

IAPD/IPRA

Soaring to New Heights

CONFERENCE



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EXHIBITOR PROSPECTUS

Exhibit Hall January 26-27, 2012 Hyatt Regency Chicago
151 E. Wacker Drive Chicago, Illinois 60601





IAPD/IPRA Soaring to New Heights Conference Exhibit Hall

January 26-27, 2012
Hyatt Regency Chicago, 151 E. Wacker Dr.
Chicago, Illinois 60601
(312) 565-1234

SHOW PROFILE

Every year, **over 4,200 park and recreation professionals** from across Illinois participate in the state's largest conference and exhibition. The IAPD/IPRA Soaring to New Heights Conference is Illinois' only major event for parks and recreation education, products and services.

As an exhibitor, your organization will have the opportunity to interact with:

- Elected Officials/Commissioners/Board Members
- Executive and Deputy Directors
- Parks Superintendents
- Recreation Superintendents
- Parks and Planning Directors
- Leisure Activities Directors
- Facility Directors
- Administrative and Finance Personnel
- Parks Operations and Maintenance
- Facility Managers and Directors
- Recreation Managers and Directors
- Center Directors
- Fitness Managers
- Athletic Managers and Directors
- Aquatics Managers and Directors
- Landscape Professionals
- Early Childhood Professionals



The IAPD/IPRA Soaring to New Heights Conference's exhibit hall focuses on products and services represented by the following: Architects, Aquatic Planners, Athletic Field Equipment and Supplies, Construction Management, Engineers, Financial, Fitness Equipment, Park and Playground Equipment, Skate Park Construction, Software, Sporting Goods and Supplies, Swimming Pool Equipment and Supplies and Water Play Structures ... to name a few.



Illinois Association of Park Districts

Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701
217/523-4554
217/523-4273 (fax)



Illinois Park and Recreation Association
P.O. Box 697
Lombard, IL 60148
630/376-1911
630/376-1919 (fax)

MESSAGE TO EXHIBITORS

We invite you to join with the Illinois Association of Park Districts and the Illinois Park and Recreation Association to celebrate a new year of commitment and growth at our 2012 IAPD/IPRA Soaring to New Heights Conference to be held January 26-27, 2012 at the Hyatt Regency Chicago located at 151 E. Wacker Dr., Chicago, IL 60601 (312) 565-1234.

Come join us by attending the state's largest park and recreation conference. You'll receive unprecedented exposure to park and recreation elected officials/board members and professionals, most of whom **make the buying decisions** likely to impact your company's bottom line. Showcase your newest products, ideas and services. **Meet the people you need to know.**

You don't want to miss this opportunity. Did you know that in a down economy, many business analysts encourage companies to accelerate marketing efforts? Historically, companies tend to cut their marketing costs and line items; the experts say that these items should be maintained as they are critical and necessary to bring in new business and thus profits to your company. Want a better way to market your product, sell products and/or services, close deals and bring your bottom line up? Join us at the IAPD/IPRA Soaring to New Heights Conference!

The IAPD/IPRA Exhibit Committee looks forward to working with you at the upcoming show and will assist you in getting your product and/or services in front of all conference delegates.

Sincerely,
The 2012 Exhibit Committee



EXHIBIT COMMITTEE

This committee was created to advise the Joint Conference Committee on exhibit-related issues. The committee meets at least twice a year to review previous shows, preview upcoming shows and to consider new ideas.

John Wilson, IPRA Exhibit Committee Chairman – Lan-Oak Park District
John Curran, IPRA Exhibit Committee Co-Chairman – Tinley Park Park District
Greg Kolinek, IAPD Exhibit Committee Chairman – Advisor
Bob Schmidt, IAPD Exhibit Committee Co-Chairman – Schaumburg Park District

Donna Andrasco – Advisor
Dean Bissias – Park District of LaGrange
Sandy Chevalier – Tinley Park Park District
Lynne Cotshott – Hoffman Estates Park District
Jim Ferrera – Evanston Parks/Forestry & Recreation
Fred Hohnke – Woodridge Park District
Don Jessen – Advisor
Dina Kartch – IPRA
Mike Leonard – Palos Heights Park & Recreation Department
Ron Lorenzo – Advisor
Jeanine Shotas – Advisor
Sue Triphahn – IAPD
Sue Vastalo – Bolingbrook Park District



SCHEDULE OF EVENTS

Schedule is subject to change. A final schedule will be distributed in early December 2011.

WEDNESDAY, JANUARY 25, 2012

12:00 pm – 4:00 pm Exhibitor Registration Opens and Move-In*

THURSDAY, JANUARY 26, 2012

8:00 am – 12:00 pm Exhibitor Registration and Move-In *
8:00 am – 6:00 pm Exhibitor Registration
8:30 am – Noon Pre-Conference Workshops
10:45 am – 11:00 am Exhibitor Meeting
11:00 am – 12:30 pm 2013 Booth Registration begins by Point System (39 points through 4 points)
12:00 pm – 1:00 pm Inspection by Fire Marshall and Exhibit Committee
1:00 pm – 6:00 pm Exhibit Hall Grand Opening
1:30 pm – 5:00 pm Pre-Conference Workshops
9:00 pm – Midnight Welcome Social

* All exhibits must be completely set up (empty crates and boxes removed from booth) by 12:30 pm on Thursday, January 26, 2012. The loading dock will close at 11:00 a.m. and no additional freight will be permitted in unless authorized by the IAPD Conference Director.

FRIDAY, JANUARY 27, 2012

7:30 am – 8:30 am Continental Breakfast for the Exhibitors
8:00 am – 9:00 am 2013 Booth Registration (3 points through 1 point)
8:00 am – 9:15 am Conference Sessions
8:00 am – 10:00 am Conference Workshops
8:00 am – 5:00 pm Exhibitor Registration
8:30 am – 12:30 am Exhibit Hall Open
9:30 am – 10:45 am Conference Sessions
12:15 pm – 2:15 pm All-Conference Awards Luncheon (*Ticketed Event*)
1:30 pm – 5:00 pm Exhibit Hall Open
2:45 pm – 4:45 pm Conference Workshops
3:00 pm – 4:15 pm Conference Sessions
4:00 pm – 5:00 pm Snack Reception in the Exhibit Hall
5:00 pm – 6:30 pm IPRA Annual Business Meeting
5:00 pm – 8:00 pm Exhibitor Move-Out (Exhibitors may not break down their booth until after 5pm)

* **Your booth must remain in place and staffed until 5:00 pm. If you do not comply with this requirement, you will be prohibited from exhibiting in 2013 and you will forfeit all accumulated exhibitor points.**

SATURDAY, JANUARY 28, 2012

8:00 am – 11:00 am Exhibitor Move-Out
(All exhibitors/booths/freight must be vacated from the hall by 11:00 am)
8:45 am – 10:00 am Conference Sessions
9:00 am – 11:00 am Conference Workshops
10:30 am – 11:45 am Conference Sessions
12:00 pm – 2:00 pm Conference Workshops
12:15 pm – 1:30 pm Conference Sessions
2:15 pm – 3:00 pm Closing General Session
3:30 pm – 5:00 pm IAPD Annual Business Meeting
7:00 pm – 10:00 pm Closing Social (*Ticketed Event*)



EXHIBITS SELL!

Exhibiting at the 2012 IAPD/IPRA Soaring to New Heights Conference offers you a concentrated, cost-effective way to reach your target market. More importantly, **YOUR COMPETITION EXHIBITS!** Take a look at who exhibited in 2011 ... is your company listed? Don't miss out on this unique opportunity!

2011 EXHIBITORS

2nd Wind Exercise Equipment
3D Design Studio
A Moon Jump 4 U
A-Awesome Amusements Co.
Active Network, Communities
Administrative Software
Applications, Inc. (ASA)
Adolph Kiefer & Associates
AED Authority
Alfa Products, Inc.
All Court Fabrics, Inc.
American Ramp Company
American Red Cross of Greater Chicago
America's Backyard -
A Program of the NRPA
Ameristar Fence Products
Amplivox Sound Systems
Aqua Pure Enterprises, Inc.
Aquarius Systems
Aquatic Development Group
AstroTurf
Azoosment Park
B & E Aquatics, Inc.
Baggo, Inc.
Banner Sales and Consulting, Inc.
Basic Chemical Solutions
Beacon Athletics
Bella Bagno, Inc.
BEST - Exhibits
BLDD Architects, Inc.
BluePay Processing LLC
Bobcat Company
Bonestroo
Bronze Memorial Company
Brusseau Design Group, LLC
BSN Sports
Building Energy Experts
Burbach Aquatics, Inc.
Call One
Camosy Construction
CAPS Group LLC
Carbetsball USA
Carbit Paint Company
Celebration Authority
Central Sod Farms
Century Industries
Challenger Sports - British Soccer Camps
Chapman and Cutler LLP
Chase Bank
Chicago Bulls/White Sox
Training Academy
Chicago Film Tour
Chicago Line Cruises
Cody/Braun & Associates, Inc.
Commeg Systems, Inc. (TimePro)
Commercial Recreation Specialists, Inc.
Connor Sports Flooring
Cordogan Clark & Associates, Inc.
Corporate Construction Services
Councilman-Hunsaker & Associates
Coverworx-Recreational Architecture
Cowhey Gudmundson Leder, Ltd.
Crown Trophy
CSI Software
Custom Manufacturing, Inc.
Custom Playgrounds Inc.
CXT Inc.
Dads Against Mosquitoes
Design Perspectives, Inc.
DesignSpring Inc.
Direct Fitness Solutions
Donley's Wild West Town
Doty & Sons Concrete Products
Drop Zone Portable Services, Inc.
DuPont Professional Products
ENCAP, Inc.
Engineering Resource Associates, Inc.
Esports Insurance
Everlast Climbing
Executive Service Corps of Chicago
Farnsworth Group, Inc.
FGM Architects, Inc.
FieldTurf
Fitzgerald Lighting & Maintenance Co., Inc.
Floors Incorporated
Főköz Creative Group
Fun Ones, The
Gen Power Inc.
General ASP
George Williams College of
Aurora University
Gold Medal Products, Co.
Goodmark Nurseries LLC
GreenAssociates, Architects
and Construction Services
Griffon Systems, Inc.
H & E Sod Nursery/
Town & Country Landscape Supply Co.
Haldeman-Homme, Inc.
Halogen Supply Company, Inc.
Harris Computer/MSI/AEK
Hazard, Young, Attea & Associates
Henry Bros. Co.
Hey and Associates, Inc.
HIGH PSI LTD.
Hitchcock Design Group
Homer Industries, LLC
Houseal Lavigne Associates, LLC
Howard L. White & Associates, Inc.
HR Green
I.D. EDGE Inc.
Illinois Association of Park Districts
Illinois Bus Sales
Illinois Chapter of the American Society
of Landscape Architects
Illinois Correctional Industries
Illinois Department of Central
Management Services
Illinois Funds/E-Pay, The
Illinois Metropolitan Investment Fund
Illinois Municipal Retirement Fund
Illinois Park and Recreation Association
Illinois Park District Liquid Asset
Fund Plus (IPDLAF+)/(PFM Group
Impressions In Stone
In The Swim
INNOVA Disc Golf
Innovative Aquatic Design, LLC
Insiders Entertainment
IPARKS
IT Augmentation Solutions, Inc.
iZone
Jason's Deli
Jazzercise, Inc.
Jeff Ellis & Associates, Inc.
JFNw
JJR, LLC
John Deere Company
Keeper Goals
KI Furniture
Kiefer Specialty Flooring
Knutte and Associates, P.C.
Lake Country Corporation
LandTech Landscape Architecture
Leopardo Companies, Inc.
Let's Go Play, Inc.
Lifeguard Store, The
Lights For Learning
Lincoln Equipment, Inc.
Lohmann Companies
Lord & Murphy, Inc.
Lurvey Landscape Supply
Mad Bomber Fireworks Productions
Magnum Fitness
Maul Asphalt and Sealcoating
McGinty Bros., Inc. Lawn & Tree Care
Medieval Times Dinner & Tournament
Meglio-Unionland
Melrose Pyrotechnics, Inc.
Mesirow Financial, Inc.
Metropolitan Water Reclamation
District of Greater Chicago
Midwest Sales Company
Midwest Transit Equipment
Mity-Lite, Inc.
Mobi-Mat
Moose Sports Surfaces, Ltd.
Murdock Super-Secur
Musco Lighting, Inc.
National Alliance for Youth Sports
National Recreation Park Foundation
Neptune-Benson, Inc.
NiceRink
Norwalk Concrete Industries
NuToys Leisure Products
Outdoor Movie Mania
Palos Sports, Inc.
Park District Risk Management Agency
Park Supply Direct, Inc.
ParkPro from Bockyn, LLC
Parkreation, Inc.
Parks and Recreation Business Magazine
Peak Software Systems, Inc.
Perennial Park Products
Perfect Turf LLC
Personalized Awards, Inc.
PHN Architects
Pizzo & Associates, Ltd.
Planning Resources, Inc.
Platinum Poolcare Aquatech, Ltd.
Playworld Preferred
PMA Financial Network, Inc.
PMI Sports Photography
Prime Turf, Inc.
Primera Engineers
Professional Building Services
Professional Fitness Concepts, Inc.
Profitable Food Facilities
Protect Youth Sports
PSA-Dewberry Inc.
Public Research Group
Pulse Design, Inc.
R.C. Systems, Inc.
Rain Bird Corporation
Randolph Rose Collection, Inc.
Ratio Architects, Inc.
Record-A-Hit Entertainment
Recreation Concepts, Inc./Gametime
Recreonics, Inc.
Reese Recreation Products, Inc.
Reinders, Inc.
RenoSys Corporation
Riddile & Associates
Riley Construction Company
Robert Juris & Associates Architects, Ltd.
Rose Paving Company
Rosetta of Michigan
RTH Processing, Inc.
S & S Worldwide
Safe Sitter®
SCORE Sports
SCW Fitness
Seven Utility Management
Consultants
Shade Creations by Waterloo
Sidwell Company, The
Sievert Electric Service
& Sales Company
Signature Design Group
Sikich LLP
Single Path
Sink Combs Dethlefs
Skender Construction
Skills First Soccer
Skyhawks Sports Academy
SkyLogix, LLC
Soccer Made in America
Southern Aluminum
Spargo Group, The
Spear Corporation
Speer Financial, Inc.
Spohn Ranch, Inc.
Sport Court Midwest
Sports Endeavors, Inc.
Sports R Us, Inc.
Sportsfields, Inc.
SRBL Architects
SSCI
Starfish Aquatics
Starved Rock Lodge
Sullivan Energy Group, LLC
Sundek of Illinois, Inc.
SunPorts c/o All Inclusive Rec
Tallgrass Restoration, LLC
TCL Electric & Lighting
Team REIL, Inc.
Techline Sports Lighting, LLC
Technogym USA
Tintype Studio, Inc.
TSS Photography
U.S. Arbor Products, Inc.
U.S. Tennis Court
Construction Company
United States Tennis Association/
Midwest Section
Upland Design, Ltd.
US Cellular
Verizon Wireless
Vermont Systems, Inc.
Visual Image Photography, Inc.
W.B. Olson, Inc.
Walden University
Water Technology, Inc.
Water's Edge Aquatic Design
Weblixx, Incorporated
Wild Goose Chase, Inc.
Williams Architects, Ltd.
W-T Engineering, Inc.
XGrass, Inc.
Zenon Company
ZOPPÉ: An Italian Family Circus

EXHIBIT VENUE/HOUSING

The 2012 IAPD/IPRA Soaring to New Heights Conference will be held January 26-28, 2012 at the Hyatt Regency Chicago located at 151 E. Wacker Dr., Chicago, IL 60601, 312/565-1234. Discounted group room rates are: \$115 Single/Double; \$125 Triple; \$135 Quad. Reservations must be made by January 2, 2012. Reservations made after this date may pay a higher hotel rate and will be based on availability. Each reservation must be accompanied by one (1) night's advance room deposit payable by check or credit card. Reservations are first-come, first served. Room deposits are refundable if room cancellation is made by December 19, 2011. To make reservations at the Hyatt Regency Chicago call 1/888/421-1442, or book online at <https://resweb.passkey.com/go/IllinoisParks>. Be sure to ask for the group code 2012 IAPD/IPRA Soaring to New Heights Conference.

EXHIBITOR SERVICES KIT

A comprehensive exhibitor service manual will be available online in November 2011. The link and log in information will be emailed to the contact we have on file for your company. If you would like to verify or change the email address we have on file, contact Sue Triphahn at striphahn@ilparks.org. The exhibitor services kit will include all order forms for additional labor, electrical, furniture and other services. **IAPD/IPRA will supply carpet for all of the exhibit halls. You do not need to order carpet for your booth unless you want a specific color of carpet in your booth.** Carpet colors are a burgundy/tan/black pattern. The kit will also be available in a .pdf file to download and print at www.ilparksconference.com.

EXHIBITOR DIRECTORY

The link <https://www.cteusa.com/ilparks3e> to submit your exhibitor directory information and company description will be live on Monday, September 19, 2011. You must have your log-in code to access the site. If your designated contact has not received their log-in information via email by September 19, 2011, email ilparks2012@cteusa.com to request your log-in code. Only exhibitors that have paid their exhibit fees in full will receive this email and appear in the directory. Remember this directory is the promotional piece all attendees will receive, so be sure to be creative and accurate with your description and information. This form must be completed online no later than Friday, December 2, 2011 in order to appear in the directory.

EXHIBITOR BADGE REQUESTS

Each booth will be allotted (5) complimentary exhibitor badges. These names need to be submitted no later than **Friday, January 20, 2012**. Your designated contact will use the same link and pass code as they did to submit

their exhibitor directory information (**see above paragraph for link**). Only companies that have paid their balance in full will have access to this site. The contact will submit the names for the exhibitor badges online via the link. Changes, additions and deletions of name badges can be completed online up until January 20, 2012. Pre-ordered badges will be available for pick up **onsite** at the Exhibitor Registration located at the Northwest entrance of the hall beginning on Wednesday, January 25, 2012 from 12:00 p.m. to 4:00 p.m. and on Thursday, January 26, 2012 from 8:00 a.m. – 6:00 p.m. **Exhibitor badges are not mailed prior to the show and can only be picked up onsite.** Badges are required for admittance into the hall for all exhibitors. Any badges printed onsite are \$10.00 each.

EXHIBITOR CHECK-IN/REGISTRATION

Exhibitor registration packets, badges, parking pass(es) and Friday snack reception tickets can be picked up at Exhibitor Registration beginning on Wednesday, January 25, 2012 from 12:00 p.m. – 4:00 p.m. and Thursday, January 26, 2012 from 8:00 a.m. – 6:00 p.m. located at the Northwest entrance of the Exhibit Hall.

OFFICIAL SERVICE CONTRACTOR

Freeman is the official service contractor located at: 5040 W. Roosevelt Rd. Chicago, IL 60644-1346 Phone: 773/379-5040 Fax: 773/379-5042 www.freemanco.com

If you ship directly to Freeman's warehouse ship to:
IAPD/IPRA Soaring to New Heights Conference
Your Company Name
Your Booth # ____
c/o Freeman
2500 West 35th St.
Chicago, IL 60632

BE GREEN

The IAPD and IPRA are proud to work with exhibitors that are taking the lead in sustainable business practices. The **"Green Exhibitor"** program recognizes companies for their efforts in reducing their carbon footprint while attending the 2012 IAPD/IPRA Soaring to New Heights Conference. The Joint Conference Committee has been working closely with the Hyatt Regency Chicago to develop a strategy to make 2012 the greenest conference to date. We are encouraging exhibitors to take a comprehensive look at their exhibit space to determine ways to be more sustainable. A checklist will be sent out to all participating exhibitors, includes sections on booth construction, promotional materials and giveaways. Companies that qualify for the **"Green Exhibitor"** award will receive a certificate to place in their booth and will also be recognized throughout the conference.

SPONSORSHIP OPPORTUNITIES

Sponsorship opportunities, such as conference promotional staffers, All Conference Awards Luncheon, Closing General Session and the Saturday Closing Social, have been designed to assist you in your promotional efforts. These sponsorship opportunities will recognize your company as a major contributor to the IAPD/IPRA Soaring to New Heights Conference. The high visibility maximizes exposure to elected officials and park and recreation professionals. If interested, please contact Heather Weishaar, IPRA Development and Project Director, at 630/376-1911 Ext. 202 or email to heather@ilipra.org.

We are excited to offer the below advertising options to Soaring to New Heights Conference **exhibitors only**. These opportunities for expanded recognition of your company are as follows:

Standard Listing **Price: No Charge**
Your company name will be included in the master list of exhibitors featured on the exhibitor link of the official Soaring to New Heights Conference website at www.ilparksconference.com

Expanded Listing #1 **Price: \$100**
Your company name and hyperlink will be included in the master list of exhibitors featured on the exhibitor link of the official Soaring to New Heights Conference website at www.ilparksconference.com

Expanded Listing #2 **Price: \$150**
Your company name, hyperlink, contact name and email address will be included in the master list of exhibitors featured on the exhibitor link of the official Soaring to New Heights Conference website at www.ilparksconference.com

Expanded Listing #3 (logo ad) **Price: \$1000**
Maximum number available (5)
Your company name, hyperlink, contact name, email address and logo will be included in the master list of exhibitors featured on the exhibitor link in addition, your company logo will be featured on the home page of the official Soaring to New Heights Conference website at www.ilparksconference.com

Exhibitor Hall Aisle Signs **Price: \$500** Each aisle,
9 aisles available,
1 sponsor per aisle

As over 4,200 attendees make their way through the exhibit hall, your logo on two overhead aisle signs will continuously remind them of your support and presence. This sponsorship opportunity provides an impressive impact at the state's largest parks and recreation event!

Attendee Registration Lists

The Illinois Association of Park Districts and the Illinois Park and Recreation Association are pleased to offer our exhibitors the opportunity to purchase the 2012 attendee registration lists. This information can be used as a resourceful marketing tool by sending out prior to or after the conference postcards, brochures, mailers, follow up, etc. promoting your company, products/services, booth location, etc. The lists will be emailed to you in a Microsoft Word document, formatted to Avery #5160 mailing labels and in an Excel file. **Attendee email addresses are not provided.**

Early Bird Registration List
(as of 12/12/11, will receive by 12/16/11) **\$200**

Pre-Registration List
(as of 1/9/12, will receive by 1/13/12) **\$250**

Final Registration List
(will receive by 2/6/12) **\$300**

Lead Retrieval Rental Service

Recording information about a prospective customer is one of the most important functions of a trade show. Unfortunately, it is often the most neglected and/or hurried function. Conference Technology Enhancements, Inc. (CTE) offers a bar coded system that goes beyond the limited storage capability of magnetic cards, exchanging business cards and scribbled notes. You need a system that is quick, efficient and complete. By choosing the lead retrieval system, you can assure yourself that the method to record leads at the show will be fast, easy and meet your needs. **As an added benefit, if you purchase the lead retrieval package, you will receive complimentary, the final attendee registration list by 2/6/12.** This list will be an Excel file and will contain the attendee's name, title, agency and mailing address. **Attendee email addresses are not provided.**

Lead Retrieval Rental before 1/13/12 **\$285**
Lead Retrieval Rental after 1/13/12 **\$310**

Order details and more lead retrieval information will be published in the exhibitor services kit that will be available online in early November. If you have any questions regarding the lead retrieval services call 847/759-4242.



ADVERTISING

Advertising provides your company/organization with the prime opportunity to express your support of the park and recreation industry. Advertisement is available in the pre-conference and final conference brochures. Space is limited and reserved on a first-come, first-served basis. For more information regarding ad placement, please call Beth Saltz, Arlington Publishers Representatives, 847/509-9810 or email to bsaltz@arlpub.com. Alert our readers and conference attendees that you will be exhibiting at the 2012 conference by advertising in the magazine.

FUNCTION SPACE/SUITE REQUESTS

Exhibitors are welcome to request function space and/or suites for hosted receptions/hospitalities during the IAPD/IPRA Soaring to New Heights Conference. Space is assigned on a first-come, first-served basis. Function space/suite requests must be received prior to **December 2, 2011** to be considered. Submit all requests to Sue Triphahn, IAPD Conference Director by email to striphahn@ilparks.org or fax 847/496-5246 or call 847/496-4449. Functions may not conflict with any official IAPD/IPRA conference events. Requests must include the purpose of the function, estimated attendance, preferred date and start/end time. Functions are allowed only during program-free hours:

Thursday, January 26, 2012	7:00 pm – 9:00 pm
Friday, January 27, 2012	7:00 pm – 12:00 midnight
Saturday, January 28, 2012	5:00 pm – 7:00 pm

If your request is approved, you will be contacted by Sue Triphahn, IAPD Conference Director with instructions on how to proceed with your event/booking of your function space/suite.

INSURANCE

Each exhibitor shall maintain for the duration of this agreement general liability insurance, with limits of no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. **A copy of your certificate of liability insurance must be submitted to Sue Triphahn, IAPD Conference Director, 4476 Sundance Circle, Hoffman Estates, IL 60192 or emailed to striphahn@ilparks.org or faxed to 847/496-5246 by January 6, 2012.** Dates of coverage must include **January 25, 2012 through January 28, 2012**, inclusively. IAPD/IPRA, including their respective officers, employees, volunteers and agents are to be covered as additional insured as respects liability arising out of activities performed by or on behalf of the exhibitor. The coverage shall be primary insurance as respects the additional insured and shall contain no special limitation on the scope of protection afforded the additional insured. All exhibitors are required to furnish to IAPD/IPRA a certificate of insurance effecting coverage required by this provision.



BOOTH PRICES

		WITH TABLE	WITHOUT TABLE
Package A	(Up to 100 lbs)	\$1,187	\$1,080
Package B	(Up to 300 lbs)	\$1,297	\$1,190
Package C	(Up to 500 lbs)	\$1,322	\$1,215
Package D	(Up to 200 lbs, available for 4 or more booths only)	\$1,157	\$1,050

Please note your selected booth package price does **not** include **shipping charges** to the Freeman warehouse. Nor does it include the \$310 **roll-in and roll-out fee for mobile units only** (each way is \$155 per mobile unit) – **this applies to mobile freight only**. Mobile freight is defined as a self-propelled, rolling stock or a pushed vehicle/machinery. Onsite at the conference, if the weight limit of your booth exceeds your selected booth package, you will be billed additional charges from Freeman. Additional charges are \$120.50 per hundred pounds of freight over your selected package.

Enclosed find the exhibitor contract. The contract and final payment for booth space is due **September 12, 2011**. Exhibitors who do not return their signed contract with final payment by **September 12, 2011** will forfeit their booth space, any deposits paid and the **booth space(s) will be resold**. Booth space sold after September 12, 2011 must be accompanied with payment in full.

Cancellations must be submitted by written notice.

- **Before July 11, 2011**, the deposit paid, less a processing charge of \$25 per booth will be refunded.
- **On or after July 12, 2011 and before October 10, 2011**, the deposit paid, less a processing charge of \$100 per booth will be refunded.
- **There are NO REFUNDS on or after October 11, 2011.**

AS AN EXHIBITOR, YOU WILL RECEIVE AND BENEFIT FROM:

- Face-to-face access to more than 4,200 delegates searching for products and services
- Access to marketing, promotional and sponsorship opportunities
- (1) 10' wide by 8' deep draped booth
- (1) 6' draped table (if booth package with table option is chosen)
- (2) contour chairs
- (1) wastebasket
- Deluxe background drape, side dividers, and booth sign
- (5) complimentary exhibitor badges per booth (extra badges or replacements are \$10 each)
- **All badges are distributed onsite at the conference.**
- (2) complimentary tickets per booth for the Friday afternoon snack reception
- (1) complimentary parking pass per booth valid at the Hyatt Regency Chicago
- Admission to educational sessions and workshops on Friday and Saturday
- Listing in the 2012 Exhibitor Directory
- One-time general cleaning of booth and exhibit hall aisles
- House carpet for your booth - Color scheme: burgundy, tan and black pattern
- 24-hour hall security



IAPD/IPRA SOARING TO NEW HEIGHTS CONFERENCE

January 26 - 27, 2012

Hyatt Regency Chicago - Riverside Center



EXHIBITION RULES AND REGULATIONS

1. The acronym "IAPD/IPRA" means the Illinois Association of Park Districts and Illinois Park & Recreation Association acting through its respective officers, directors, members, committees, agents or employees acting for it in the management of the Exhibit Hall.
2. **Exhibit Hall Standards:** IAPD/IPRA welcomes exhibitors to the **2012 IAPD/IPRA Soaring to New Heights Conference**, as the exhibits constitute an important means of keeping members informed of new and improved products and services for the provision of park and recreation services. Each exhibitor shall exhibit only products and services of its own manufacture or other products and equipment for which it is the exclusive United States distributor in the park and recreation industry. The products or equipment of any manufacturer, which is not a registered exhibitor, are prohibited for use or display in the booth(s). IAPD/IPRA reserves the right to restrict or close down any exhibit which, because of noise, method of operation, materials, or any other reason, in the opinion of IAPD/IPRA, becomes objectionable. IAPD/IPRA also has the right to prohibit or remove any exhibit which in the opinion of IAPD/IPRA may detract from the general character of the Exhibit Hall as a whole, or consists of products or services inconsistent with the purpose of the Exhibit Hall, without liability for any refunds or other exhibit expenses incurred or alleged, for any reason, loss or damage including but not limited to actual or consequential damages. **An exhibitor who violates the above standards may be ineligible to participate in any future IAPD/IPRA trade shows.**
3. **Cancellation of Assignment of Booth Space:** Upon written notice received by IAPD/IPRA no later than **July 11, 2011**, an exhibit space contract may be cancelled by the exhibitor with full refund of any deposit, less processing fee of \$25.00 per booth. Exhibitors who cancel contracts in writing **on or after July 12, 2011, and before October 10, 2011** will receive a refund, less processing fee of \$100.00 per booth. **No refunds will be given for cancellations received on or after October 11, 2011.** After this time, exhibitors remain obligated for full payment of exhibit booth fee. Space reduction requests, which must also be in writing, will be treated in the same manner as contract cancellations. IAPD/IPRA reserves the right to accept or reject any signed application submitted and no contract shall be considered accepted by IAPD/IPRA until authorized staff executes it. All outstanding invoices owed to IAPD/IPRA for any reasons must be **paid in full by September 12, 2011** or IAPD/IPRA at its option may consider the contract cancelled by the exhibitor and may resell the space.
4. **Subletting of Space:** **No exhibitor may share, assign, sublet or apportion whole or any part of the space allotted to any other exhibitors or person except to a parent, subsidiary or affiliated corporation/business or where the product of each exhibitor cannot be used as intended without the product of the other exhibitor, the products combined are typically perceived as a single product and the products combined are often sold as a single product.**
5. **Booth Space:** Booth space rental shall include 8' deep and 10' wide per booth, rear background of curtains or an 8' frame and two side dividers of curtains on 3' frames. A two line name sign will be furnished. **No exhibit, including signs and advertising material, may exceed the height of 8'3".** Booth construction and displays must not interfere with any other exhibitor or cause aisle congestion. Exhibitors requesting special height considerations or other variations to these rules and regulations must submit three (3) copies of a detailed sketch of their proposed booth construction to the IAPD Conference Director at least 60 days prior to the opening of the show and must receive written approval from IAPD/IPRA before erecting same. IAPD/IPRA reserves the right to re-assign booth space in order to ensure the show traffic flow is not inhibited or to better the show for any given reason.
6. **Booth Accessibility:** Under Title III of the Americans with Disabilities Act, each exhibitor is responsible for making the exhibit space accessible to the disabled, and shall indemnify IAPD/IPRA and the conference facility against failure to do so.
7. **Exhibit Hall Dates and Hours:** The Exhibit Hall will be open to attendees during designated hours from **January 26-27, 2012**. No exhibitor, nor any employee, agent or representative of an exhibitor, shall be permitted to enter the Exhibit Hall without authorization of show management; nor may they be allowed to remain later than 60 minutes after the official closing hour, except on the last day of the Exhibit Hall and scheduled tear down time on January 27 and 28, 2012.
8. **Inspections and Compliance with Laws:** All materials, installations and operations of exhibitors must comply with the requirements of all inspection and other governmental authorities having jurisdiction and with all applicable laws, ordinances and regulations.
9. **Liability:** The IAPD/IPRA and the Hyatt Regency Chicago and their employees and representatives shall not be responsible for any loss, damage or injury to person or property that may be suffered by the exhibitor, or the exhibitor's employee, from any cause whatsoever arising out of participation in the Exhibit Hall prior, during or subsequent to the period covered by this exhibit contract, excluding that caused by or resulting from the negligence of IAPD/IPRA or the Hyatt Regency Chicago and their employees and representatives, and the exhibitor signing this contract expressly releases and agrees to indemnify, and hold harmless and defend the aforesaid, and each of them, from any and all claims for such loss, damage or injury. Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under exhibitor's insurance contracts for real and personal property. If requested, the exhibitor, as a condition to participation in the Exhibit Hall, shall obtain from its insurer(s) a waiver of subrogation consistent with this provision.
10. **Interruption or Prevention of Exhibit Hall:** In the event the Exhibit Hall is interrupted or prevented to be held for any reason beyond the control of IAPD/IPRA, this Exhibit Space Contract shall terminate and the exhibitor hereby waives any claim against IAPD/IPRA for damage of any kind or nature by reason of such termination except that any unearned portion of the space rental due hereunder shall abate, or if previously paid, shall be refunded by IAPD/IPRA to the exhibitor after deduction of such amounts as may be necessary to cover expenses incurred by IAPD/IPRA in connection with the Exhibit Hall.
11. **Security and Insurance:** IAPD/IPRA provides perimeter guard service in the exhibit hall and will exercise reasonable care for the protection of the exhibitor's materials. Exhibitors are solely responsible for the safety of their property, and IAPD/IPRA shall not be responsible for the safety of the property from theft, damage by fire, and accident of any other cause. Exhibitors must carry adequate insurance to cover all booth contents if such coverage is desired. All property of the exhibitors is understood to remain in his/her care, custody and control in transit to or from or within the confines of the exhibit hall. Exhibitor shall maintain for the duration of this agreement general liability insurance, with limits of no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Dates of coverage must include **January 25 through January 28, 2012**, inclusively. IAPD/IPRA, including their respective officers, employees, volunteers and agents are to be covered as additional insured as respects liability arising out of activities performed by or on behalf of the exhibitor. The coverage shall be primary insurance as respects the additional insured and shall contain no special limitation on the scope of protection afforded the additional insured. All exhibitors are required to furnish to IAPD/IPRA a certificate of insurance effecting coverage required by this provision. This certificate needs to be submitted to Sue Triphahn, IAPD Conference Director by fax to 847/496-5246 or email to striphahn@ilparks.org or sent to 4476 Sundance Circle, Hoffman Estates, IL 60192 by January 3, 2011. **Workers Compensation Insurance:** If applicable, exhibitor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
12. **Display – General:** No person, firm or organization not having contracted with IAPD/IPRA for the occupancy of space in the Exhibit Hall will be permitted to display, demonstrate its products, processes or services, in or on the premises of the Exhibit Hall or in the Hyatt Regency Chicago. Any infringement of this rule will result in the removal of the offending person and company. Circulars or other promotional material may be distributed only from the exhibitor's assigned space. Promotional material (flyers) for the attendee packets must be authorized by the IAPD Conference Director. The exhibitor will incur an additional charge for the flyer insert. Commercial radio and TV reception are not valid exhibit devices and at no time shall either be permitted in exhibitors' booths. Closed-circuit TV, tape recorders, sounds-pictures (motion or still), or other audio-visual devices with audible sound are also specifically excluded except where such devices are housed in enclosed areas, or so constructed that the sound will not be heard outside of the exhibitor's booth and will not interfere with exhibitors in adjoining booths. What is shown or heard must be directly related to the products, machine or services of the exhibitors. Models and exhibitor personnel shall be attired tastefully as determined by IAPD/IPRA. Operation of gasoline-powered vehicles will be permitted during move-in or move-out periods only. However, all fueling of vehicles must be accomplished outside the Exhibit Hall. If the conference site has a contrary fire code or the convention dictates otherwise, the exhibitor agrees to comply with those regulations regarding gasoline-operated vehicles/equipment. Gasoline-operated vehicles/equipment on display must have one gallon or less fuel in tanks. Fuel tank caps must be locked or taped and battery cables must be disconnected or taped. Fuel is to be dispensed or removed with approved safety equipment. No gasoline or other type of fuel-operated motor may be demonstrated inside the exhibit hall during the show. **Exhibitors will not be permitted to store packing crates and boxes in their booths or behind draping during the show period. If crates or boxes are found behind draping, they will be removed and stored by the drayage company and returned at the end of the show.** All boxes and crates properly marked will be stored and returned to the booth by the service contractors. It is the exhibitor's responsibility to mark and identify their crates. Crates not marked and identified may be destroyed. IAPD/IPRA reserves the right to amend the layout and location of the exhibits to improve the flow of traffic for the show.
13. **Union Rules and Regulations:** In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the various services required for materials handling within the show. The placing or setting up of merchandise or products to be displayed does not require union labor and may be done by the exhibitor. In addition, any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceed eight feet in any direction, shall require the use of union labor. **Products which cannot be hand carried by the exhibitor into the exhibit hall in one trip will require the use of union labor for move-in.** All labor requirements can be taken care of through the designated general service contractor. The use of specialized equipment (forklifts and cranes), required in connection with installing or assembling, is charged in addition to the CWT receiving rate. Roll-in and roll-out fee for *mobile freight only* is \$155 each way (\$310 roundtrip) for crated or uncrated. Mobile freight is defined as a self propelled, rolling stock or a pushed vehicle/machinery. Forklift services will be available for booth work, spotting and/or rigging at hourly rates at the expense of the exhibitor.
14. **Solicitation or Demonstration by Exhibitors:** Exhibit activities must be conducted so as not to interfere with the approved activities of any other exhibitor, specifically prohibited are excessive noise and activities that block the entrance and exit from neighboring booths. Exhibitors are not permitted to use mobile entertainment. All costumed characters must confine their activities to the exhibitor's booth. The serving or distributing of alcoholic beverages and or cooked food products by exhibitors in any part of the exhibit booth is prohibited. Handouts can be used for promotional purposes provided they are in good taste as determined by IAPD/IPRA. All handouts must be distributed from the exhibitor's booth and not from other areas of the exhibit hall or in the lobbies, banquet rooms or other public places in the Hyatt Regency Chicago unless written permission has been granted by IAPD/IPRA. Any cost incurred by IAPD/IPRA to remove stickers or other materials will be charged back to the exhibitors that used them. Unofficial identification badges are prohibited. The taking of photographs, videos or tape recordings by anyone in the Exhibit Hall is prohibited except in the case of official photographers, the press or with the written consent of the exhibitor in whose booth the photos or recording are being made.
15. **Lotteries, Games and Chance or Attendance Prizes:** Promotional plans designed to generate booth traffic cannot require visitors to be present at a specified location or time. No illegal promotions shall be permitted.
16. **Entertainment in Rooms During Conference Hours:** Exhibitors expressly agree not to conduct parties, receptions, open-houses or other events for conference attendees, in their private rooms, sales offices, hospitality suites, or other facilities, during all conference-related functions or until one-half hour after the official closing of the Exhibit Hall each day.
17. **Damage of Property of Others:** The exhibitor or exhibitors causing such damage must pay any damage caused by the exhibitor to the Hyatt Regency Chicago or to the property of other exhibitors in full.
18. **Fire Protection:** All packing containers, excelsior or wrapping paper are to be removed from the exhibit floor and must not be stored under tables or behind display. All decorations and booths must be of flame-proofed materials.
19. **Shipping Instructions:** **Freeman, the official show contractor, has been appointed to assure orderly and expeditious handling of exhibit materials in and out of the exhibit hall. The exhibitor will pay the cost of this service. The Exhibitor's Service Kit will provide complete and detailed shipping information for exhibitors.**
20. **Penalties:** Failure to comply with all conditions of this contract or any other rule or regulation governing the conduct of the Exhibit Hall, or any amendment thereto shall be cause for IAPD/IPRA to close the exhibit of the offending exhibitor at IAPD/IPRA's discretion after notice of failure to comply is given to the exhibitor and compliance is not effected forthwith. Offenders may also be prohibited from exhibiting at one or more subsequent shows, and all Exhibitor Points will be taken away.
21. **Amendments:** These regulations are to be construed as a part of the agreement between the exhibitors and IAPD/IPRA. IAPD/IPRA reserves the right to interpret all matters and questions not covered by these Rules and Regulations. These Rules and Regulations may be amended at any time by IAPD/IPRA and all amendments shall be equally binding on all parties affected by them as the original Rules and Regulations. In the event of any amendments or additions to these Rules and Regulations, written notice will be given by IAPD/IPRA to those exhibitors affected by them.
22. **Carts and Rolling Bags:** In order to maintain a safe exhibit hall, carts and rolling bags are prohibited.
23. **Policy on Children:** To ensure a professional and safe atmosphere, no one under the age of 18 years will be allowed to enter the exhibit hall unless the person is a paid employee, speaker or a registered full- or part-time student in a college or university.

IAPD/IPRA

Soaring to New Heights

CONFERENCE



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EXHIBITOR PROSPECTUS

Exhibit Hall January 26-27, 2012 Hyatt Regency Chicago
151 E. Wacker Drive Chicago, Illinois 60601

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Illinois Association of Park Districts

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Advancing Professionals