

2019 ANNUAL CONFERENCE

SPONSORSHIP



We invite you to join city leaders from across North Dakota for the 89th Annual Conference!

Each year at our Annual Conference, North Dakota’s city leaders benefit from learning experiences that are enhanced by strong support from you. Your innovative solutions and new technologies are essential in helping city leaders resolve local issues. We would appreciate your sponsorship consideration as we meet for North Dakota’s largest gathering of city officials from across the state.

SPONSOR BENEFITS LEVELS

	Diamond \$10,000	Platinum \$5,000	Gold \$3,200	Silver \$1,650	Bronze \$850
SPONSOR BENEFITS					
Booth in Exhibitor Showcase (\$750 value)	FREE	FREE	40% discount	20% discount	10% discount
Complimentary App Sponsor with Banner Ad	FREE	FREE	-----	-----	-----
Complimentary Conference Registration(s)	Unlimited	Four	Two	One	One
SPONSOR RECOGNITION					
Sponsor’s logo on conference banners	✓	✓	✓		
Video display of sponsor logo during plenary sessions	✓	✓	✓		
Conference registration list 2 weeks prior to conference and updated list after event	✓	✓	✓	✓	
Invitation to welcome reception and social	✓	✓	✓	✓	✓
Listed as sponsor on NDLC website	✓	✓	✓	✓	✓
Listed as sponsor in conference program	✓	✓	✓	✓	✓
Listed as sponsor in conference App	✓	✓	✓	✓	✓
Listed as sponsor in CITYScan magazine	✓	✓	✓	✓	✓
Sponsor designation on name badge	✓	✓	✓	✓	✓
Access to conference room block at host conference hotel	✓	✓	✓	✓	✓

(Continued)



Questions about this program? Contact Carissa Richter at NDLC
 carissa@ndlc.org • (701) 223-3518 • www.ndlc.org
 410 E Front Ave, Bismarck, ND 58504-5641

Strong. Dynamic. Cities.

How to reserve your sponsorship & booth

You can register for a booth and conference sponsorship online at www.ndlc.org/ac. *Fast, Simple & Easy!* Or complete the enclosed form. **Vendors:** A signed contract or completed online form must be received by the League before your booth can be reserved. League staff will contact you to collect additional booth information once booth space is confirmed.

Vendors may purchase more than one booth. Sponsors at the Diamond and Platinum level receive one complimentary booth and may purchase a second booth.

Sponsor the Conference App

Diamond and Platinum level sponsors receive this option at no additional charge. Sponsors at any other level may add it to their sponsorship for an additional \$200.

App sponsors will have a banner ad in the App.



Equipment Vendor Space

*New in
2019*

The League has a few spaces for vendors to display equipment during our vendor show on Friday, September 20. Equipment will need to be moved into the Exhibit Hall early the afternoon of September 19 and removed from the Exhibit Hall after the vendor show concludes at 6:15 pm on September 20. Equipment must fit into a 20'x40' space. All regular vendor benefits are provided with this space. Indicate this option on the attached contract.

Location & Hotel Information

Room blocks are available at the listed hotels from Wednesday, Sept. 18 through Saturday, Sept. 21. When booking rooms, please refer to the 2019 League of Cities block to access the rates quoted. The hotels will not guarantee room block rates after release date.

Ramkota Hotel

800 S 3rd St
701-258-7700
\$109 plus tax
Room block will be released
August 30.

Radisson Hotel

605 E Broadway Ave
701-255-6000
One person - \$83.70 plus tax
Two people - \$95.10 plus tax
Room block will be released
August 19.

EverSpring Inn & Suites

200 E Bismarck EXPY
701-222-2900
\$84.60 plus tax
Room block will be released
September 4.

Expressway Suites

180 E Bismarck EXPY
701-222-3311
Double Queen or King Suite -
\$84.60 plus tax

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Contract



This signed contract is required to reserve your booth. This form is available online at www.ndlc.org/ac or fill in the form below and mail to NDLC or email to carissa@ndlc.org.

CONTACT INFO

Company Name: _____ (AS YOU WANT IT TO APPEAR IN CONFERENCE PROMOTIONS)

Contact Person: _____

Mailing Address, City, State, Zip: _____

Phone: _____ Email: _____

SIGNATURE: _____ Date: _____ (Confirmation will be sent to the contact person listed above.)

Sponsor Registration

SPONSOR Contact Name: _____ SPONSOR Contact Email: _____

SPONSOR Contact Phone: _____

Gold, Silver & Bronze sponsors can add an App sponsorship for an additional \$200. App sponsorship is complimentary at the Diamond and Platinum levels.

To be included in promotional material, return this form by **August 16, 2019**.

NDLC Staff will contact you to collect additional information once sponsorship is confirmed.

<i>Please select your sponsorship level:</i>		TOTAL
Diamond	\$10,000	\$ _____
Platinum	\$ 5,000	\$ _____
Gold	\$ 3,200	\$ _____
Silver	\$ 1,650	\$ _____
Bronze	\$ 850	\$ _____
Conference App Sponsor (Add-on to Sponsorship)	\$200	\$ _____
SPONSORSHIP TOTAL		\$ _____

Vendor Registration

VENDOR Contact Name: _____ VENDOR Contact Email: _____

Exhibitor Showcase hours: 9am-6:15pm • Sept 20th VENDOR Contact Phone: _____

Space is limited. First come, first serve basis. Send in your signed contract today!

Vendors may purchase more than one booth. Sponsors at the Diamond and Platinum level receive one complimentary booth and may purchase a second booth.

- To be included in promotional material, return this form by **August 16, 2019**.
- One complimentary conference registration with exhibit booth.
- NDLC Staff will contact you to collect additional booth information once booth space is confirmed.

VENDOR OPTIONS		AMOUNT
<input type="checkbox"/> Exhibit Booth \$ 750	Qty _____	\$ _____
<input type="checkbox"/> Equipment Vendor \$ 800		\$ _____
<input type="checkbox"/> DIAMOND level sponsorship FREE booth		(FREE)
<input type="checkbox"/> PLATINUM level sponsorship FREE booth		(FREE)
<input type="checkbox"/> GOLD level sponsor 40% discount (-\$300)		-\$ _____
<input type="checkbox"/> SILVER level sponsor 20% discount (-\$150)		-\$ _____
<input type="checkbox"/> BRONZE level sponsor 10% discount (-\$ 75)		-\$ _____
<input type="checkbox"/> 10 percent (\$75) Business Associate discount		-\$ _____
VENDOR TOTAL		\$ _____

Payment

Payment enclosed (Make checks payable to ND League of Cities) Payment to follow Please send invoice

Credit Card: VISA Mastercard American Express Discover Name on Card: _____

Number: _____ Exp _____ 3-digit Code _____

NDLC • (701) 223-3518 • 410 E Front Ave, Bismarck, ND 58504-5641 • www.ndlc.org

Reminder: Complete 2nd page of contract.

Exhibitor Terms & Conditions

Cancellation of Booth Space & Loss of Payment: In the event an exhibitor cancels before August 15, 2019 NDLC shall issue a full refund of their deposit. Exhibitors notifying NDLC of their intent to cancel after August 15, 2019 will forfeit the full exhibitor fee. Exhibitor will be billed for fee if payment was not received.

Assignment of Booth Space: Booth space will be assigned by NDLC at its sole discretion as contracts are received and approved. NDLC reserves the right to make and/or change booth assignments as it deems appropriate. Every attempt will be made to ensure competitors are not next to each other. Vendors must stay in their assigned space unless other arrangements are made with NDLC staff.

Booth Set-Up/Tear-Down & Staffing: Exhibit booths must be staffed during all exhibit times. Booths must be set up during designated times and no special arrangements will be made for set-up. Exhibitors that do not tear down their booths by the end of the stated tear-down period will be charged a \$250 tear-down/storage fee.

Liability for Damages or Loss of Property: Exhibitor agrees it should hold harmless and indemnify NDLC for any loss, damage, expense or penalty arising from any action including an action based upon strict liability or negligence for personal injury or property damage to exhibitor, its employees, guests or property.

Untimely Payment: Fees for booth space must be paid in full by October 31, 2019. Exhibitors that do not pay by this date will need to pre-pay the following year to be guaranteed booth space.

The above establishes an application for exhibit space at the NDLC Annual Conference vendor show on September 20, 2019. The confirmation of this application becomes a contract. By making this application, the below signed agrees to comply with and be subject to the terms and conditions contained in the Contract.

I agree to the terms and conditions as stated above.

SIGNATURE: _____ Date: _____

Jan Jordan Scholarship Fund Opportunity

The Municipal Government Academy awards three \$1,000 college scholarships to outstanding students in the spring of each year. The Municipal Government Academy is a 501(c)(3) subsidiary of the North Dakota League of Cities.

Scholarships are provided to children or grandchildren of current city employees or elected city officials that are registered full-time students in an accredited North Dakota university, college or vocational/technical certification program.

We invite your company to contribute to the Scholarship Fund through one or both of these opportunities:

- 1) Donate a Silent Auction Item. Donations can be dropped at the registration table before 9:00 a.m. on September 19. Please label clearly as Silent Auction donation and include the name of your company.
- 2) Participate in Vendor Bingo. For \$50, your company will be listed on bingo cards and conference participants must visit your booth to have their bingo card marked. We will be giving away several prizes for this event. This is a great opportunity to drive traffic to your booth and to contribute to the Scholarship Fund! To participate, complete the form below and return it via mail or email.

Donations to the Jan Jordan Scholarship Fund are tax deductible. Checks should be made to the Municipal Government Academy and please include Jan Jordan Scholarship Fund in the memo line. ***** This check must be separate from payment for a vendor booth or sponsorship. Vendor and sponsor checks are made payable to the ND League of Cities and not Municipal Government Academy.***

Our company would like to participate in Vendor Bingo.

Company _____

Contact _____

Email address _____ Phone number _____

Payment of \$50 can be made by check made out to **Municipal Government Academy** and mailed to 410 E Front Avenue, Bismarck, ND 58504.