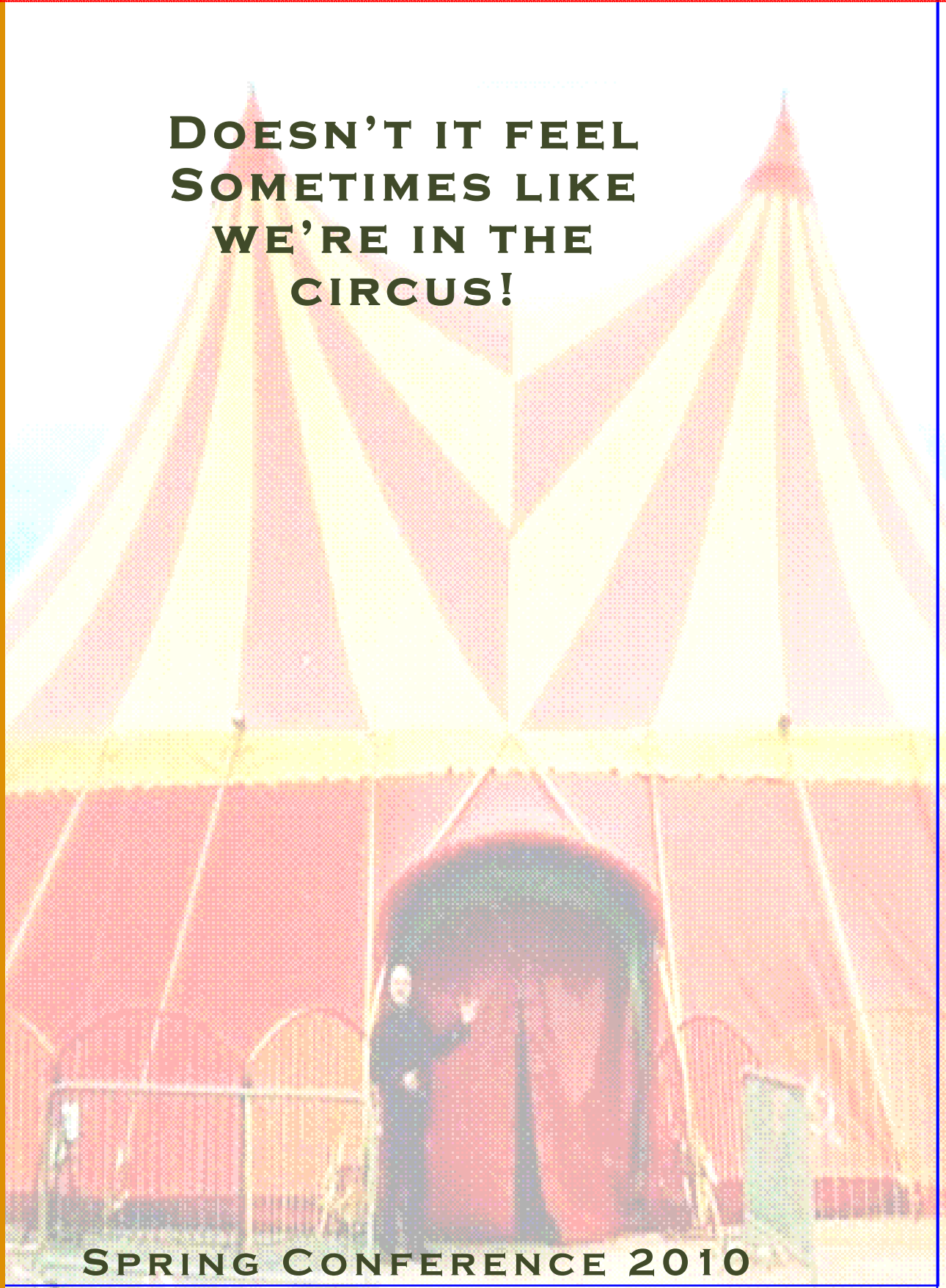


Iowa Park and  
Recreation Association  
Exhibitor Information

April 12 - 14, 2010 Sioux City

**DOESN'T IT FEEL  
SOMETIMES LIKE  
WE'RE IN THE  
CIRCUS!**

**SPRING CONFERENCE 2010**

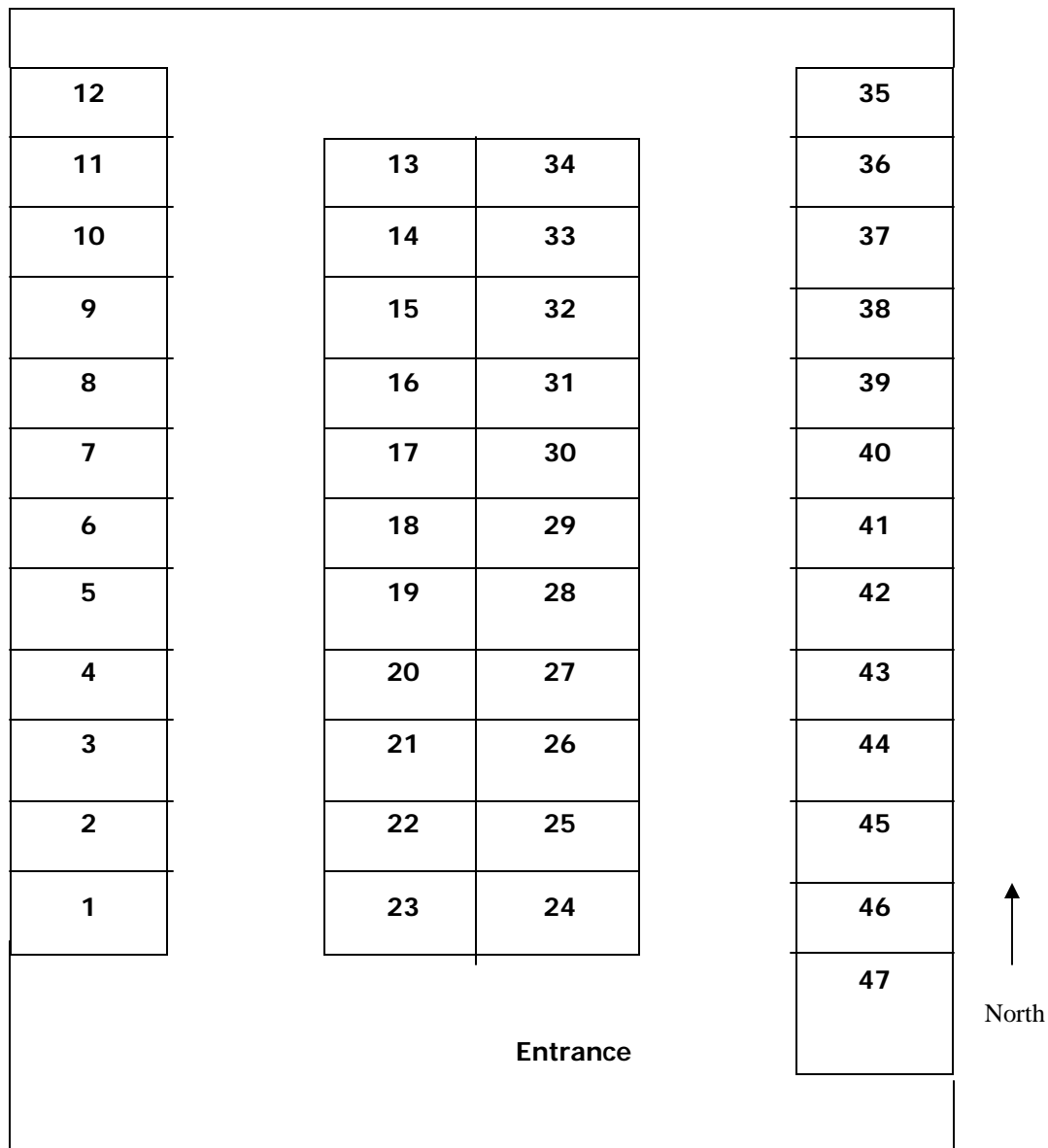




Iowa Park and Recreation Association cordially invites you to participate in the 2010 Spring Conference/Trade Show. More than 125 professionals from across Iowa will gather at the Sioux City Convention Center from April 12 to 14. Feature highlight is the trade show on Tuesday, April 13. Please, come and share how your company or organization can be of service to these leaders of leisure!

# Booth Layout

Off loading area, with garage doors



**Disclaimer:** the final booth layout will be determined by the actual number of registered exhibitors.

### CONFERENCE DATES

April 12 - 14, 2010

### CONFERENCE SITE

Sioux City Convention Center  
801 - 4th Street  
Sioux City, Iowa 51101  
800-593-2228



### HOST HOTEL

Clarion Hotel and Conference  
707 4th Street  
Sioux City, Iowa 51101  
712-277-4101  
[www.clarionsioux-city.com](http://www.clarionsioux-city.com)



- Room Rates - Single or double - \$79 plus 12% state & local option tax
- Non-smoking or smoking rooms - based on availability
- Cut-off date - **March 31** (thereafter subject to availability)
- Check in after 3:00 PM / Check out before Noon
- Call - 712-277-4101
- Room Block Name—Iowa Park and Recreation Association

### SPECIAL ACTIVITIES

Conference delegates are eligible for door prizes provided they participate in the **Exhibit Hall Extravaganza!** Door prizes will be given at Tuesday's lunch and during the Exhibit Hall social.

The annual Iowa Park and Recreation Association Awards Banquet, followed by the Scholarship Dance/Live Auction, will be held Tuesday evening in the Convention Center. Awards Banquet tickets may be purchased for \$35 each from the IPRA office. Ticket orders must be received in the IPRA office no later than April 5, 2010. Additional cost for entrance into the Scholarship Dance/Live Auction may apply.



*Stop clowning around so you can take a bike ride on the Sioux City bike trail system.*

## BOOTH ASSIGNMENTS

- Booth preference will be assigned by IPRA based on:
  - 1) conference level sponsorship
  - 2) IPRA membership status
  - 3) first-received/paid basis
- Wherever possible, competitors will be separated
- Indicate on the registration form who you would like, if possible, to be next to
- Exhibitors will be assigned to one of three available setup time blocks



## EXHIBIT HALL SCHEDULE

- Set-up: IPRA will assign registered vendors a set up time block beginning 1:00 p.m., Monday, April 12 and concluding 9:30 a.m., Tuesday, April 13
- Exhibit hours: Tuesday, April 13, 10:00 a.m. - 5:00 p.m.
- Grand opening: 10:00 a.m. - 11:00 a.m.
- Luncheon & free time with delegates in exhibit hall: 11:45 a.m. - 1:15 p.m.
- Vendor & delegate networking social: 4:30 p.m. - 5:30 p.m.
- Tear Down: Tuesday, April 13, 5:00 p.m.

## REGISTRATION FOR MEALS

Each company/organization will receive a delegate registration packet plus two (2) tickets to Tuesday's luncheon. Additional tickets (\$20 each) may be requested when you mail or fax your registration form.

## RESTRICTIONS

IPRA reserves the right to restrict exhibits which, because of noise, method of operation or for any other reason, may become objectionable.

## CONTRACT FOR SPACE

The signed agreement, payment in full and formal notice of booth assignment constitutes the completed agreement for the privilege to use the requested space. In the event of fire, strike, or other circumstances beyond the control of IPRA, 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 exhibitor's activities on the Sioux City Convention Center/Tyson Events Center premises and will indemnify, defend and hold harmless the Hotel, its owner 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 IPRA and its employees and agents from any and all such losses, damages and claims.

Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages directly from the hotel's own negligence.

## DEADLINE

All applications for exhibit space **must be received on or before March 26, 2010**. Late registrations will be accepted only as space permits.

**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 IPRA. Aisles must be kept clear. Advertising materials of any description may be distributed only within the booth(s) assigned to the exhibitor presenting such material. All exhibits must meet all relevant Iowa fire codes.

**ARRANGEMENTS FOR SPECIAL EQUIPMENT**

Individual arrangements may be made directly with Steven Jordison, IPRA Executive Director, at 641.236.8282 or [jordison@pcpartner.net](mailto:jordison@pcpartner.net)

**SET UP TIME BLOCKS**

IPRA will be assigning time blocks to expedite set-up. The following are set-up time blocks: 1:00-3:00 p.m. Monday, 3:00-5:00 p.m. Monday, 7:00-9:30 a.m. Tuesday.

On the registration form, please indicate a time block preference. Blocks of time are designed to provide a smooth load-in process. If you are not able to make your assigned time block, waiting periods may occur. Note, IPRA can not guarantee your first request but will do its best.

**UNLOADING/LOADING**

Enter on northeast side of building. There is a ground-level entrance with interior hallway. Parking is available on the east of the convention center. On-street parking in addition to a skywalk connected parking ramp is available.

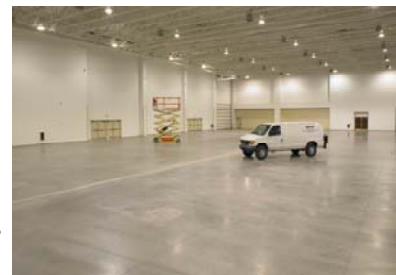
All booths must be ready no later than 9:30 a.m., Tuesday, April 13.

**BOOTH RATES**

	<u>IPRA Member</u>	<u>Non-IPRA Member</u>
First	\$275.00	\$300.00
Each Additional	\$110.00	\$120.00
Not-For-Profit	\$100.00 each	\$100.00 each

**BOOTH INFORMATION**

- 10' X 10' booth with 8' tall back drape and 36" tall side dividers
- Vendors with more than one booth will not have a divider between their booth spaces
- Skirted 8' table, 2 folding chairs, wastebasket
- Electrical - \$40 {20 amp}
- Booth identification
- *Internet - Free Wireless Available!*
- Exhibit must meet all relevant Iowa fire codes
- Booth assignments will also be posted to [www.iapra.org](http://www.iapra.org)



**SHIPPING BOOTH SUPPLIES / MATERIALS**

Booth supplies/materials should not arrive any earlier than April 7. Please be sure to include your company name and booth number.

Ship to: Sioux City Convention Center  
Attn: Mike Semple  
801 - 4th Street  
Sioux City, IA 51101

# Exhibitor Registration

## Exhibitor Registration Form - due March 26!

Please return this registration form and contract with full payment to:

Iowa Park and Recreation Association  
1534 Penrose Street  
Grinnell, IA 50112  
641.236.3917; 641.236.6779 (FAX); www.iapra.org

A written confirmation will be sent after booths have been assigned.

Become an IPRA member now and get next year free!

Register securely online for you company booth(s)

Go to www.iapra.org



Booth Rates:	IPRA.Member	Non-IPRA.Member
First	<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$300.00
Each Additional	<input type="checkbox"/> \$110.00	<input type="checkbox"/> \$120.00
Not-For-Profit	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00
Additional Items	<input type="checkbox"/> Electrical \$40	Internet - <i>Free Wireless Available</i>
Additional Tickets	Luncheon _____ @ \$20	Awards Banquet _____ @ \$35

Total Due: \$ \_\_\_\_\_

### Payment Method:

Check  VISA  MasterCard  Discover

Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

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

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

Authorized Signature: \_\_\_\_\_

Set-up time block preference (1, 2, 3 with 1 as best). Note we cannot guarantee your first preference.

Monday: \_\_\_\_\_ 1:00-3:00 p.m. \_\_\_\_\_ 3:00-5:00 p.m. Tuesday: \_\_\_\_\_ 7:00-9:30 a.m.

I would like to be next to: \_\_\_\_\_

One line identification for booth sign to read: \_\_\_\_\_

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

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

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

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

Web site: \_\_\_\_\_

Type of heavy equipment to be displayed, if any: \_\_\_\_\_

Do you plan to sell or give away any food items: \_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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: ( ) \_\_\_\_\_