\$3,500

Exhibition Space Selection

First option: _____ Second option: _____

Additional Sponsorship

Item	Price
<input type="checkbox"/> Pre-Convention: Virtual Seminars	\$1,000
<input type="checkbox"/> Convention: Keynote	\$2,000
<input type="checkbox"/> Convention: Annual Convention Lunch	\$2,000
<input type="checkbox"/> Convention: 30 Minute Presentation in Arquexpo Space	\$1,000
<input type="checkbox"/> Convention: "Premio Fin de Carrera"	\$1,500
<input type="checkbox"/> Logo on Convention Tote	\$2,000
<input type="checkbox"/> Logo on Lanyard and/or ID Holder	\$2,000
<input type="checkbox"/> Coffee Cart	\$1,500
<input type="checkbox"/> Breakfast Cart	\$1,500
<input type="checkbox"/> Cocktail and Happy Hour at Exhibit Booth	\$1,500
<input type="checkbox"/> Additional Buffet Lunch Tickets	\$25
<input type="checkbox"/> Mobile Device Charging Station (Exhibition Area)	\$1000
<input type="checkbox"/> 360 Video Booth	\$1500
<input type="checkbox"/> Professional Portrait Station	\$1500
<input type="checkbox"/> _____	_____

Additional Comments

Total

Sponsorship Agreement

Payment Information

by card

Name on Card _____

Card Number _____

Visa

Mastercard

Expiration Date (MM/YY) _____

Card Security Code _____

Address _____

City _____

State _____

Zipcode _____

Phone Number _____

by check

Made out to CAAPPR

P.O. Box 41176 San Juan, PR 00940 -1176

by electronic transfer

Bank Name _____

Routing Number _____

Account Number _____

Agreement

The Sponsor shall pay CAAPPR a sponsorship fee in the amount of _____
for the _____.

I have read and agree to the terms and conditions.

Authorized Representative Signature

CAAPPR Sales Representative

Date

Date