



New Show Hours!

11:00 AM—2:00 PM

**Your registration includes lunch
with the delegates!**



PARKS AND RECREATION ASSOCIATION

Conference Exhibitor Information — Tuesday, March 26, 2024

Downtown Marriott, Des Moines, Iowa

Register at www.iapra.org

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

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, 2023

NEW SHOW HOURS! >>> Tuesday, March 26,
from 11:00 AM—2:00 PM

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



Booth registration deadline: until all booths are sold or March 14, 2024.

Space is limited to 47 booths.

Exhibit hall (3rd floor) set up Tuesday, 8:00 AM to 10:45 AM. Must be completed by 11:00 AM. Tear down start at 2:00 - 4:00 PM.

NEW>>> Exhibit hall activities: buffet lunch with the delegates and delegate great give-away! Each booth will be provided with ONE lunch ticket. Additional lunches are \$25.00 per person.

Delegate Great Give-Away

Get ready for the most fun you've had during the exhibit hall! 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. Black table skirt accompanied with alternating white and gold back drape, 10' X 10' area, 8' table, 2 chairs.

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

Booth investment: \$415 (IPRA member) \$515 (non-IPRA member) \$250 for each additional booth; \$275 not for profits. Register online at <https://www.iapra.org/education/exhibitors.htm>

Booth electrical: \$50 per drop. Day of drop increased fee and cannot be guaranteed.

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 moving cart. 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.

Commercial membership investment: for those not a current IPRA member \$200. You are welcome to become a member (valid until June 30, 2024) by visiting www.iapra.org.

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 only this year) payment must be paid 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.

*** Cover photos courtesy of Ashley McLain ***