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PARKS AND RECREATION ASSOCIATION

Conference Exhibitor Information — Tuesday, March 26, 2019

Downtown Marriott, Des Moines, Iowa

Register at [www.iapra.org](http://www.iapra.org)



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You are invited to join us at the Marriott Hotel in beautiful downtown Des Moines, Iowa.

We are planning for 125 parks and recreation professionals to attend as delegates from across the state of Iowa.

### **QUICK FACTS**

**Conference dates:** March 25 - 28, 2019

**Show date/time:** Tuesday, March 26, from  
3:00 - 5:30 PM

**Location:** Marriot Hotel (downtown), Des Moines

**Hotel accommodation:** Marriott Hotel  
700 Grand Avenue  
Des Moines, Iowa

Room block rate: \$129 plus applicable taxes

Room block name: Iowa Parks and Rec Association (cut off March 13 or until block is sold out)

Reservations: 800-514-4681



**Booth registration deadline:** until all booths are sold or March 13, 2019

**Daily Planner:** Monday -- golf outing/evening social; Tuesday -- educational sessions, keynote luncheon, exhibit hall open 3:00 – 5:30 PM, scholarship silent auction held during exhibit hall, evening social; Wednesday -- educational sessions, keynote luncheon, “Best of the Best” awards banquet; Thursday -- educational sessions

**Exhibit hall (3rd floor)** set up Monday 2:00 – 4:00 PM; Wednesday, 9:00 AM to 2:00 PM Must be completed by 2:30 PM Tear down start at 5:30 p.m. or it can be completed Wednesday 8:00 to 10:00 AM.

**Exhibit hall activities:** food and beverage stations, scholarship silent auction, and our first-ever delegate great give-away!

### **Delegate Great Give-Away**

Get ready for the most fun you’ve had during the exhibit hall! This year’s exhibit hall activity will be similar to the 2018 Iowa League of Cities conference. Exhibitors have the option to contribute \$25 per vendor. Participating exhibitors will receive a group of tickets or slips which can be handed out to visiting delegates. Delegates can then enter to win some fantastic prizes!

**Booth:** hall is fully carpeted, drape color will be bright yellow and white, 10’ X 10’ area, 8’ table, 2 chairs. Small essentials can be ordered from Freeman. Order form can be found at <https://www.iapra.org/education/exhibitors.htm>

**Booth Assignments:** done by staff based on 1) conference level sponsorship, and 2) IPRA membership status.

**Booth investment:** \$375 (IPRA member) \$475 (non-IPRA member) \$225 for each additional booth; \$225 not for profits. Register online at <https://www.iapra.org/education/exhibitors.htm>

**Booth electrical:** \$70 per drop, in addition to other electronic needs contact Denise.Augustine@encore-us.com (Encore Event Technologies).

**Facility Wi-Fi:** complimentary; access cannot always be guaranteed.

**Booth shipping:** arrival no sooner than March 21.

Ship to: Des Moines Marriott Downtown  
ATTN: Iowa Parks and Rec Assoc Show  
700 Grand Avenue  
Des Moines, IA 50309

Indicate booth number on the shipping label.



**On-site unloading and loading:** a freight elevator is located on the front drive of the hotel. Limited number of carts are available. Vendors are encouraged to bring their own. Hotel parking is strictly valet. Area parking includes on-street and nearby ramps. Name badges and delegate list will be placed in each vendors booth. Event is on the third floor.

**Booth small essentials:** ordered from Freeman. These include additional accessories.

**Commercial membership investment:** for those not a current IPRA member: \$180. You are welcome to become a member (valid until June 30, 2020) by visiting [www.iapra.org](http://www.iapra.org).

**Golf outing:** open to everyone. Fee \$60 includes 18 holes green fee, two beverage tickets, cart, prizes along with Monday evening's social.

**Restrictions:** IPRA reserves the right to restrict exhibits which, because of noise, method of operation or for any other reason, may become objectionable. Distribution of food or beverage items other than candy must be approved prior to the event.

**Contract for space:** upon registering (online or paper) payment must be in full prior to the event. In the event of fire, strike, or other circumstances beyond the control of IPRA, Marriott Hotel, the contract shall not be binding. IPRA reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference.

**Liability:** the exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities at the Marriott Hotel premises and will indemnify, defend, and hold harmless Marriott Hotel, its owners and its management company as well as their respective agents, servants, and employees from any and all such losses, damages, and claims as well as Iowa Parks and Recreation Association, its employees, board of directors, and its agents from any and all such losses, damages, and claims.

**Use of space:** all exhibitor demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without prior knowledge and consent of Iowa Parks and Recreation Association. Aisles must be kept clear. Advertising materials of any description may be distributed only within the assigned booth space. All exhibits must meet all relevant Iowa fire codes and facility food and beverage restrictions.

Photos courtesy of Greater Des Moines Convention & Visitors Bureau

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Please return this form to or securely register online:

Iowa Parks and Recreation Association  
P.O. Box 906  
Ames, IA 50010-0906  
515.291.4917  
steve@iapra.org  
www.iapra.org

Confirmation will be sent that your space is reserved. Please check the appropriate boxes

<b>Booth Rates:</b>	<b>IPRA Member</b>	<b>Non-IPRA Member</b>
First	<input type="radio"/> \$375	<input type="radio"/> \$475
Each Additional	<input type="radio"/> \$225	<input type="radio"/> \$225
Not-For-Profit	<input type="radio"/> \$225	<input type="radio"/> \$225
Golf Outing	<input type="radio"/> \$ 60	<input type="radio"/> \$ 60
Delegate Great Give-away	<input type="radio"/> \$ 25	<input type="radio"/> \$ 25

Electrical - contact the Encore Event Services directly denise.augustine@encore-us.com

IPRA Commercial Membership (valid until 06.30.2020)  \$180  
Meal Tickets  Tuesday Luncheon \_\_\_\_\_ @ \$20  
Total Due: \$ \_\_\_\_\_

Securely register online at [www.iapra.org/education/exhibitors.htm](http://www.iapra.org/education/exhibitors.htm)

**Other Payment Options:**

Check     Invoice     VISA     MasterCard     Discover     American Express

Credit Card Number: \_\_\_\_\_ 3/4 digit security code: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

Billing city, state, zip code for credit card: \_\_\_\_\_

Name of Firm/Organization: \_\_\_\_\_

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

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

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

Cell: (    ) \_\_\_\_\_ Web site: \_\_\_\_\_

**Please indicate information for printing of name badges:**

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

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

I, the undersigned, have read the enclosed contract stipulations and fully comprehend all terms of this contract, and further, I agree to all statements and stipulations presented during the term of this contract.

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

Printed Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX: (    ) \_\_\_\_\_ #