



**Suppliers Registration Form & Exhibit Reservation**  
**Jingle Bells... PROMOS All the Way!**  
**August 27-28<sup>th</sup>, 2024 • Fall Table Top Show**  
**Hotel Verdanza - 8020 Jose M. Tartak Ave. Carolina PR 00979**

Company Name: \_\_\_\_\_

PPAI Member #: \_\_\_\_\_ SAGE Member #: \_\_\_\_\_ CASA Member: ( ) Yes ( ) No

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Show Contact Name/Email. \_\_\_\_\_

Name of persons attending the Show (Name Badges). Please mark the On-site contact with an "X" and include their email

1. \_\_\_\_\_ ( ) Email/Cel# \_\_\_\_\_

2. \_\_\_\_\_ ( ) Email/Cel#: \_\_\_\_\_

3. \_\_\_\_\_ ( ) Email/Cel#: \_\_\_\_\_

What items will you be exhibiting: \_\_\_\_\_

**HOTEL INFORMATION: Hotel Verdanza - \$169 GROUP RATE**

We will be staying at the Show venue under **CASA's group rate of \$169/night (plus)** ( ) YES ( ) NO

Group rate is valid for the week of the show, based on availability

**RATE CUT-OFF DATE: AUGUST 6<sup>TH</sup>.-2024**, and might not be available after the cut-off date. This is a small venue and it is high season in Puerto Rico- please make your reservation ahead of time. A link to make the reservation will be sent on the second week of July.

We plan to arrive on: \_\_\_\_\_ Depart on: \_\_\_\_\_

**CASA 2024 ANNUAL MEMBERSHIP – NEW OR RENEWAL - \$150**

If we have yet not renewed the CASA Membership, please include it with this Show Registration. (Remember you must be a CASA member to exhibit.) Please check the box for this option.

**TABLE TOP SPACE AND SPONSORSHIP OPTIONS**

**PLEASE REMEMBER THERE WILL BE A WHOLE DAY FOR END USER BUYERS TO DO THEIR HOLIDAY SHOPPING LIST, SOME MIGHT NOT BE FAMILIAR WITH THE EXTENT OF WHAT THE PROMOTIONAL PRODUCT INDUSTRY COVERS. BRING YOUR BEST DISPLAY & LARGE VARIETY OF PRODUCTS!!!**

( ) **BASIC – 8' wide Floor Space**

INCLUDES 1 8ft TABLE AND LUNCH FOR 1 PERSON EACH DAY & 2 SOCIAL EVENTS FOR 1 PERSON  
**COST: \$650**

( ) **SILVER SPONSOR – 10' wide x 8' Floor Space on Preferred Floor Location**

INCLUDES 2 8ft TABLES – LUNCH FOR 1 PERSON EACH DAY, 2 SOCIAL EVENTS FOR 1 PERSON  
**COST: \$1,500**

( ) **GOLD SPONSOR – 16' wide x 8' Floor Space on Main Entrance Floor VIP Location**

INCLUDES 3 8ft TABLES – 1 ROUND COCKTAIL TABLE & 3 GUEST CHAIRS,, LUNCH FOR 2 PEOPLE EACH DAY, 2 SOCIAL EVENTS FOR 2 PEOPLE. RUNNING VIDEO ON TV WITH INDUSTRY INFORMATION. QUALIFIES FOR MORE FLOOR SPACE WHEN FLOORPLAN IS FINALIZED WITH CONFIRMED SUPPLIERS.  
**COST: \$3,000**



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**END OF SHOW COCKTAIL ON BOTH DAYS**

**ADDITIONAL SUPPLIER\* ATTENDEE: \$25.00 PER COCKTAIL DAY**

*PLEASE NOTE THE ADDITIONAL ATTENDEE PRICE IS JUST FOR AN ADDITIONAL SUPPLIER ATTENDEE AND CANNOT BE TRANSFERRED TO A DISTRIBUTOR OR ANY OTHER GUEST.*

**WILL ATTEND COCKTAIL ON TUESDAY, BUYERS SHOW DAY FROM 4-7pm**  
 # OF PLEOPLE                       WILL NOT ATTEND

**WILL ATTEND COCKTAIL ON WEDNESDAY, DISTRIBUTORS SHOW DAY FROM 3-6pm**  
 # OF PLEOPLE                       WILL NOT ATTEND

**PAYMENT AND AUTHORIZATION FOR CHARGES**

SUMMARY OF CHARGES	TOTAL
Booth Space / Sponsorship	
Additional Lunch, \$25pp per day	
2024 CASA Membership dues	
Additional Supplier for cocktails	

**TOTAL AMOUNT BOOKED**

\$

**SEND RECEIPT TO:**

Payment Form: Amount:  Check No. \_\_\_\_\_ Payable to CASA  Visa  Master Card  AMEX

Card Number: \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

Name on credit card: \_\_\_\_\_ Company Name: \_\_\_\_\_

*Payment is non-refundable and not transferable to another year. **All information and dues must be received no later than Tuesday, August 6<sup>th</sup> to secure your spot, or only if available after the cut-off date.** Spaces will be assigned on a first come, first served basis, sponsorship level and participation on CASA programs and events during the year. We reserve the right to modify the suggested floor plan and Schedule of Events. Signing this contract authorizes CASA to charge the above credit card for booth space and promotional opportunities in full. Must be an exhibitor to sponsor/donate. Exhibitor must be an active member of CASA at the time of signing this contract and at the time of the event. I/we understand this application becomes a binding contract when accepted and signed by CASA. I/we agree to abide the show rules and subsequent additions, Bylaws, Rules and Regulations, Code of Ethics and Policies and Procedures.*

\_\_\_\_\_  
 Supplier's Name/Company    Authorized Signature    Date    Validated by C.A.S.A.

**Send Event Registration to: [casaprevents@gmail.com](mailto:casaprevents@gmail.com)**

**Please indicate here any special instructions and/or comments we should take into consideration**



## Schedule at a Glance as of 7-3-24

(Subject to changes – always refer to the latest revision sent)

### Monday, August 26<sup>th</sup>

- 10am CASA Show Set-up
  - Noon CASA will deliver booth material to each supplier space
  - 2pm-6pm Suppliers Set-up
  - 3pm-6pm Individual Private Distributor's Suites Set-up
- Note: there will be an overnight security officer on premises.

### Tuesday, August 27<sup>th</sup> – EndBuyer's Show Day

THE ONLY DISTRIBUTORS ALLOWED ARE THOSE WITH INVITED & PRE-REGISTERED GUESTS. ONLINE REGISTRATION CUT-OFF DATE IS WEDNESDAY, AUGUST 21<sup>ST</sup>, OR A HANDLING FEE OF \$25 WILL BE APPLIED.

- 9am CASA BOD & SUPPLIERS BRIEFING/SHOW RULES - **ALL SUPPLIERS MUST ATTEND**
- 9:30am All Distributors with EndBuyer's must be in their Suites and ready to register their guests with the Badge, Show Bag and Product Notebook
- 10am-4pm EndBuyers Open Floor with Free Time Show
- 12m Pre-selected Lunch Boxes will be delivered to Supplier's booth
- 2pm **LAST ENTRY TO SHOW FLOOR BY ENDBUYERS**
- 4-7pm EndBuyers with Distributor host & Suppliers Closing Cocktail Party
- 6pm Raffle for customers that completed the passport by visiting **ALL SUPPLIERS**
- 7pm Distributor's Private Suites Pack, Clean & Close

### Wednesday, August 28<sup>th</sup> – Distributor's Show Day

- 10am-3pm Distributors Open Floor Show
- CASA Members and Non-Members are invited, but pre-registration is required for all. ONLINE REGISTRATION CUT-OFF DATE IS WEDNESDAY, AUGUST 21<sup>ST</sup>. OR A HANDLING FEE OF \$25 WILL BE APPLIED.
- 12m Pre-selected Lunch Boxes will be delivered to Supplier's booth
- 3-6pm Distributors & Suppliers Closing Cocktail Party
- 5:30pm Raffle for Distributors that completed the passport by visiting **ALL SUPPLIERS**  
Must be present to win.

As usual, we will be making a raffle for the EndBuyers, so we will appreciate if you can donate 1 GOOD HIGH PERCEIVED VALUE BLANK (unimprinted) raffle item. A Supplier Name card is welcomed to be included with the blank item, but no phone numbers or contact information please.

For Distributors Day Raffle and those participating because they visited ALL SUPPLIERS, we encourage to donate Self Promo Certificates (with net value or specific products), so they can use it with their own customers for the Holiday Season.

We ask that you help us maximize your investment, and NOT STAMP anyone that did not take the time to listen to your presentation. Thanks.



# Supplier, Multi-Rep & Business Associate 2024 Membership Application

Please check type: ( ) NEW ( ) RENEWAL

*"We support those that Support Us"*

Company Name: \_\_\_\_\_

PPAI Member #: \_\_\_\_\_ ASI Member #: \_\_\_\_\_ SAGE Member #: \_\_\_\_\_

Principal Representative in CASA: \_\_\_\_\_ Position: \_\_\_\_\_

Principal's Email: \_\_\_\_\_ Residence City: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell No: \_\_\_\_\_

Corporate Postal Address: \_\_\_\_\_

Corporate Physical Address: \_\_\_\_\_

Office Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Alternate Representative in CASA: \_\_\_\_\_ Position: \_\_\_\_\_

Alternate's Email: \_\_\_\_\_ Residence City: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell No: \_\_\_\_\_

Can this alternate vote on behalf of your Company on any CASA By-laws amendments or consultation? ( ) YES ( ) NO

**Type of membership: ( ) Supplier ( ) Multi-Rep ( ) Business Associate • Total Membership Fee: \$150.00**  
**Membership is annually and runs from January 1<sup>st</sup> to December 31<sup>st</sup>**

Payment Amount: \$ \_\_\_\_\_ ( ) Visa ( ) Master Card ( ) AMEX

Card Number: \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

( ) Cardholder name is the Principal's ( ) Card Billing address is the Postal – If not, please indicate below

**Accounts Payable Contact:** \_\_\_\_\_ Position: \_\_\_\_\_

A/P Email: \_\_\_\_\_ Phone/Ext. No: \_\_\_\_\_

**Trade Show Decision Contact:** \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Ext. No: \_\_\_\_\_

**Sales/MultiRep Contact:** \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Ext. No: \_\_\_\_\_

Can this Sales/MultiRep vote on behalf of your Company on any CASA meetings during their visit? ( ) YES ( ) NO

*I certify the above information is correct and we meet CASA's requirement for membership. By renewing my membership, I agree to abide by the CASA Bylaws, Rules and Regulations, Code of Ethics and Policies and Procedures.*

Supplier's Name

Principal's Signature

Date

Validated by C.A.S.A.