

# Vendor Rules and Regulations

## Vendor/Exhibit Registration Fee

Please see Sponsorship Levels below.

**Registration and payment are due by July 19, 2019. Registration is not valid if received without payment.**

## Booth Assignment

Register early for limited space in ballroom.

Assignment of booths will be made based on first-come, first-served basis of paid registrations. Platinum and Gold Level sponsorship will be located in main ballroom. If there is available space, Silver level sponsorship will be able to be located within main ballroom upon the early number of registrations received.

## Booth Display

Each display will include: 8' table, Tablecloth, and chairs according to sponsorship level.

## Sponsorship Levels

*Platinum Level: \$1,300.00 (Only 3 spaces available)*

- Keynote Speaker Sponsor, company announcement prior to speaker
- Banquet meal tickets included, for up to 4 people
- Lunch Sponsor (with display at table) or Vendor Social Sponsor
- Includes up to 4 people from company, without extra costs
- Video (to be played during breaks)
- Opportunity to give a brief overview of company in front of the ENTIRE Association
- Up to 2 tables
- Choice of Vendor Display Placement (offered on a First Paid, First Served basis)
- Glass Etched plaque recognizing sponsorship
- Complete email list of ALL attendees
- FREE half page color advertisement to go in registration packets

*Gold Level: \$700.00*

- Breakfast Sponsor (with display at table)
- Banquet meal tickets included, for up to 3 people
- Includes up to 3 people from company, without extra costs
- Video (to be played during breaks)
- Lunch Included
- Plaque recognizing sponsorship
- FREE quarter page color advertisement to go in registration packets

*Silver Level: \$450.00*

- May bring up to 2 people from company, without extra cost
- Lunch Included
- Banquet Tickets for up to 2 people included

*Bronze Level: \$100.00*

- **For Nonprofit Companies ONLY**
- Includes only 1 person per agency
- Lunch Included!

**Installation/Dismantling of Exhibits**

Booths will be ready for setup on Tuesday, August 27<sup>th</sup> 2019, from 8:00 AM - Noon. Exhibitors are responsible for delivery of exhibit materials to their booth. All materials and equipment must be removed from the exhibit area by noon on August 29<sup>th</sup>, 2019 at the very latest. Preferred if possible to remove prior to banquet.

**Exhibit Hours:**

August 27<sup>th</sup>, 2019 1:00 – 6:00 PM

August 28<sup>th</sup>, 2019 9:00 AM– 5:00 PM (Vendor Social is 4:30-6:30 PM)

**Exhibitor Representatives**

Exhibitors must provide an attendant for their booth during the open hours of the conference. All exhibitor personnel need to register and pick up their badges at the conference registration desk no later than the Vendor Social.

**Hotel Reservations**

All exhibitor participants are responsible for making their own hotel reservations directly with their desired hotel.

**Liability and Security**

Each exhibitor is responsible for safeguarding their supplies, equipment, and displays at all times. The Radisson Hotel in Bismarck, North Dakota, Emergency Management Association and the ND Department of Emergency Services will not be responsible for the loss of any items.

**Social Functions**

The Vendor Registration Fee entitles the sponsorship level number to participate in the sponsored events. Additional tickets for meals may be purchased via the Vendor Registration Form.

**Payment Methods**

The NDEMA is pleased to accept all major credit cards as a method of payment. Please call Denise Brew, NDEMA Secretary/Treasurer at 701-290-1769 to arrange payment.



**ND EMERGENCY MANAGEMENT CONFERENCE  
 AUGUST 27<sup>TH</sup> – AUGUST 29<sup>TH</sup>, 2019  
 RADISSON HOTEL BISMARCK**

# Vendor Registration Form

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

Agency: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Registration Fee			
Qty	Cost	Subtotal	Item
	\$1,300.00		Platinum Level Sponsorship
	\$700.00		Gold Level Sponsorship
	\$450.00		Silver Level Sponsorship
	\$100.00		Bronze Level Sponsorship
	\$25.00		Guest Wednesday Banquet Dinner (per ticket)
			<b>Total Due</b>

Qty	Wednesday Banquet Dinner (See Sponsorship Level for included meals)

**Registration deadline is July 19<sup>th</sup>, 2019. No refunds will be provided after this date.**

Submit this form with payment to:  
 Mailing Address: ND Emergency Management Association  
 c/o Denise Brew  
 205 Owens Street  
 Manning, ND 58642  
 Email: [denise.brew@dunncountynd.org](mailto:denise.brew@dunncountynd.org)

Upon receipt of registration and payment, Denise Brew or Ben Gates will be in contact with you to answer any further questions you may have.

# Vendor Registration Form

List all exhibit personnel from your agency so that name badges can be made for them to pick up at the conference registration desk.

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

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

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

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

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

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

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



Radisson Hotel Bismarck  
605 East Broadway Avenue  
Bismarck, ND 58501  
(701) 255-6000

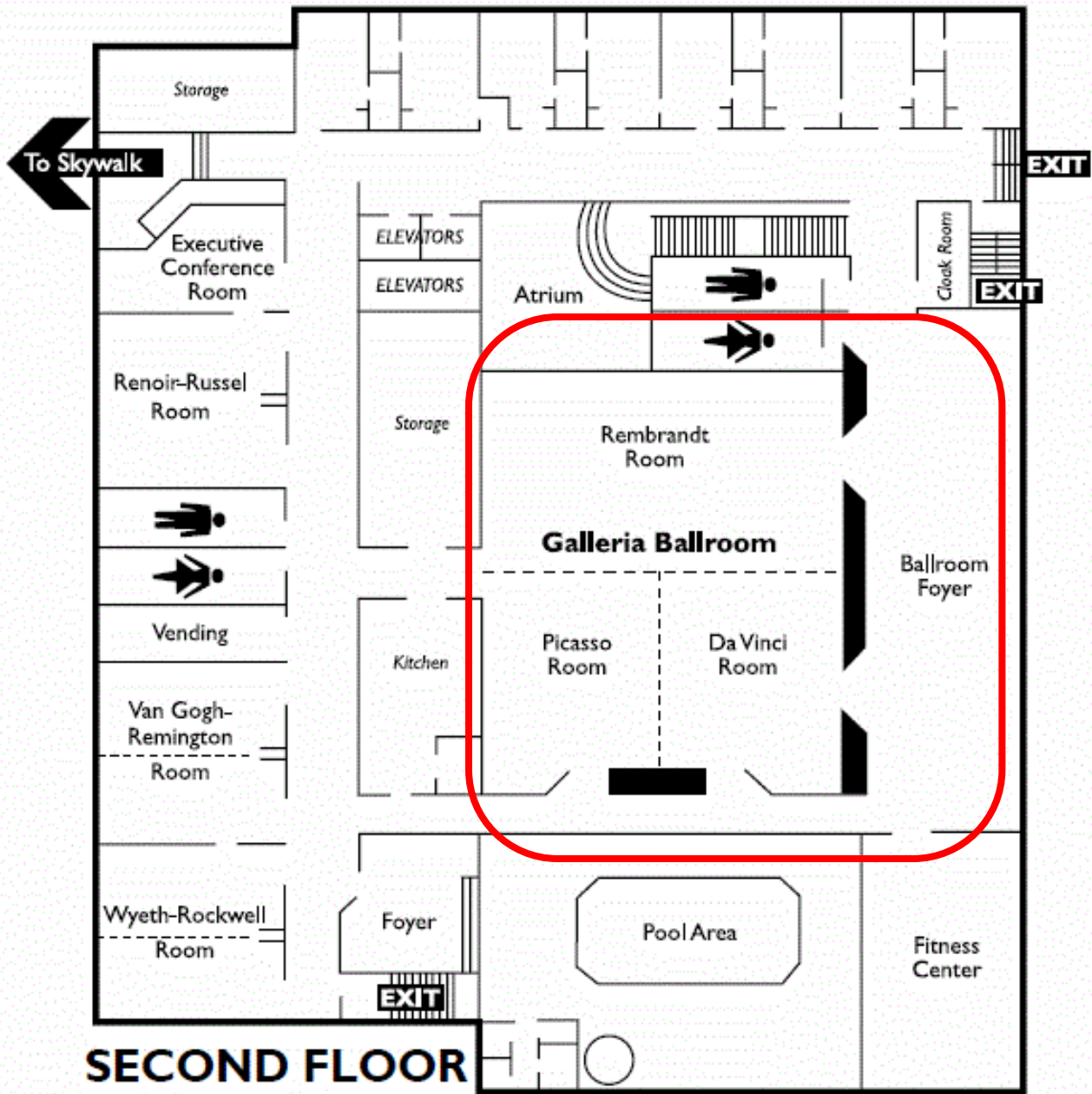
Website: [www.radisson.com/bismarcknd\\_downtown](http://www.radisson.com/bismarcknd_downtown)

Check-In Time: 3:00 PM  
Check-Out Time: 11:00 AM

#### **Method of Reservation**

Call the Radisson Direct at 701-255-6000; you may also go online to [www.radisson.com](http://www.radisson.com) and enter **Promo Code: NDEMA** to make your reservations.

- Newly renovated
- 100% non-smoking facility
- Free Wi-Fi
- Attached parking garage (larger vehicles with a height more than 6'6" can utilize the parking lot on the south side of the hotel)
- Located within the heart of Bismarck's downtown district: shopping, restaurants, pubs, and nightlife



**SECOND FLOOR**