



Welcome exhibitors to the 2019 Association conference. Thank you for joining us. There are more than 150 registered delegates! We look forward to engagement between delegates and exhibitors. Show date is Tuesday, March 26th from 3:00-5:30 PM. Axe throwing replaces both golf and bowling this coming Monday. Everyone is welcome to throw and/or watch. Cost to throw is \$27. Event at Lumber Ax runs 3:00-5:00 PM. Contact Steven Jordison to register. Todd Seaman is organizing a Bike + Brew Microbrewery Bike Outing from 3:00-5:00 PM on Monday as well. Reach out to Todd at tseaman@cityofclive.com.

Here are a couple of quick-hit items as you prep for next week:

Location: Marriott Hotel (downtown), 700 Grand Avenue, Des Moines, Iowa 50309

Shipping of materials: use aforementioned address, **labeled ATTN: IOWA PARKS AND REC SHOW**

Unloading: a freight elevator is located on the east side of the hotel. Hotel staff can direct you accordingly. You may try to unload by the front entrance.

Parking: several options exist: hotel valet, nearby parking ramps (\$1.00/hour), on-street

Setup: exhibit hall is located on the third floor (access via guest elevator or escalators) Monday 2:00 – 4:00 PM; Tuesday @ 9:00 AM – 2:30 PM; your name badges can be found on your booth table. A final list of delegates will be distributed the week of April 1st.

Tear down: Tuesday after 5:30 PM OR Wednesday 8:00 – 9:00 AM.

Hall activities:

- ✓ Scholarship silent auction (if you are interested in participating please drop off an item at registration table)
- ✓ Delegate great give-away for those participating vendors and conference sponsors. Tickets available at the registration table located on third floor.
- ✓ Social with beverages and snacks located near booth #30
- ✓ WiFi access code is IPRA2019

Booth assignment: this is available from the IPRA website or through the recent Constant Contact communication. Assignments are based on 1) conference level sponsorship, 2) IPRA commercial membership, 3) non-IPRA commercial membership. We did our best effort in creating a mixture of companies per aisle but in some cases competitors might be nearby given we have 48 purchased booths.

Electrical: \$70 per drop ordered directly from Denise Augustine; denise.augustine@encore-us.com or by cell phone 515-336-2593. She can also assist with other electronic needs.

Education sessions: you are welcome to attend educational sessions at no charge. If you wish to participate in evening socials and luncheons, there is a separate charge for each.

Safe travels to and from the Capitol City!

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