



staycurjous!

IPRA CONFERENCE 2025

📍 coralville, iowa

Conference Exhibitor Information – Tuesday, March 25,

Register at: [Iowa Conference - Iowa Parks and Recreation Association](#)



You are invited to join us in Coralville Iowa

We are planning for over 150 parks and recreation professionals to attend as delegates from across the state of Iowa

QUICK FACTS

Conference dates: March 24 - 27, 2025

SHOW HOURS: Tuesday, March 25, from 11:00 AM - 2:00 PM

Location: Hyatt Regency, Coralville Hotel & Conference Center
300 E 9th Street, Coralville, IA, 52241

Booth registration deadline: Friday, March 7, 2025 at Noon

Booth investment: \$515 (IPRA member) \$615 (non-IPRA member) \$300 for each additional booth. Register online at [Iowa Conference - Iowa Parks and Recreation Association](#)
Booth price includes ONE lunch ticket for the taco buffet. Additional lunch tickets can be purchased at the time of registration for additional staff in your booth for \$25 each.

Booth description: 10' wide X 10' deep area. One 8' table, two chairs and a waste basket. Ivory table skirt accompanied with black back drape.

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

Exhibit hall set up: Tuesday, 8:00 AM - 10:45 AM. Tear down 2:00 - 4:00 PM.

Booth Assignments: done by staff based on 1) conference level sponsorship, and 2) IPRA membership status. **Assignments will be emailed out the week of March 10 - 14.**

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: Exhibitors have the option to contribute \$25 per vendor towards prizes for our delegates that IPRA staff will be purchasing. Participating exhibitors will receive an additional group of tickets which can be handed out to delegates during the exhibit hall hours. Delegates will use the tickets for a chance to win some fantastic prizes! **Prizes are reserved for delegates only.**

Booth vendors still have the option to have their own Give-Away at their individual booth. Vendors can decide on how to collect names for their own drawing.

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

Booth freight shipping: See next page for detailed information on freight shipping to and from R and D event staff.

On-site unloading and loading: Exhibit hall is located on the South side of the Conference Center and located on the first floor, directly inside the facility. Area parking includes a parking lot on the south side of the facility and a parking ramp located on the north side of the facility. Parking lot prices are \$1.00 hourly and \$8.00 daily. Parking is included with hotel room reservation.

Commercial membership investment: for those not a current IPRA member, it is not too late to become a member with a minimum investment of \$200. Membership year runs July 1—June 30 each year. More information can be found at 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 payment must be paid in full prior to the event. In the event of fire, strike, or other circumstances beyond the control of IPRA, Hyatt Regency, Coralville Hotel & Conference Center, 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 Hyatt Regency, Coralville Hotel & Conference Center premises and will indemnify, defend, and hold harmless Hyatt Regency, Coralville Hotel & Conference Center, 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.

If you need to freight handling services for your upcoming tradeshow conference

Please ship your packages to:

1220 Capital Drive SW Cedar Rapids, IA 52404 (BUILDING #4) . Attention "Troy Albaugh".
Also please send an email to Office@RandDEvents.com, notifying us of your shipment.
Please provide the name of your company booth number and address for billing.

Customers may start shipping items 3 weeks prior to the show date.

(All packages and freight must be pre-paid. Customer must supply the UPS or FedEx account information and the address to be able to ship the packages back to the required destination. R &D Events is responsible to organize and transport your packages to the venue and back. Customers are responsible for all shipping charges.)

Rates for freight handling: Freight and packages will be \$0.75 per pound, with a minimum of the first 200 lbs. (\$150.00 min.) Please have the weights of your packages available for pre-payment with R & D Events prior to any shipments.

We look forward to assisting you with your freight shipping needs.

Thank you,

R & D Events staff



Exhibitor booth map

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