



ARQUI '25 EXPO

COLEGIO DE
ARQUITECTOS Y
ARQUITECTOS PAISAJISTAS
DE PUERTO RICO

Sponsorship Opportunities



5 → 6 → 7

J U N E
2 0 2 5

HOTEL
CONQUISTADOR

Reserve your space!



We're excited about your decision to join us as an Exhibitor in our 47th Annual Assembly and Convention. Your company will be able to present your products and services to a wide range of influencer and key decision makers in the construction and design industry in Puerto Rico and the Caribbean.

We invite 1,300 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.

To reserve your space contact:

Janette Correa
Sales and Marketing Coordinator
787-724-1213, Ext. 103
787-308-8552
jcorrea@caappr.org

Schedule



MAY

20, 22, 27 & 29

2025

TUESDAY & WEDNESDAY

11:30 AM - 12:30 PM

Pre-Convention Virtual Seminars (on Zoom)

JUNE

2025

THURSDAY

5

8:00 AM - 6:00 PM

Booth Setup

6:00 PM - 7:30 PM

Conference

7:30 PM

Welcome Cocktail / Biennial Award Ceremony

6

FRIDAY

8:00 AM - 8:30 AM

Breakfast

8:30 AM - 10:00 AM

Conference

10:00 AM - 11:30 AM

Exhibitor visit + coffee break

11:30 AM - 12:30 PM

Conference

12:30 PM - 1:30 PM

Lunch

1:30 PM - 3:00 PM

Exhibitor visit + coffee break

3:00 PM - 4:00 PM

Conference

4:00 PM - 6:00 PM

Annual Assembly

6:00 PM

Dedication and cocktail party

7

SATURDAY

8:00 AM - 9:30 AM

Exhibitor visit + breakfast

9:30 AM - 11:00 AM

Conference

11:00 AM - 12:30 PM

Exhibitor visit + coffee break

12:30 PM - 1:30 PM

Lunch

1:30 PM - 2:30 PM

Exhibitor visit + coffee break

2:30 PM - 3:30 PM

Conference

3:30 PM - 4:00 PM

Exhibitor visit + coffee break

4:00 PM - 5:30 PM

Conference

5:30 PM

Closing + raffle event

This is a preliminary schedule and can be subject to changes or adjustments

Exhibition Packages



Description	Bronze \$2,000	Silver \$3,000	Gold \$3,500
Exhibition Space*	10' x 10'	10' x 10'	10' x 20'
Two days of exhibition (June 6 & 7)	✓	✓	✓
Convention party tickets		2	4
Lunch tickets (June 6 & 7)	2	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)	✓	✓	✓
One table and two chairs		✓	

Raffle Notice

Exhibitors are encouraged to donate products to be gifted to ArquExpo participants as an **advertising opportunity**. **Raffle will take place on Saturday, June 7th, 2025** during the cocktail hours. These donated products or gifts have to be coordinated before the event.

*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).

Additional Sponsorships



- Printed and digital logos in event marketing and CAAPPR social media.
- Two (2) entrances to ArquiExpo.
- Distribution of promotional material in Sponsors area.

Description		Price
Events		
1	Pre-Convention: Virtual Seminars (1 hour / zoom plataform CAAPPR / 11:30AM) •Continuing education credit in event program. •Registration list and e-mails of conference participants. <input type="checkbox"/> May 20, 2025 <input type="checkbox"/> May 22, 2025 <input type="checkbox"/> May 27, 2025 <input type="checkbox"/> May 29, 2025	\$1,000
2	Convention: Keynote & Biennial Award (June 5)	\$2,000
3	Convention: Welcome Unit CAAPPR	\$2,000
4	Convention: Registration Desk	\$2,000
5	Convention: Annual Convention Lunch	\$2,000
6	Keynote (June 6 & 7)	\$2,000
7	Convention: Party (June 6)	\$2,000
8	Convention: Closing Party (June 7)	\$2,000
9	ArquiEXPO: Exhibitor Layout Exclusive •Logo in ArquiExpo layout map (printed and digital)	\$1,500
10	ArquiEXPO: Digital Add, Brochure and /or Goodie	\$1,500
11	ArquiEXPO: Digital Sponsor Display (Screen must be provided by the sponsor, including setup and teardown of equipment)	\$1,500

Continues on next page

Additional Sponsorships



Goodies		
12	Logo on Convention Tote (June 6)	\$2,000
13	Logo on Convention Tote (June 7)	\$2,000
14	Logo on Lanyard	\$2,000
15	Logo on ID Holder	\$2,000
Food & Beverage		
16	Coffee Cart	\$2,000
17	Breakfast Cart	\$2,000
18	Cocktail and Happy Hour at Exhibit Booth / Corkage	\$1,500
19	Additional Buffet Lunch Tickets	\$30
Services		
20	Mobile Device Charging Station (Exhibition Area)	\$1,000
21	360 Video Booth	\$1,500
22	Professional Portrait Station / Welcome (June 6)	\$2,000

Sponsorship Agreement



Exhibitor/Sponsor Name: _____

Exhibition Package Selection

Item	Price
<input type="checkbox"/> Bronze	\$2,000
<input type="checkbox"/> Silver	\$3,000
<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 & Biennial Award	\$2,000
<input type="checkbox"/> Convention: Welcome Unit CAAPPR	\$2,000
<input type="checkbox"/> Convention: Registration Desk	\$2,000
<input type="checkbox"/> Convention: Annual Convention Lunch	\$2,000
<input type="checkbox"/> Keynote	\$2,000
<input type="checkbox"/> Convention: Party (June 6)	\$2,000
<input type="checkbox"/> Convention: Raffle Party (June 7)	\$2,000
<input type="checkbox"/> ArquEXPO: Exhibitor Layout	\$1,500
<input type="checkbox"/> ArquEXPO: Digital Add, Brochure and /or Goodie	\$1,500
<input type="checkbox"/> ArquEXPO: Digital Sponsor Display	\$1,500
<input type="checkbox"/> Logo on Convention Tote (June 6)	\$2,000
<input type="checkbox"/> Logo on Convention Tote (June 7)	\$2,000
<input type="checkbox"/> Logo on Lanyard	\$2,000
<input type="checkbox"/> Logo on ID Holder	\$2,000
<input type="checkbox"/> Coffee Cart	\$2,000
<input type="checkbox"/> Breakfast Cart	\$2,000

Sponsorship Agreement



Additional Sponsorship

Item	Price
<input type="checkbox"/> Cocktail and Happy Hour at Exhibit Booth / Corkage	\$1,500
<input type="checkbox"/> Additional Buffet Lunch Tickets	\$30
<input type="checkbox"/> Mobile Device Charging Station	\$1,000
<input type="checkbox"/> 360 Video Booth	\$1,500
<input type="checkbox"/> Professional Portrait Station	\$2,000
<input type="checkbox"/> _____	_____

Additional Comments

Total

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

Sponsorship Agreement



by electronic transfer at CAAPPR

Bank Name **Banco Popular de PR**

Routing Number **021502011**

Account Number **226-358928**

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

Booth Floor Plan



Terms & Conditions



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 exhibition space, which is considered a physical obstruction in the circulation area and public the limits of the 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 5, 2025.
Dismantling of display shall begin after 5:00 PM on Saturday, June 7, 2025.**

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

Terms & Conditions

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 of 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.

Terms & Conditions



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



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.