

Dear Exhibitors,

We are excited to welcome you to the CAI's Annual Conference & Expo, Community Live! – scheduled for **April 10-11, 2024, at Valley Forge Casino in King of Prussia, PA**. Your participation is instrumental in making this event a success. Please read the following as there is information we need from you, and we want to ensure you have all the necessary information for a seamless experience. You can view the full event information on our website by clicking on this link here: <https://caikeystone.org/events/2024-annual-conference-expo/>

Exhibitor Preparation Deadlines:

Friday, March 1st, 2024 – Deadline to complete **'REQUIRED PRE-CONFERENCE QUESTIONS'** submission through online booth profile.

Wednesday, March 20, 2024 – Deadline to make your hotel reservations at Valley Forge Casino.

Friday, March 29, 2024 – Deadline to add names of booth personnel to online booth profile (including purchases of any additional exhibit booth personnel OR staff changes). Any changes made **after** exhibitor badges are printed on **March 31, 2024**, are **subject to a \$25 per change charge**.

Profile Access and Completion:

To meet the above deadlines and get the most out of your exhibitor benefits for this event, please complete your online booth profile as soon as you are able.

- **Link to log in to your account where you can add information to your profile:**

<https://admin.map-dynamics.com//login.php>

(Your account email will be the one you received this email to and if you do not know your password, you can reset it by clicking 'Forgot Your Password'. If you are still having trouble accessing your account, please reach out to a member of the staff)

- **Link to view floorplan and display of your profile information:** <https://homebase.map-dynamics.com/communitylive2024/floorplan>

(The link to view the floorplan and list of exhibitors has started going out on marketing content for the event – don't miss out on this additional exposure!).

Exhibit Set-up Details

Wednesday, April 10, 2024: 12:00 p.m. - 4:30 p.m.

or

Thursday, April 11, 2024: 8:30 a.m. - 10:30 a.m.

- Exhibitors are strongly encouraged to have your booth set-up **by 4:30 p.m. on Wednesday, April 10th** to be open during the **Welcome Reception in the Exhibit Hall from 5:00 p.m. - 7:00 p.m.** (you do not need to remain at your booth during the Welcome Reception, but this way attendees can see your location in advance).
- You must notify us of your intended set up day by logging into your map D profile and **completing the 'REQUIRED PRE-CONFERENCE QUESTIONS' Tab.**

How to complete 'REQUIRED PRE-CONFERENCE QUESTIONS':

1. Log in at <https://admin.map-dynamics.com//login.php> --> My Profile --> Community Live 2024 -> REQUIRED PRE-CONFERENCE QUESTIONS tab (located between Contact form & Administration).
 2. Here, you will select day of setup, which will either be on **Wednesday, April 10, 2024**, from 12:00 p.m. - 4:30 p.m. **OR** on **Thursday, April 11, 2024**, from 8:30 a.m. - 10:30 a.m.
- Exhibit booths **MUST** be completely set up by **10:30 a.m. on Thursday, April 11, 2024**, and remain open, fully staffed, and fully intact until the end of the event at 3:15 p.m.
 - All exhibits must be dismantled and cleared from the premises no later than **7:00 p.m. on Thursday, April 11, 2024.**

Hotel Booking Information:

How to make your hotel reservation at Valley Forge Casino:

****by March 20, 2024****

1. Use the code **CAID24C** for discounted rates. CAI has secured a limited hotel room block in the **Casino Tower** at Valley Forge Casino. Reserve your hotel room online via this link:
<https://book.passkey.com/event/50762664/owner/10215024/home>
2. Select the dates of your stay, and book at the group rate. Rooms are located in the **Casino Tower**.

OR

1. Call **(610) 354-8118** between 8:00 AM and 9:00 PM to book your room via phone. **Guests must state the exact group code (CAID24C) or the group name "Community Associations Institute"** when calling in to make a reservation so that the call center will place the guest in the correct room block.

Exhibit Personnel:

- **Premier, Prime, and Premium** exhibit booths are entitled to have **three (3) company personnel** in the exhibit booth.
- **Standard exhibit booths** are entitled to have **two (2) company personnel** in the exhibit booth.
- Each staff person will be credentialed and **receive a name badge**, which must be displayed for access to the Expo floor and any related activity at the event, including all sessions.
- Additional staff registrations can be purchased in advance at the rate of \$99 per via your online booth account. Additional staff registration badges purchased **onsite at the event can be made at the rate of \$109 per.**

How to add names of booth personnel to profile:

Log in at <https://admin.map-dynamics.com//login.php> --> My Profile --> Community Live 2024 --> 'In the Booth' tab --> Add New Person --> click 'Save Record' after entering information.



Exhibit Space:

Each booth will measure 10 feet (deep) by 10 feet (wide).

Booths will include a **booth identification sign, one six (6) foot draped table, and two (2) chairs.**

Exhibitor Service Kit:

An exhibitor service kit containing information on shipping, electricity, booth furniture, and other relevant details will be available soon. Stay tuned for updates.

Should you have any questions or require further assistance, please do not hesitate to contact Chacha Frank (charlena@caikeystone.org) or Amanda Henderson (amanda@caikeystone.org). We look forward to your participation and a successful event!

Warm regards,
Chacha Frank