



Connect with municipal decision-makers at the NDLC Annual Conference!

The North Dakota League of Cities will hold its 93rd Annual Conference on September 20-22, 2023, at the Bismarck Event Center. The Annual Conference is the League's signature education and networking event bringing together local leaders from across North Dakota to share experiences and discuss current events and trends affecting their communities. These municipal decision-makers are also looking for quality providers and experts for a variety of products and services. Being a sponsor and/or vendor at the conference is a great way for your business or organization to make that connection.

As a sponsor and/or vendor, you can:

- reach more than 250 city elected and appointed officials,
- increase your visibility in the municipal marketplace,
- participate in conference events and network with city officials,
- develop and maintain contacts with elected officials and city staff.

Our range of sponsorship and vendor opportunities allows your organization to choose the participation that works best for you.

The Exhibitor Showcase will be held on Thursday, Sept. 21, from 8 am to 5:00 pm. In addition to our regular 8x10 booths, space will also be available for large equipment vendors. More information about this opportunity can be found on the attached PDF.

I encourage you to complete and return the attached contract. Booth space will be confirmed on a first-come-first-served basis. Contracts must be received by our office by August 15 to be included in conference promotional material.

Once you have reserved your sponsorship and/or booth space by returning the contract, I will reach out to gather additional information and your registrations. In the meantime, feel free to contact me with any questions at 701-223-3518 or carissa@ndlc.org.

I look forward to partnering with you on this important and valuable event!

2023 ANNUAL CONFERENCE

SPONSORSHIP



We invite you to join city leaders from across North Dakota for the 93rd 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
Opportunity to Choose Booth Location in Exhibit Hall	✓	✓	-----	-----	-----
Complimentary App Sponsor with Banner Ad	FREE	FREE	-----	-----	-----
Complimentary Conference Registration(s)	Unlimited	Four	Two	One	One
Virtual booth on the League website which will be promoted to all cities and contacts until December 31, 2023	✓	✓	✓	✓	✓
Sponsor’s logo on conference promotions	✓	✓	✓		
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 hotels	✓	✓	✓	✓	✓

(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

Empowering North Dakota Cities

Sponsor/Vendor Information



Exhibitor Showcase

The Exhibitor Showcase will be held from 8 am – 5 pm on Thursday, September 21. Booths are 8'x10' and include a table and two chairs. Set-up will be the afternoon of September 20, and before 8 am on September 21. Booths may not be torn down before 5 pm on September 21.

Equipment Vendor Space

The League has a few spaces for vendors to display equipment during our vendor show on Friday, September 21. Equipment will need to be moved into the Exhibit Hall the afternoon of September 20 and removed from the Exhibit Hall after the vendor show concludes at 5 pm on September 21. Equipment must fit into a 20'x20' space. All regular vendor benefits are provided with this space. Indicate this option on the attached contract.

How to reserve your sponsorship & booth

You can reserve a booth and conference sponsorship by completing the attached contract. Vendors: A signed contract must be received by the League before your booth can be reserved.

League staff will contact you to collect additional booth information once this contract is received.

Location & Hotel Information

Room blocks are available at the hotels listed below for September 19, 20 and 21. The room block release date is listed for each hotel. Room rates will not be guaranteed at these rates after that date.

Bismarck Hotel & Conference Center
(formerly the Ramkota Hotel)
800 S 3rd St
\$88.20 plus tax
Ask for the ND League of Cities Conference block
701-660-8063
Room block will be released September 1

Radisson Hotel
605 E Broadway Ave
\$88.20 plus tax
Ask for the NDLC Annual Conference block
701-255-6000
Room block will be released August 19

EverSpring Inn & Suites
200 E Bismarck EXPY
\$88.20 plus tax
Ask for the ND League of Cities Annual Conference block
701-222-2900
Room block will be released August 29

Expressway Suites
180 E Bismarck EXPY
Double Queen or King Suite - \$88.20 plus tax
701-222-3311
No release date

2023 ANNUAL CONFERENCE

Contract



September 20-22, 2023 • Bismarck Event Center

This signed contract is required to reserve your sponsorship and/or booth. Mail to NDLC or email to carissa@ndlc.org.

CONTACT INFO

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

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: _____

To be included in promotional material, return this form by **August 15, 2023**.

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

Please select your sponsorship level

- Diamond \$10,000
- Platinum \$ 5,000
- Gold \$ 3,200
- Silver \$ 1,650
- Bronze \$ 850

Vendor Registration

VENDOR Contact Name: _____ VENDOR Contact Email: _____

Exhibitor Showcase hours: 8 am–5 pm • Sept 21 VENDOR Contact Phone: _____

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

- To be included in promotional material, return this form by **August 15, 2023**.
- One complimentary conference registration included with exhibit booth.
- NDLC Staff will contact you to collect additional information once booth space is confirmed.

VENDOR OPTIONS

- Exhibit Booth \$ 750 Qty _____ \$ _____
- Equipment Vendor \$ 850 \$ _____
- DIAMOND level sponsorship FREE booth (FREE)
- PLATINUM level sponsorship FREE booth (FREE)
- GOLD level sponsor 40% discount (-\$300) -(\$ _____)
- SILVER level sponsor 20% discount (-\$150) -(\$ _____)
- BRONZE level sponsor 10% discount (-\$ 75) -(\$ _____)
- 10 percent (\$75) Partner Member discount -(\$ _____)

VENDOR TOTAL \$ _____

Payment

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

To pay by credit card, contact Carissa at 701-223-3518.

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 11, 2023, NDLC shall issue a full refund of their exhibitor fee. Exhibitors notifying NDLC of their intent to cancel after August 11, 2023, 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 prior to the event.

Booth Set-Up/Tear-Down & Staffing: Exhibit booths must be staffed during all exhibit times and early tear-down will **not** be permitted. 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 will 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, 2023. Exhibitors that do not pay by this date will need to pre-pay by September 1 in subsequent years to be guaranteed booth space.

The above establishes an application for exhibit space at the NDLC Annual Conference vendor show on September 21, 2023. 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: _____