

## **2024 Northeast Chi Alpha LIGHT 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 Chi Alpha 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](mailto: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](mailto: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, 2024. Exhibitor space fees and registrations are non-transferable and non-refundable. Complete form and pay online at [www.northeastchialpha.com/light](http://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](mailto: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](mailto:sprengerxa@gmail.com)  
304-612-6566 cell  
[www.northeastchialpha.com/light](http://www.northeastchialpha.com/light)

**ACCEPTED AND AGREED BY:**

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## **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