



ANNUAL CONFERENCE

August 12-14, 2024, Asheville, NC

ElectriCities Annual Conference Sponsor Prospectus

The Energy Behind Public Power

August 12-14, 2024, in Asheville, North Carolina at the historic Omni Grove Park Inn

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

Conference attendance is limited to ElectriCities members and our sponsors - allowing for focused networking.

To ensure your company profile is included in the conference print materials, please register and submit your company logo and information to ElectriCities by **Friday, July 12, 2024**. Instructions for submitting your company information will be included with your registration confirmation email.

Business partner representatives must register as sponsors in order to register conference attendees. Non-sponsoring business attendees are not allowed to register.

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

Kristin Tart	919-760-6336 or ktart@electricities.org
Matthew Allen	919-760-6268 or mallen@electricities.org
John Keever	704-464-5464 or jkeever@electricities.org
Jason Thigpen	919-760-6229 or jthigpen@electricities.org

Information on the following found within this prospectus:

1. Sponsorship Levels
2. Sponsor Registration Process
3. Hotel and Shipping
4. Invoices
5. Cancellation

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Sponsorship Levels

Diamond Sponsor (Two available) | \$11,000

- Four complimentary conference registrations and a discounted rate of \$580 for each additional registration.
- 10' x 8' pipe and drape booth in Sponsor Hall with your choice of booth location based on availability.
- Social media spotlight during the conference.
- Networking reception sponsorships with signage.
- 50 drink tickets for use at either reception.
- Registration sponsorship with signage.
- General session sponsorship
- Optional three-minute video ad during a general session. Deadline to submit video ad or presentation is August 2, 2024. Content and production are the responsibility of the sponsor and must be approved by Electricities. Deadline to submit is Friday, August 2, 2024.
- Vendor breakout session (scheduled based on availability).
- Feature ad in conference program and company logo in preconference emails.
- Company logo included in print and digital media and company description included in the conference program if submitted by Friday, July 12, 2024.
- Free insert in registration packet. Maximum size is 8.5" x 11", and the sponsor is responsible for printing. Electricities must receive the insert by Wednesday, August 7, 2024.
- Option to submit a 30-second audio or video ad to play on loop before general sessions start. Content and production are the responsibility of the sponsor and must be approved by Electricities. Deadline to submit is Friday, August 2, 2024.
- Digital conference attendee list with email addresses. Please be sure not to CC all attendees. All marketing emails must be sent using email specific marketing platforms or the BCC option.
- Recognition and thank you at the opening general session

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Platinum Sponsor | \$9,000

- Four complimentary conference registrations and a discounted rate of \$680 for each additional registration.
- 10' x 8' pipe and drape booth in Sponsor Hall and your choice of booth location based on availability.
- Social media spotlight during the conference.
- Your choice of breakfast or lunch sponsorship with signage.
- 25 drink tickets for use at either sponsor reception.
- General session sponsorship.
- Vendor breakout session (scheduled based on availability).
- Feature ad in conference program and company logo in preconference emails.
- Company logo included in print and digital media and company description included in the conference program if submitted by Friday, July 12, 2024.
- Free insert in registration packet. Maximum size is 8.5" x 11", and the sponsor is responsible for printing. Electricities must receive the insert by Wednesday, August 7, 2024.
- Option to submit a 30-second audio or video ad to play on loop before general sessions start. Content and production are the responsibility of the sponsor and must be approved by Electricities. Deadline to submit is Friday, August 2, 2024.
- Digital conference attendee list with email addresses. Please be sure not to CC all attendees. All marketing emails must be sent using email specific marketing platforms or the BCC option.
- Recognition and thank you at the opening general session

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Gold Sponsor | \$6,500

- Three complimentary conference registrations and a discounted rate of \$780 for each additional registration.
- 10' x 8' pipe and drape booth in the Sponsor Hall (location based on availability).
- Social media spotlight during the conference.
- Vendor breakout session (scheduled based on availability).
- Your choice of break sponsorship with signage.
- 15 drink tickets for use at either sponsor reception.
- Company logo included in print and digital media and company description included in the conference program if submitted by Friday, July 12, 2024.
- Free insert in registration packet. Maximum size is 8.5" x 11", and the sponsor is responsible for printing. Electricities must receive the insert by Wednesday, August 7, 2024.
- Option to submit a 30-second audio or video ad to play on loop before general sessions start. Content and production are the responsibility of the sponsor and must be approved by Electricities. Deadline to submit is Friday, August 2, 2024.
- Digital conference attendee list with email address. Please be sure not to CC all attendees. All marketing emails must be sent using email specific marketing platforms or the BCC option.
- Recognition and thank you at the opening general session

Silver Sponsor | \$3,500

Two complimentary conference registrations and a rate of \$880 for each additional attendee.

- 10' x 8' pipe and drape booth in the Sponsor Hall (location based on availability).
- Company logo included in print and digital media and company description included in the conference program if submitted by Friday, July 12, 2024.
- Digital conference attendee list with email addresses. Please be sure not to CC all attendees. All marketing emails must be sent using email specific marketing platforms or the BCC option.
- Recognition and thank you at the opening general session



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Sponsorship Add-ons Available

- Drink Tickets: \$130 (block of 10)
- Beverage Sponsor — Non-alcoholic (4 available) | \$1,000
 - This includes signage and company branded napkins provided at the coffee and soda stations during the entire conference.

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 office or a state or local official who is running for federal office.

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Sponsor Registration Process

1. If you don't have an account in the Electricities Portal, please [create an account](#).
 - Select **"No Login? Create an Account!"**
 - Enter your personal information. When you get to the **"Vendors & Municipal Partners"** section, begin typing the name of your organization. If your organization does not pop up, select **"Click here to add a new vendor or municipal partner."**
 - Select **"Create new account and sign in."**
2. [Register your company as a conference sponsor](#).
 - Once you're logged on to the portal, select the level of sponsorship and click on "Continue with selected sponsorship level."
 - Next, add the names of your representatives attending the conference.
 - a. Click on the "X" in the box to remove the place holder. Type last name, first name to search. If the name does not appear, it will prompt you to create a new contact record.
 - b. If you do not know the names of your representatives attending, please leave the description of "placeholder" in the box. The registration can be updated at a later date. Please note the "Purchased By" at the top of the page. The attendees do not have to be the same.
 - c. When finished, click on "Save Registrants."
 - Exhibit booths are included with all sponsorships. If you **do not** need an exhibit booth, please email events@electricities.org.
 - If all looks correct on the next page, click "Order Summary."
 - Review Order Summary page. If all is correct, click on "Checkout," and the order is added to your cart.
 - Select the billing address and then click on "Express Checkout" on the right side of the screen.
 - Select your payment method, enter all information, and click on "Purchase."

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3. Adding attendees after you've registered your company as a sponsor
 - Once logged into your portal click on "My Account".
 - Scroll down to My Registrations.
 - Click on "Transfer Participant" next to Annual Conference 2024.
 - Clear your name from the Registrant box.
 - Type the new attendee's name, last name first to search. If the name does not appear, it will prompt you to make a new contact record.
 - Confirm the transfer.

4. **To include your company information in the Annual Conference print pieces, you must submit your company logo and other requested resources on or before Friday, July 12, 2024.** Please submit materials as early as you can. Shortly after registration, you will receive an email from the sponsorship team with instructions on submitting the following resources via ShareFile:
 - A color logo in **EPS format or a high-quality 300-dpi format.**
 - Word or text documents for each item below (please, **no PDFs**):
 - A short (75 words or less) company description to be included in the sponsor program.
 - A full-length company description if yours is more than 75 words.
 - Website and social media links, including Facebook, Twitter (X), LinkedIn, and Instagram.

ElectriCities will provide audio and video presentation specs if they apply to your sponsorship level.

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Hotel and Shipping Information

1. Reserve Hotel Rooms: All participants need to make their own hotel reservation at The Omni Grove Park Inn, in Asheville, NC. We are holding a block of rooms at \$309 (plus taxes and fees). These rates are available for the nights of August 11 – 14, 2024, and must be booked no later than Friday, July 12, 2024, to receive the group rates. Reservations may be made by following the link below or by calling 1-800-228-9290 and asking for the ElectriCities group rate:
 - [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.) please complete the following, using event name ElectriCities 2024 Annual Conference:
 - [Exhibitor Services Online Order Form](#)
 - [Exhibitor Shipping Instructions Form](#)

Invoices

To access your conference invoices, log in to the [ElectriCities Portal](#), click on your name near the top of the screen beside the “Logout” button, and select “**My Invoices**.” Please note that more than one invoice may be 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.

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Cancellation Policy

Cancellation Policy

Sponsor Cancellation Policy: To cancel your Annual Conference sponsorship, please send an e-mail requesting cancellation by **Friday, July 12, 2024**. The full amount of the registration, minus a \$100 cancellation fee, will be refunded if Electricities receives written notice on or before the deadline. No refunds will be given for cancellations we receive after Friday, July 12, 2024.

Attendee Cancellation Policy: You may cancel your Annual Conference registration by emailing events@electricities.org. There is a \$50 cancellation fee. There is no fee to transfer your registration to another person from your organization.

Cancellation of Hotel: Hotel reservations are the responsibility of each individual attendee. To cancel your reservation before July 12, 2024, please contact The Omni Grove Park Inn directly. After July 12th, please email events@electricities.org. We may wish to return your cancelled room to the conference room block.

Electricities is not responsible for any charges or cancellation fees assessed by airlines, etc. If Electricities or the hotel cancels the conference, all registration and sponsorship fees will be 100% refunded.