

ElectriCities Annual Conference Sponsor Prospectus

The Energy Behind Public Power

August 8-10, 2022 in Cherokee, NC

Each year, the ElectriCities Annual Conference brings public power leaders in NC, SC, & VA together to discuss best practices and industry trends affecting our communities. Attendees range from city managers, finance and utility directors to council leadership.

The Conference is limited to members and our sponsors – allowing for quality networking for our sponsor partners.

In order to ensure your company profile is included in the conference print materials, please make sure you register and submit your company logos and information to ElectriCities by July 8, 2022. Instructions for submitting your company information will be included with your confirmation email upon registration.

All attendees representing a business partner must register as a sponsor to register conference attendees.

For sponsorship questions, please contact a member of the sponsorship team:

Matthew Allen, 336-596-8843 or mallen@electricities.org

Dale Odom, 336-250-4223 or dodom@electricities.org

Jason Thigpen, 919-760-6229 or jthigpen@electricities.org

Randy Watson, 704-880-4350 or rwatson@electricities.org

Nikki Poe, 919-760-6214 or npoe@electricities.org

Within this prospectus:

1. Sponsor Registration Process
2. Sponsorship Levels
3. Sponsorship Add-ons
4. Hotel and Shipping
5. Invoices
6. Annual Conference Waiver
7. Terms of Use
8. Cancellation

Sponsor Registration Process

1. Register Company as a Conference Sponsor: All attendees representing a business partner must be registered as a sponsor to attend. Please note that if you don't already have an account within the NEW ElectriCities Portal, you will have to create one.
2. To create an account, follow the link: [Create an Account](#)
 - Select “**No Login? Create an Account!**”
 - Enter your personal information. When you get to the “Vendors & Municipal Partners” section, begin typing in the name of your organization. If your organization does not pop up, select “**click here** to add a new vendor or municipal partner”.
 - Link to register as a sponsor: [Sponsorship Registration](#)
 - If you are paying via ACH, the person from your accounting department who processes payment needs to create an account within the ElectriCities Portal as well and be associated with the same organization. This is how they access the invoice and process payment. ACH payments may only be made through the ElectriCities Portal.
3. After registering your business as a sponsor, register your conference attendees. **Everyone attending the conference must register as an attendee prior to the conference (this requires each person to have an account within the ElectriCities Portal before registering as an attendee).** Registering as an attendee is a separate step than registering your organization as a sponsor. Please note that depending on your sponsorship level, you will be able to register a certain number of attendees for free. After your free registrations are used, the cost to register additional attendees will vary based on your sponsorship level. More than one sponsor attendee can be added at the same time. Please know what level sponsor you (or your organization) are registered as.
 - Link to register conference attendees: [Register Conference Attendees](#)
4. Submit Company Logos & Resources: The deadline to submit company logos and resources for print is July 8, 2022. Please submit materials as early as you can. Shortly after registration, you will receive an email from the sponsorship team requesting you to submit the following resources via Sharefile.
 - A Color logo in EPS or a High quality-300 DPI.
 - Word or Text documents for each item below (please, **no pdfs**)
 - A short company description to be included in the sponsor program (75 words or less).
 - A long company description.
 - Website and social media links including Facebook, Twitter, LinkedIn, and Instagram.

Sponsorship Levels

Diamond Sponsor (\$10,000)– Includes all items of Platinum level sponsors, plus:

- Exclusive opportunity - available to one vendor only
- Sponsorship of Conference Wi-Fi included (\$1,000 value)
- Optional three-minute stage opportunity during a General Session
- Recognition at the Opening and Closing General Sessions
- Discounted rate for additional attendees (\$449/attendee)

Platinum Sponsor (\$8,000) – Includes all items of Gold level sponsors, plus:

- Additional conference attendee (4 total) included in price
- Discounted rate for additional attendees (\$549/attendee)
- Logo in pre-conference emails
- General Session sponsorship included (\$500 value)
- Choice of booth location
- Logo/Company feature ad in conference program

Gold Sponsor (\$5,000) – Includes all items of Silver level sponsors, plus:

- Additional conference attendee (3 total) included in price
- Discounted rate for additional attendees (\$649/attendee)
- Social media feature on-site during conference
- Vendor breakout session (\$1,000 value) - while supplies last
- Free insert in registration packet

Silver Sponsor (\$2,500)

- 2 conference attendees included in price (all additional attendees at \$749/attendee)
- Vendor Hall Booth - while supplies last
- Copy of conference attendee list with email
- Logo and company description in conference program
- Recognition & thank you at Opening General Session
- Company logo included in print and digital media

Sponsorship Add-ons Available

Enhance your company's visibility by sponsoring or co-sponsoring special events, meal functions, refreshment breaks, or logoed items at the 2022 Annual Conference. Contact us and we can brainstorm other unique ways to get your company noticed at the conference (Cherokee cultural immersion, bowling, etc.).

Additional Sponsorship Opportunities

- General Session Sponsor - including signage at session: \$500 (10 available)
- Breakfast with signage: \$500 (4 available)
- Lunch with signage: \$500 (2 available)
- Dessert break with signage: \$500 (2 available)
- Sponsor hall reception with signage: \$750 (4 available)
- Wednesday Night Reception with signage: \$1,000 (1 available)
- Conference Bags: \$2,000 (exclusive)
 - *(Limit 1)* Feature your company throughout the conference as attendees utilize their bag at the event and then again as the bag transitions to their home or office. Contact sponsor team for details.

Sponsorships are a funding source for the ElectriCities Annual Conference and benefit North Carolina Municipal Power Agency Number 1 and North Carolina Eastern Municipal Power Agency participants and other Public Power members in North Carolina, South Carolina and Virginia. The ElectriCities Annual Conference does not make expenditures or engage in any activity to support or otherwise benefit any candidate for state or local public offices or a state or local official who is running for federal office.

Hotel and Shipping Information

1. Reserve Hotel Rooms: All participants need to make their own hotel reservation at Harrah's Cherokee, in Cherokee, N.C. We are holding a block of rooms at \$119 (plus taxes and fees). These rates are available for the nights of August 8 –11, 2022 and must be booked no later than July 8, 2022 to receive the group rates. Reservations may be made by following the link below:
 - [Reserve Hotel Room](#)
2. Make arrangements for exhibit services: If you have exhibit material to ship and/or require technical support (ex. power, special internet needs, etc.) download the hotel form here:
 - [Read the hotel's Exhibitor Information Packet](#)

Invoices

To access your conference invoices, log into the ElectriCities Portal, click on your name near the top of the screen beside the "Logout" button, then select "My Invoices". Please note that there may be more than one invoice associated with the conference as some of the add-ons break out onto separate invoices.

****If you wish to pay via ACH, please do so through the ElectriCities portal. This will require whoever is processing payment for your organization to create an account within the ElectriCities Portal and submit payment here.***

If your accounting department processes payment, please have them create an account within the ElectriCities Portal. They will have access to all invoices associated with your organization. Invoices can be paid individually, or you have the option to select all and pay all invoices at once.

- Link to ElectriCities Portal to create an account: [ElectriCities Portal](#)

Annual Conference Waiver

Link: [Annual Conference Waiver](#)

Terms of Use and Privacy Policy

Link: [Terms of Use and Privacy Policy](#)

Cancellation Policy

Link: [Cancellation Policy](#)

Notification of cancellation should be sent by email to:

Tracy Spann

Email: tspann@electricities.org

Sponsor Cancellation Policy: An e-mail requesting cancellation should include the company's name, address and to whom the refund should be made payable must be received by July 8, 2022. The full amount of the registration, minus a \$100 cancellation fee will be refunded if written notice is received by ElectriCities prior to the deadline. No refunds will be made after that date.

Cancellation of Hotel: Hotel reservations are the responsibility of each individual attendee. Cancellations should be made directly with Harrah's Cherokee prior to July 15, 2022. After July 15, kindly contact Tracy Spann by email at tspann@electricities.org or 919-760-6360, as we may wish to return your cancelled room to the conference room block.

Other Travel Reservations: ElectriCities is not responsible for any charges or cancellation fees assessed by airlines, etc.

Cancellation of Event Policy: In the event that the conference is cancelled by ElectriCities or the Hotel, all registration and sponsorship fees will be 100% refunded.