



NIGP

Arkansas
Official Chapter

2023 ARNIGP CONFERENCE VENDOR REGISTRATION PACKET

The Arkansas Chapter of NIGP (The Institute for Public Procurement) would like to extend an invitation to your company to attend our Annual ARNIGP Vendor Expo and social event.

The Expo will be held at the Little Rock Statehouse Convention Center on Wednesday, April 19, 2023 from 2:00 to 5:00 PM.

The social event will be from 6:00 to 9:00 PM following the vendor show. Dinner and drink tickets will be provided to all that attend.

Questions or need assistance? Contact Mary Davis at
Mary.Davis@Arkansas.Gov or 501-682-7678

The Arkansas Chapter of NIGP ("ARNIGP") invites you to participate in the Vendor Expo at ARNIGP's 2023 Conference. You are also invited to participate in an optional vendor class, "A Beginner's Roadmap to Public Procurement for Vendors", which is designed to give vendors a roadmap to working with Arkansas governmental entities.

ARNIGP is THE statewide association for procurement professionals representing governmental agencies, including municipalities, counties, state, universities, colleges, and public utilities across the State of Arkansas.

Don't miss this opportunity to promote your business by showcasing your products and services, as well as networking with procurement professionals from across the state.

Sponsor & Exhibitor Information

There are 5 different levels of sponsorship available as well as basic exhibitor booths. As each level of sponsorship advances, vendors will be offered additional perks. The best (premium/preferred) booth locations are available to sponsors only. See page 2 of this flyer for additional information.

Exhibit Spaces include the following

- Company Identification Sign
 - Sponsorship Level, if applicable
 - Booth Size: 10' x 10'
 - Pipe With High Back Drape
 - One 6-foot Skirted Table
 - 2 Chairs
 - Electricity and Wi-Fi
- Electricity & Wi-Fi is available for purchase directly from the Statehouse Convention Center. Information on how to arrange and pay for electricity and Wi-Fi will be emailed to registered vendors.

Optional Vendor Class: "A Beginner's Roadmap to Public Procurement for Vendors"

To those without a roadmap, sometimes government procurement can feel like you are traveling on a continuous loop, and you don't know how or where to exit. "A Beginner's Roadmap to Public Procurement for Vendors" is designed to be an introductory course for vendors who want to know more about the public procurement process but are not sure where to begin. This course will give an overview of vendor registration for governmental business opportunities, common procurement terminology, different stages and types of solicitations, and tips to help you navigate reviewing and responding to public procurement solicitations. Let us be your travel guides and help you traverse the twists and turns of public procurement.

Date and Time: 10:30 a.m. to 12:00 p.m. on Wednesday, 4/19/2023 (prior to the vendor trade show)

Cost: \$100 per attendee

Registration Information: Interested vendors may register at www.arnigp.org. From the ARNIGP home page, click on the "Details" link under "Upcoming Events" for the 2023 ARNIGP Vendor Class.

Parking: Parking is not included with registration/booth fees and will be at Vendor expense.

Registration Information: Interested vendors may register at www.arnigp.org. From the ARNIGP home page, click on the "Details" link under "Upcoming Events" for the 2023 ARNIGP Conference & Vendor Expo. At the bottom of the main conference details page, select the button labeled "Exhibitors and Sponsors." You will then be able to review and select your level of sponsorship, exhibit location, and register for the vendor class.

Registration fees vary according to your participation levels. Payment may be made on-line with a credit card, or you may indicate that a paper check payable to **Arkansas Chapter of NIGP** will be mailed.

Please note, if paying by check, your selected sponsorship level and booth preference will be reserved through Friday, April 7, 2023. If payment has not been received or prior arrangements have not been made by this date, your selected sponsorship and booth preference will be released and will be available for other vendors' selection. Confirmation of registration will not be made until full payment has been received.

Register early to ensure your preferred sponsorship level & booth location is available!

What's included with your registration?

	DIAMOND \$5,000 1 available	PLATINUM \$3,000 2 available	GOLD \$1,750 7 available	SILVER \$1,500 5 available	BRONZE \$1,250 15 available	EXHIBITOR \$600
Number of Booths – 10' x 10'	3	2	1	1	1	1
Maximum Number of Vendor Representatives that May Attend the Vendor Expo	6	4	2	2	2	2
Booth Location in Exhibit Area	Premium Location	Premium Location	Preferred Location	Preferred Location	Preferred Location	Regular
Conference Program:						
• Color Ad (<i>requirements for ads will be provided to registered vendors</i>)	2 Full Pages	1 Full Page	1 Full Page	1/2 Page	1/4 Page	No
• Inclusion in list of participating vendors	Yes	Yes	Yes	Yes	Yes	Yes
Sponsorship Recognition at all conference events, at booth, in printed media, and on the ARNIGP website	Yes	Yes	Yes	Yes	Yes	No
Breakfast & President's Welcome	1 table / 10 Seats	3 seats	No	No	No	No
Lunch with the Delegates	1 table / 10 Seats	3 seats	2 seats	2 seats	2 seats	No
Social Event	8 tickets	5 tickets	2 tickets	2 tickets	2 tickets	2 tickets
ARNIGP Website: Display Corporate Ad/Logo	1 year	9 months	6 months	3 months	1 month	No
Electronic listing of registered conference delegates						
• Prior to Conference	Yes	Yes	No	No	No	No
• During Conference	Yes	Yes	Yes	No	No	No
• After Conference	Yes	Yes	Yes	Yes	Yes	Yes
ARNIGP Vendor Class: "A Beginner's roadmap to Public Procurement for Vendors"	4 tickets included with sponsorship	2 tickets included with sponsorship	\$100 per attendee	\$100 per attendee	\$100 per attendee	\$100 per attendee

ARNIGP Conference Cancellation and Refund Policy: Vendors who wish to cancel their registration must send written notice via email to Events@arnigp.org. The amount of the refund that will be processed is as follows:

Written Notice Received

by 5:00 p.m. CST, March 15, 2023

by 5:00 p.m. CST, March 31, 2023

after 5:00 p.m. CST, March 31, 2023

Amount of Refund

Full Refund minus a \$50.00 administrative fee

50% Refund

No Refund

Unforeseen Circumstances Defined for Refund and Cancellation Policy: If ARNIGP must cancel the conference due to unforeseen circumstances, ARNIGP will refund the full cost of registration. Unforeseen circumstance is used to describe an event that is unexpected and prevents ARNIGP from continuing with a conference, training, or webinar. Examples of such circumstances can include, but are not limited to, inclement weather or other natural disasters. Please be advised in the case of conference cancellation, ARNIGP shall not be responsible for any travel penalties or expenses incurred by a sponsor or exhibitor. ARNIGP shall not be liable for failure to perform its obligations because of strikes, riots, curtailment of transportation, acts of God or any other cause beyond its control. Please forward any questions regarding this policy to ARNIGP at Events@arnigp.org.