

# Exhibitor and Sponsor Conference Registration Form



**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

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

**E-mail:** \_\_\_\_\_

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

## EVENT DETAILS

October 1-2, 2024

Alerus Center | 1200 42nd St

Grand Forks, ND 58201

Hotel Reservations:

Canad Inn: 701-772-8404

## 2nd Representative (Gold Sponsorship allows for one additional representative)

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

**E-mail:** \_\_\_\_\_

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

### Registration Options

Registration Options	Gold	Silver	Bronze	Exhibitor
Exhibit space and admittance to conference	X			X
Sponsor recognition: logo on conference web page	X	X		
All e-communication prior to conference	X	X	X	X
Logo and organization name in brochure	X	X		
Organization name in brochure	X	X	X	X
Logo and organization name displayed during general sessions	X			
Sponsor recognition from podium during opening/closing events	X			

### Please choose a registration option:

- Gold Sponsor \$1,000.00 and up
- Silver Sponsor \$500.00 and up
- Bronze Sponsor \$250.00 and up
- Exhibitor \$300.00



Payment instructions and cancellation details on back page

# Exhibitor and Sponsor Conference Registration Form



## Payment Information

**This form should only be completed and mailed in with payment via U.S. check to:**

CAPND - 2024 Conference  
ATTN: Andrea Olson  
3233 S University Dr  
Fargo, ND 58104

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Alerus Center | 1200 42nd St  
Grand Forks, ND 58201  
**Hotel Reservations:**  
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**Payment** Payments will be accepted by check or money order, payable to "CAPND" in U.S. dollars and drawn from a U.S. bank. Check and registration form (see below for form and mailing address) must be mailed in together in order to process your registration order. Paper forms will only be accepted via check payment. Checks will not be accepted on-site. Checks will not be accepted after September 15, 2024

**Confirmations** Upon receipt of your registration and payment, a confirmation email will be sent to each registrant within three (3) days. Payment issues will delay the processing of your registration. If paying by check, registration will not be processed until the check and registration form is received and the check is cleared, which could take up to 14 business days.

**Refund and Cancellation Policy** All registration cancellations and refund processing must be done through CAPND. Please submit your cancellation in writing to Andrea Olson at [andreao@capnd.org](mailto:andreao@capnd.org). There is a \$100 non-refundable administration fee for processing any refunds. Your registration fee, less the \$100 administrative fee, will be refunded via check within 30-60 business days of your cancellation date.

No refunds will be granted for requests after August 31, 2024. Any exceptions shall be at the sole discretion of CAPND. CAPND regrets that refunds will not be given for no-shows or inclement weather.

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

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

**Signature:** \_\_\_\_\_  
(if applicable)

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

***Thank you for supporting our conference! We look forward to seeing you in September.***

Community Action Partnership of North Dakota | 701.232.2452 | [www.capnd.org](http://www.capnd.org)