

NELIGHT24 Exhibitors and Sponsors

Contract and Application, Terms and Conditions

The following information and agreement defines the terms and conditions of the Exhibit Area for the 2024 Northeast XA LIGHT. Please keep a copy for your records and return a signed copy to the address below.

Rates

Basic Exhibitor Package (\$799), which includes:

- Exhibitor Table Fee: 8x4 table space
- 1 Attendee Registration, which includes 4 nights stay (Mon-Thurs nights) at the Wingate (8060 Old Oliver Rd, Erie, PA, 16509), and all meals except one dinner (breakfast provided by the hotel, all other meals with XA staff; please note any dietary restrictions on the attached form)
- 30-60 second video played during a main session (due June 1 emailed to charlie.rosser@gmail.com or shared with Charlie via Google Drive or another method)
- Hand-out/item to be included in missionary welcome bags (shipped by May 15, or onsite no later than 12pm, June 17).

Add-ons

- Additional Attendee Registration with separate hotel room (\$529)
- Additional Attendee Registration utilizing primary attendee hotel room (\$199)
- Prize give-away during main session (\$250 per session, up to 4)

Sponsorship Opportunities

Event Sponsor

- \$1000 Level includes:
 - Listed as event contributing sponsor on website & 30-60 second video played as a highlight during conference announcements (due June 1 emailed to charlie.rosser@gmail.com or shared with Charlie via Google Drive or another method)
- \$2,500 Level includes same as \$1,000, and:
 - 1 Attendee Registration
 - 5 minute presentation in one main session
 - Optional exhibitor space
- \$5,000 Level includes same as \$2,500, and:
 - 2 Attendee Registrations
 - 10 minute presentation in one main session
 - Optional exhibitor space

Meal Sponsor - \$2,500 includes

- Basic Exhibitor Package items
- Listed as Meal sponsor on event website
- 5 minute presentation to staff in one main session

Registration

The Northeast XA LIGHT Exec Team will be handling all exhibitor registrations. Information for each person attending as an exhibitor must be included on the registration form and the appropriate fees paid. Conference badges will be provided to each registered exhibitor and must be worn at all times.

Payment

Full payment is required with the contract and application by May 15, 2023. Exhibitor space fees and registrations are non-transferable and non-refundable. Complete form and pay online at www.northeastchialpha.com/light, or make check payable to: Northeast Chi Alpha. Checks and paper forms may be mailed to:

Northeast Chi Alpha
803 River Farms Dr
Fairmont, WV 26554

Hotel Reservations & Parking

Upon receiving your application, you will automatically be reserved for a hotel room. Please do not try to reserve online. If you are traveling in before Monday or staying after Friday and need additional nights lodging, please note this on your registration form. We have discounted rates for arrivals as early as Saturday and departures as late as Saturday (\$95/night, including taxes). Go to the Wingate by Wyndham Erie website for full hotel information. Hotel offers free parking and is situated next door to Erie First.

Space Provisions & Location of Exhibit Area

Exhibitors will get one 8x4 area with a six- or eight-foot table. You may do with it whatever you like, as long as it preserves the integrity of the table for future use. If you do not need your table, please make a note on this application. Northeast LIGHT reserves the right to shift space at any time, if necessary. Exhibitors are responsible for maintaining a neat and clean area. All exhibits must be contained within the purchased space dimensions. We encourage you to design your space to make it feel welcome and encourage conversation. You may sell products or services at Northeast LIGHT. The exhibit area will be located in the main meeting space. Tables will be assigned by the Northeast LIGHT Exec Team in order for each exhibitor to get the optimal amount of traffic by their table throughout the day. Preference will be given to those exhibitors in the order payments are received. However, each exhibitor space is ideally located for maximum exposure.

Prize Giveaways

Exhibitors can have more access to the LIGHT registrants by providing giveaway gifts, something that we strongly suggest. At NELIGHT24, we will be providing opportunities throughout the conference for staff to win door prizes. This is a great time for your organization to advertise to students! Giveaways should have a label with your group/ministry name and contact information on it. The cost for this opportunity is \$250.

Arrival & Departure

We will have a short, mandatory exhibitor's orientation at 3pm on June 17, 2024. It is very important that you be present at this meeting. As soon as the meeting is done, you can start to work on setting up your exhibit space. Staff check-in is from 2-5:30pm. All displays must be completely removed from the Exhibit Area by 10:00 pm on Thursday, June 21, 2024. If you need to take down your display early, please do so during one of the scheduled meal times or check with the Light Exec Team for a recommended time.

Electricity

If you will need electrical hook up at your exhibitor space, please indicate on your registration form. You will need to provide your own power strip (you can only use one); and we recommend you bring an extension cord (or cords). Outlet space is limited, so please do not request electricity if it will not be utilized.

Security & Insurance

While the Summit is not open to the general public during the conference, you are encouraged to take valuables to your hotel room each night. Northeast LIGHT and Northeast Chi Alpha do not provide liability insurance for exhibitors. Exhibitors are responsible for obtaining their own liability coverage.

Special Delivery Services Instructions

Shipments may arrive up to 3 days prior to conference to the following address:

Northeast Chi Alpha-LIGHT
C/O Joel Schreiber/Erie First
8150 Oliver Rd
Erie, PA 16509

Please include "Chi Alpha Light/Joel Schreiber/YOUR NAME" on the shipping label.

NOTE: If the shipment is large or oversized, please reach out to Matt Sprenger (sprengerxa@gmail.com) for any special delivery instructions.

Stipulation

All contracts and organizations will be reviewed to confirm that they align with LIGHT values and goals...and that there is still space available. In cases where alignment does not occur or space is no longer available, the organization will be contacted and the contract and check returned. Feel free to contact Matt Sprenger before mailing your information if you have any questions.

We are greatly looking forward to working with you and your organization at the 2024 Northeast Chi Alpha LIGHT Conference (#NELIGHT24)! If you have any questions and or comments, please feel free to contact me at anytime.

Blessings,
Matt Sprenger
Northeast Chi Alpha Area Director

sprengerxa@gmail.com
304-612-6566 cell
www.nexasalt.com

ACCEPTED AND AGREED BY:

Name (Print): _____

Date: _____

Signature: _____

Organization Name: _____

**Northeast Chi Alpha LIGHT 2024
Exhibitor Application**

(Send paper copy only if mailing forms and not paying online)

The signed exhibitor contract and completed application must be completed in entirety and submitted by May 15, 2024.

Please Print

Contact Name: _____

Primary Attendee (if different from contact): _____

Ministry or Organization Name: _____

Position: _____

Address: _____

City, State, Zip: _____

Phone (office): _____ (cell): _____

Email: _____ Website: _____

Referrals

Can you refer us to any organization you know of that may be interested in exhibiting at LIGHT or being a sponsor? If so, please list any contact information below. Use additional pages if necessary.

Organization: _____

Contact person: _____

Phone number: _____

Email: _____

Notes: _____

Organization: _____

Contact person: _____

Phone number: _____

Email: _____

Notes: _____

Exhibitor Fees

Circle all that apply to determine total payment due.

Basic exhibitor package: \$799

Extra registration w/hotel room: \$529 [Please note attendee name(s): _____]

Extra registration using primary attendee hotel room: \$199 [Attendee name(s): _____]

Prize giveaway during main session (indicate how many): \$250 [Quantity: _____]

Event Sponsor / Level: \$1000 \$2500 \$5000

Meal Sponsor: \$2,500

Arrival Day: _____ (for every day prior to Monday, please add \$100)

Departure Day: _____ (for every day after Friday, please add \$100)

TOTAL ENCLOSED: _____

Notes:

Electricity needed for your space YES NO

Dietary Restrictions (for Meals): _____

**Additional sponsorships/prizes can be added (if available) and paid for at a later date.*

If paying by check, make checks payable to: **Northeast Chi Alpha**, and mail check and all forms to:

Northeast Chi Alpha
803 River Farms Dr
Fairmont, WV 26554

Again, if you have any questions, don't hesitate to call Matt Sprenger at 304-612-6566 or email sprengerxa@gmail.com

For Office Use Only

Date received: _____ Check Number: _____
Total Payment: _____ Assigned Space #: _____

NELIGHT24 Tentative Schedule

Monday, June 17

2-5:30pm Conference Check-In Opens in Foyer
5:30pm Evening Welcome Meal
Evening Booth Set-up must be complete

Tuesday, June 18

Pre All areas open
9:00am Morning Session
12:00pm Lunch
2pm Afternoon Session
4:30pm Break and head to Beach at Lake Erie for Dinner
After All areas open

Wednesday, June 19

Pre All areas open
9:00am Morning Session
12:00pm Lunch
2pm Afternoon Session
5pm Sessions End / Open Evening

Thursday, June 20

Pre All areas open
9:00am Morning Session
12:00pm Lunch
2pm Afternoon Session
4pm Break
5:30pm Dinner
7:30pm Evening Service
9:30pm Conference Conclusion

Friday, June 21

Departures