


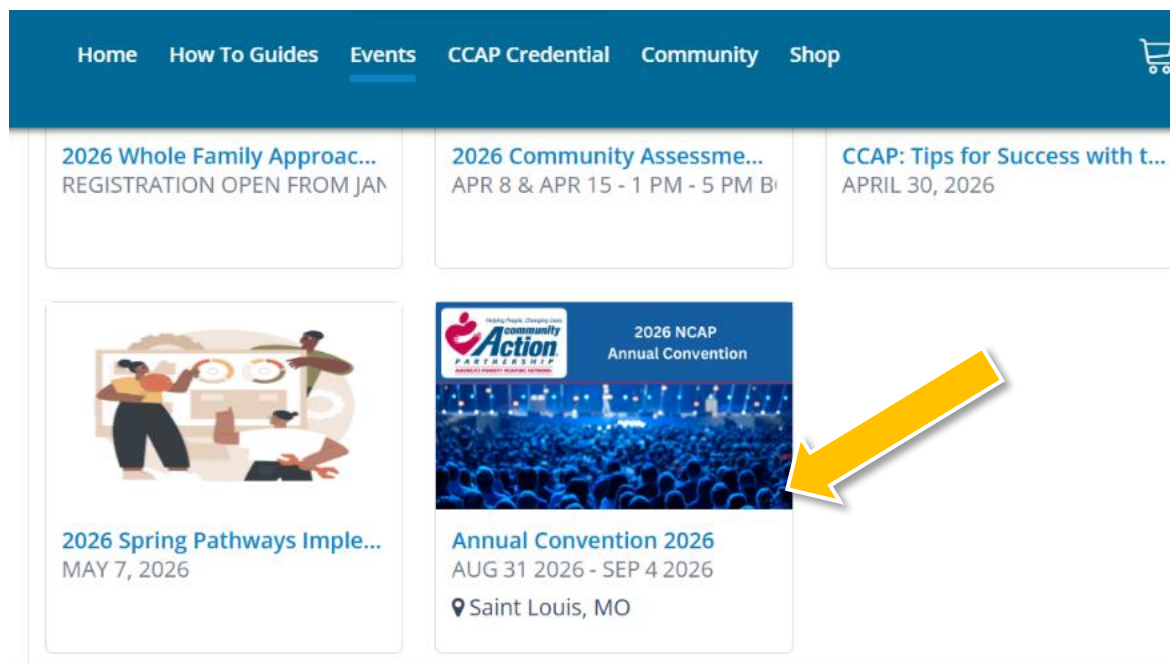


NCAP SPONSOR/EXHIBITOR EVENT REGISTRATION GUIDE

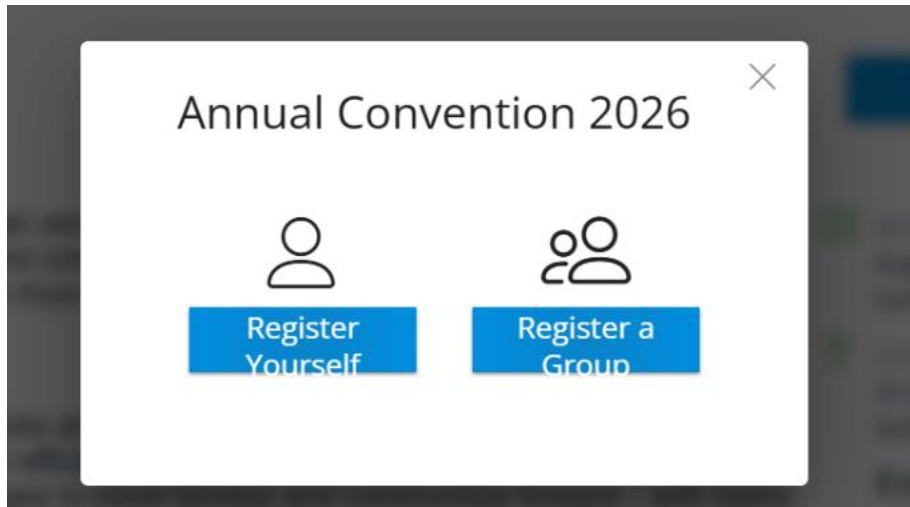
Step 1: Log into your NCAP Member Portal

Step 2: Click the “Events” Tab, select **Annual Convention 2026** and then click “Register”.

 **IMPORTANT:** Sponsors/Exhibitors will need to register for the event as an “Attendee” and then will add their Sponsorship/Exhibitor option on the “add-on” page.



Step 3: Select “Register Yourself” or select “Register a Group” to register multiple team members or on behalf of someone else.



If you are registering a group or on behalf of someone else, **select from the list of individuals** tied to your organization or **add a new contact**. Then click “Next”.



IMPORTANT: Only create a new contact when the staff member is not listed.

A screenshot of a web application interface for adding attendees. The top navigation bar includes "Add Attendees", "Package Selection", "Registration Questions", "Add-Ons", and "Summary". The main content area shows "Attendees (0)" and a search bar for "Search Org Contact(s)". A "Register new contact" button is highlighted with a yellow arrow pointing to a callout box that says "Only create a new contact when the staff member is not listed". Another yellow arrow points from a callout box "Select from the list of staff tied to your agency" to a list of staff members including "Africa Davis", "Aaron Wicks", and "Aimee Gendusa English".

Package Selection Registration Questions Add-Ons

You have not

Search

Reset Attend

+ [User Icon] [User Icon]

contact(s)

ady Registered

ship.com

rship.com

ship.com

Add New Contact

Email Address*

Last Name*

First Name*

Role* ▼

Register New Contact

	Early Bird Pricing Ends Jun 11, 2026 @ 10:59 PM CST	Standard Pricing Ends Jul 30, 2026 @ 10:59 PM CST	Late Registration Ends Aug 21, 2026 @ 10:59 PM CST	
Member Registration	\$840.00	\$1,005.00	\$1,170.00	Selected



IMPORTANT: If you are seeing only “Non-Member” ticket pricing options and you believe your agency is a 2026 member or is interested in becoming one, please email membership@communityactionpartnership.com for assistance **BEFORE** completing your event registration.

Step 5: Complete the required registration questions.

Registration Questions

Please verify and complete the following questions to help us prepare this event for you.

How should the attendee's first name appear on their badge? *

How should the attendee's last name appear on their badge? *

What is the attendee's title? *



IMPORTANT: You will not be able to select “Next” unless you have **completed all the required fields** and clicked the check box.

Step 6: Add Sponsorship, Advertising, or Exhibitor packages

Gold Sponsor

Annual Convention 2026 - Annual Convention 2026 - Gold Sponsor

\$25,000.00

− 0 +

Add

Benefits

- Exhibit—Premium Booth (proximity to entrance or NCAP registration)
- Four (4) Event Registrations
- Remarks (2-5 minutes) to Attendees during General Session
- Pre-Recorded Commercial Spot (15-30 seconds)
- General Session Recognition by NCAP CEO
- Logo Placement on Large Screen Display during General Sessions & Entry Sign
- Push Notifications (4) in Event App
- Tote Insert Provided by Sponsor (1 item) Placed in Attendee Tote Bag

Exhibit: Standard Corner Booth

Annual Convention 2026 - Annual Convention 2026 - Standard Corner Exhibit Booth

\$2,000.00

- 0 +

Add

Exhibitor Benefits

- Access to workshops and general sessions, including the Opening Breakfast and Awards Gala
- Access to the Community Action National Directory
- Listing in the Annual Convention App and Program Book
- All carpeted booths include skirted table, one chair (1), waste basket, and sign
- Includes one (1) registration

Step 8: Review your selections.

My Cart

Events

Annual Convention 2026 [Edit](#)

Aug 31 - Sep 4 2026

315 Chestnut St
Saint Louis, MO 63102-1813 US

\$2,840.00

[Remove](#)

Step 9: Check out. Select **Pay Immediately** to pay with credit card or **Pay Later** to with a check payment.

NCAP memberships are non-refundable.

Payment method:

New Payment Method

Pay Later

Add a Discount or Promotional Code

Enter Code

[Apply](#)

Summary:

Product Name	Price/Qty	Total Price
Annual Convention 2026 - Member Registration	\$840.00 x 1	\$840.00
Event Sponsorship		
Annual Convention 2026 - Annual Convention 2026 - Standard Corner Exhibit Booth	\$2,000.00 x 1	\$2,000.00
Tax:		\$0.00
Total:		\$2,840.00
Total Due Now:		\$2,840.00

Step 10: Use discount code "NCAPSPONSORAC26" to comp your registration fee.

<p>Payment Method:</p> <p><input type="radio"/> New Payment Method</p> <p><input type="radio"/> Pay Later</p> <hr/> <p>Add a Discount or Promotional Code</p> <p>Enter Code</p> <p>NCAPSPONSORAC26 <input type="button" value="✓"/></p> <hr/> <p>Billing Address: *</p>	<table border="0"> <tr> <td>Annual Convention 2026 - Member Registration</td> <td style="text-align: right;">\$840.00 x 1</td> <td style="text-align: right;">\$840.00</td> </tr> <tr> <td colspan="3">Event Sponsorship</td> </tr> <tr> <td>Annual Convention 2026 - Annual Convention 2026 - Standard Corner Exhibit Booth</td> <td style="text-align: right;">\$2,000.00 x 1</td> <td style="text-align: right;">\$2,000.00</td> </tr> <tr> <td>Promo Code: NCAPSPONSORAC26</td> <td></td> <td style="text-align: right;">(-\$840.00)</td> </tr> <tr> <td>Tax:</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total:</td> <td></td> <td style="text-align: right;">\$2,000.00</td> </tr> <tr> <td>Total Due Now:</td> <td></td> <td style="text-align: right;">\$2,000.00</td> </tr> </table>	Annual Convention 2026 - Member Registration	\$840.00 x 1	\$840.00	Event Sponsorship			Annual Convention 2026 - Annual Convention 2026 - Standard Corner Exhibit Booth	\$2,000.00 x 1	\$2,000.00	Promo Code: NCAPSPONSORAC26		(-\$840.00)	Tax:		\$0.00	Total:		\$2,000.00	Total Due Now:		\$2,000.00
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Total:		\$2,000.00																				
Total Due Now:		\$2,000.00																				



IMPORTANT: Your confirmation email is your invoice.

THANK YOU FOR REGISTERING

Questions? Technical Assistance Needed?

Contact registration@communityactionpartnership.com

or (202) 265-7546.