



IAPD / IPRA
Soaring
to
New
Heights
CONFERENCE

IAPD
Illinois Association of Park Districts

ILLINOIS
ipra
PARK & RECREATION ASSOCIATION

2014 EXHIBITOR PROSPECTUS

Exhibit Hall | January 23-24, 2014 | Hyatt Regency Chicago
151 E. Wacker Drive, Chicago, IL 60601



IAPD/IPRA
 Soaring to New Heights Conference
 January 23-24, 2014
 Hyatt Regency Chicago
 151 E. Wacker Dr.
 Chicago, IL 60601
 (312) 565-1234

SHOW PROFILE

Every year, over **4,500 park and recreation elected officials/commissioners/board members and 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
- IT Personnel
- Parks Operations and Maintenance Personnel
- 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
- Golf Course Professionals

The IAPD/IPRA Soaring to New Heights Conference 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
 211 East Monroe Street, Springfield, IL 62701
 (217) 523-4554
 (217) 523-4273 (fax)
 www.ilparks.org



Illinois Park and Recreation Association
 536 East Avenue, LaGrange, IL 60525
 (708) 588-2280
 (708) 354-0535 (fax)
 www.ilipra.org



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 2014 IAPD/IPRA Soaring to New Heights Conference to be held January 23-24, 2014 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 and target-rich environment. You'll receive unprecedented exposure to park and recreation elected officials/board members/commissioners 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 2014 IAPD / IPRA 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

Kevin Dolan, IAPD Exhibit Committee Co-Chairman – Mundelein Park & Recreation 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

Ron Lorenzo – Advisor

Jim Romanek – Mokena Community Park District

Jeanine Shotas – Oak Lawn Parks Foundation

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 2013.

WEDNESDAY, JANUARY 22, 2014

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



THURSDAY, JANUARY 23, 2014

8:00 am – 12:00 pm Exhibitor Move-In *

8:00 am – 7:00 pm Exhibitor Registration

9:00 am – 12:00 pm Pre-Conference Workshops

10:45 am – 11:00 am Exhibitor Meeting

11:00 am – 12:30 pm 2015 Booth Registration begins by Point System (41 points through 4 points)

12:00 pm – 1:00 pm Inspection by Fire Marshall and Exhibit Committee

1:00 pm – 7:00 pm Exhibit Hall Grand Opening

1:30 pm – 4:30 pm Pre-Conference Workshops

9:00 pm – Midnight Welcome Social with Spoken Four

***All exhibits must be completely set up (empty crates and boxes removed from booth) by 12:00 pm on Thursday, January 23, 2014. The loading dock will close at 11:00 am and no additional freight will be permitted in unless authorized by the IAPD Conference Director.**

FRIDAY, JANUARY 24, 2014

7:30 am – 8:30 am Continental Breakfast for the Exhibitors

8:00 am – 9:00 am 2015 Booth Registration (3 points through 1 point)

8:30 am – 9:45 am Conference Sessions

8:30 am – 10:30 am Conference Workshops

8:00 am – 5:00 pm Exhibitor Registration

8:30 am – 12:30 pm Exhibit Hall Open

10:00 am – 11:15 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

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 5:00 pm)



*** 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 2015 and you will forfeit all accumulated exhibitor points.**

SATURDAY, JANUARY 25, 2014

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

8:45 am – 10:45 am Conference Workshops

10:30 am – 11:45 am Conference Sessions

11:15 am – 1:15 pm Conference Workshops

12:15 pm – 1:30 pm Conference Sessions

2:00 pm – 3:15 pm Conference Sessions

3:30 pm – 4:45 pm Conference Sessions

3:30 pm – 5:00 pm IAPD Annual Business Meeting

5:00 pm – 6:00 pm Closing General Session with Jeff Havens

7:00 pm – 10:00 pm Closing Event (Ticketed Event)



EXHIBITS SELL!

Exhibiting at the 2014 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 2013 ... is your company listed? Don't miss out on this unique opportunity!

2013 EXHIBITORS

3D Design Studio
A-Awesome Amusements & Entertainment Co.
Active Network, Inc. (The)
All Inclusive Rec
American Carnival Mart
American Ramp Company
American Red Cross of Greater Chicago
Ameristar Fence Products
Amplivox Sound Systems
Aqua Pure Enterprises, Inc.
Aquatic Development Group
Architectural Consulting Group, Ltd.
Aspex Solutions
AstroTurf
Banner Sales and Consulting, Inc.
Barefoot Group, Inc.
Beacon Athletics
Best Bus Sales - Illinois Bus Sales
Bobcat Company
Bockyn, LLC
Brian Wismer Entertainment Inc.
Bronze Memorial Company
Brusseau Design Group, LLC
BSN Sports
Burbach Aquatics, Inc.
Call One
CalStar Products
Camosy Construction
Cardno JFNew Native Plant Nursery
Challenger Sports
Chapman and Cutler LLP
Chicago Bulls/White Sox Training Academy
Chicago's North Shore CVB
CityReporter - Noratek Solutions Inc.
ClearStream Recycling, Inc.
Clowning Around Entertainment
Cody/Braun & Associates, Inc.
Commercial Recreation Specialists, Inc.
Component Products, Inc.
Connor Sports Flooring
Conservation Design Forum/Conservation Land Stewardship
Cordogan Clark & Associates, Inc.
Corporate Construction Services
Councilman-Hunsaker & Associates
Crown Trophy
Cunningham Recreation/Gametime
Current Technologies
Custom Manufacturing, Inc.
Custom Playgrounds Inc.
Design Perspectives, Inc.
Dewberry
Direct Fitness Solutions
DLA Architects, LTD
Doty & Sons Concrete Products
Drop Zone Portable Services, Inc.
Dynamo Playgrounds Inc.
ENCAP, Inc.
ENCAP, LLC
Energy Resources Center
Engineered Plastic Systems
Engineering Resource Associates, Inc.
Entertainment Concepts
Executive Service Corps of Chicago
ExerSkys Outdoor Fitness Stations
Farnsworth Group, Inc.
Featherstone, Inc.
FGM Architects, Inc.
FieldTurf
Finishing Contractors Association of Illinois (FCAI)
Fitness Connection, The
Fitness Experience, LLC
Fitzgerald Lighting & Maintenance Co., Inc.
Fountain Technologies LTD
Game Day USA / Janor Sports
GameWorks
Gen Power
George Williams College of Aurora University
Gold Medal Products, Co.
Goodmark Nurseries LLC
Graf Tree Care, Inc.
Graybar
Green Source Inc.
Griffon Systems, Inc.
Haldeman-Homme, Inc.
Halogen Supply Company, Inc.
Harris Computer/MSI/AEK
Henry Bros. Co.
Heritage Corridor Convention & Visitors Bureau
Hey and Associates, Inc.
Hitchcock Design Group
Homer Industries, LLC
Hoving Pit Stop, Inc.
Howard L. White & Associates, Inc.
Hunter Industries
HYA Executive Search Services
I.D. EDGE Inc.
Illinois Association of Park Districts
Illinois Funds / E-Pay
Illinois Metropolitan Investment Fund
Illinois Municipal Retirement Fund
Illinois Park and Recreation Association
Illinois Park District Liquid Asset Fund Plus Class (IPDLAF+)/ PFM Group
INNOVA Disc Golf
Innovative Aquatic Design, LLC
Inside-Out Company, The
IPARKS
iZone
Jeff Ellis & Associates, Inc.
John Deere Company
JR's Johns, Inc.
Kafka Granite, LLC
Keeper Goals
K1 Furniture
Kidstuff Playsystems
Kiefer Specialty Flooring
Knutte and Associates, P.C.
Kolorcans
Lake Country Corporation
LandTech Design, Ltd.
Life Fitness
Lifeguard Store, The
Lincoln Equipment, Inc.
Links Technology Solutions, Inc.
Lohmann Companies
Lord & Murphy, Inc.
Lurvey Landscape Supply
Mad Bomber Fireworks Productions
Management Association
Matrix Fitness
Maul Asphalt & Seal Coating
Maximum Solutions
Max-R
McGinty Bros., Inc.
Medieval Times Dinner & Tournament
Melrose Pyrotechnics, Inc.
Memory Makers, Inc.
Mercury Skyline Cruiseline
Mesirow Financial, Inc.
Midwest Commercial Fitness
Midwest Sales Company
Midwest Transit Equipment, Inc.
Mity-Lite, Inc.
Monroe Truck Equipment, Inc.
Morton Arboretum, The
Mulch Center, The
Murdock Manufacturing
Musco Sports Lighting, Inc.
National Alliance for Youth Sports
National Seed
Neptune-Benson, Inc.
NiceRink
Nicholas & Associates, Inc.
Norwalk Concrete Industries
NuStep, Inc.
NuToys Leisure Products
Palos Sports, Inc.
Pannier
Park District Risk Management Agency
Park Press
Park Supply Direct, Inc.
Parkreation, Inc.
Pentair Aquatic Systems
Perfect Mound, The
Perfect Turf LLC
Personalized Awards, Inc.
PHN Architects
PHN Construction, Ltd.
Pizzo & Associates, Ltd.
Planning Resources, Inc.
Plaster of Paradise
Play-Well TEKologies
Playworld Preferred
PMA Financial Network, Inc.
PMI Sports Photography
Polysoft Surfaces
Possibility Place Nursery
PPG Architectural Coatings
Prairie Forge Group
Prestige Distribution, Inc.
Prime Turf, Inc.
Primera Engineers Ltd.
Public Research Group
Pulse Design, Inc.
Q-Star Technology
Qualite Sports Lighting, LLC
R.C. Systems, Inc.
Rainout Line
RATIO Architects, Inc.
Rec Brands of Northern IL/Play & Park Structures
RecClix LLC
Record-A-Hit Entertainment
Recreation Accessibility Consultants, LLC
Recreonics, Inc.
Reese Recreation Products, Inc.
Reinders, Inc.
RenoSys Corporation
RGC Design
Riddle & Associates
Riley Construction Company
Robert Juris & Associates Architects, LTD.
Robert W. Baird & Co.
Rosetta of Michigan
RTH Processing, Inc.
RTM & Associates, Inc.
S & S Worldwide
Safari Land
Safety Supply Illinois
SCORE Sports
Seranton Products
ServiceWear Apparel, Inc.
Seven Utility Management Consultants
Shade Creations by Waterloo
Siemens Industry, Inc.
Sievert Electric
Sikich LLP
Single Path, LLC
Sink Combs Dethlefs
SkyLogix, LLC
Smart Industry Products, LLC
Soccer Made in America
Spalding/Dudley
Spargo Group, The
Spear Corporation
Speer Financial, Inc.
Spohn Ranch Inc.
Sport Court Midwest
Sportable Scoreboards
Sports Endeavors, Inc.
Sports Imports
Sports R Us, Inc.
Sportsfields, Inc.
SPRI Products
SSCI - Operation TLC2
Stantec Consulting Services, Inc.
Starfish Aquatics Institute, Inc. (SAI)
Starved Rock Lodge
State of Illinois/CMS/Local Government Health Plan
Steiner Electric
Suburban Umpires Association, Inc.
Sundek of Illinois, Inc.
Tallgrass Restoration, LLC
Team REIL, Inc.
Techline Sports Lighting
TechnoGym
Terrabilt, Inc.
Tintype Studio, Inc., A
Trane
TSS Photography
Tyler Technologies
U.S. Arbor Products, Inc.
U.S. Cellular
U.S. Tennis Court Construction Company
United States Tennis Association/Midwest Section
Univar
University of St. Francis
Upland Design, Ltd.
Vermeer Midwest
Vermont Systems, Inc.
Vernon and Maz, Inc.
Version2, LLC
Visual Image Photography, Inc.
Vortex-Mid West
W.B. Olson, Inc.
Water Splash Inc.
Water Technology, Inc.
Waterplay Solutions Corp.
Waupaca Sand & Solutions (Division of Faulks Bros. Construction Inc.)
Weblinx, Inc.
Wenger Corporation
Williams Architects, Ltd.
W-T Engineering, Inc.
Zenon Company
ZingCard LLC
ZOPPE: An Italian Family Circus



BOOTH PRICES			
		WITH TABLE	WITHOUT TABLE
Package A	(Up to 100 lbs)	\$1,197	\$1,090
Package B	(Up to 300 lbs)	\$1,307	\$1,200
Package C	(Up to 500 lbs)	\$1,332	\$1,225
Package D	(Up to 200 lbs, available for 4 or more booths only)	\$1,167	\$1,060

*Onsite at the conference, if the weight limit of your freight exceeds your selected booth package, you will be billed accordingly by Freeman for the additional weight. Additional charges are \$138.50 per hundred pounds of freight over your selected booth package.

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.

Enclosed please find the exhibitor contract. The contract and final payment for booth space is due by **September 30, 2013**. Exhibitors who do not return their signed contract with final payment by September 30, 2013 will forfeit their booth space, any deposits paid and the **booth space(s) will be resold**. Booth space sold after September 30, 2013 must be accompanied with payment in full.

Cancellations must be submitted by written notice.

- **Before July 15, 2013**, the deposit paid, less a processing charge of \$25 per booth will be refunded.
- **On or after July 15, 2013 and before October 14, 2013**, the deposit paid, less a processing charge of \$100 per booth will be refunded.
- **There are NO REFUNDS on or after October 14, 2013.**

AS AN EXHIBITOR, YOU WILL RECEIVE AND BENEFIT FROM:

- Face-to-face access to more than 4,500 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 \$15 each). All badges are distributed onsite at the conference
- (1) complimentary parking pass per booth valid at the Hyatt Regency Chicago (valet parking only)
- Complimentary continental breakfast on Friday
- Admission to educational sessions and workshops on Friday and Saturday
- Listing in the 2014 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



EXHIBITOR CHECK-IN/REGISTRATION

Exhibitor registration packets, badges and parking pass(es) can be picked up at Exhibitor Registration beginning on Wednesday, January 22, 2014 from 12:00 p.m. – 4:00 p.m. and Thursday, January 23, 2014 from 8:00 a.m. – 7:00 p.m. located at the northwest entrance of the Exhibit Hall.

EXHIBITOR DIRECTORY

Go to <https://www.cteusa.com/ilparks5e> to submit your exhibitor directory information and company description. This link will be live on Monday, September 30, 2013. You must have your login to access the site. If your designated contact has not received their login information via email by September 30, 2013, email ilparks2014@cteusa.com or call (847) 759-4279 to request your login code. **Only exhibitors that have paid their exhibiting 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 20, 2013** in order to appear in the directory.

EXHIBITOR NAME BADGE REQUESTS

Each booth will be allotted (5) complimentary exhibitor badges. These names need to be submitted no later than **Monday, January 20, 2014**. 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, 2014. 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 22, 2014 from 12:00 p.m. to 4:00 p.m. and on Thursday, January 23, 2014 from 8:00 a.m. – 7:00 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 \$15.00 each.

EXHIBITOR SERVICES KIT

A comprehensive exhibitor service manual will be available online in November 2013. The link and login 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 booths. 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.

EXHIBITOR VENUE/HOUSING

The 2014 IAPD/IPRA Soaring to New Heights Conference will be held January 23-24, 2014 at the Hyatt Regency Chicago located at 151 E. Wacker Dr., Chicago, IL 60601, (312) 565-1234. Room blocks are available at the Hyatt Regency Chicago and the Swissôtel. See below housing information.

Hyatt Regency Chicago (Host Hotel)

151 E. Wacker Drive, Chicago, IL 60601

Web link to book online: <https://resweb.passkey.com/go/Soaring2014>

Phone: 1 (800) 233-1234

Group code: APAR

Rates: \$119 Single/Double; \$129 Triple; \$139 Quad

Upgrades:

\$30 per room to upgrade to Deluxe Room

\$50 per room to upgrade to Regency Club

\$30 per room to upgrade to Business Plan

Cut-off: Reservations made after January 2, 2014 may pay a higher rate and are subject to availability.

Cancellations: Cancellations received after December 16, 2013 will forfeit the one-night room and tax deposit required at the time the reservation was made.

SWISSOTEL CHICAGO (Additional Housing Available)

323 E. Wacker Drive, Chicago, IL 60601

Web link to book online: <https://resweb.passkey.com/go/Soaring2014>

Phone: 1 (888) 73-SWISS or (312) 565-0565

Group code: ILPD0114

Rates: \$119 Single/Double; \$129 Triple; \$139 Quad

Upgrades: \$20 per room to upgrade to Lakeview Room

\$40 per room to upgrade to Corner King Room

Cut-off: Reservations made after January 3, 2014 may pay a higher rate and are subject to availability.

Cancellations: Cancellations received after December 16, 2013 will forfeit the one-night room and tax deposit required at the time the reservation was made.

FUNCTION SPACE/SUITE REQUESTS

Exhibitors are welcome to request function space and/or suites for hosted receptions/hospitalities. Space is assigned on a first-come, first-served basis. Function space/suite requests must be received prior to **December 6, 2013** to be considered. Submit all requests to Sue Triphahn, IAPD Conference Director by email to striphahn@ilparks.org or fax to (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 times. Functions are allowed only during program-free hours:

Thursday, January 23, 2014 7:00 pm – 9:00 pm
Friday, January 24, 2014 7:00 pm – 12:00 midnight
Saturday, January 25, 2014 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, 2014.** Dates of coverage must include **January 22, 2014 through January 25, 2014**, inclusively. IAPD/IPRA, including their respective officers, employees, volunteers and agents are to be covered as additional insured as respects to liability arising out of activities performed by or on behalf of the exhibitor. The coverage shall be primary insurance as respects to 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.

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

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 web based 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. Enjoy instant access to your captured information so that you may follow up on your valuable leads. The captured lead information may be emailed to any address you specify as often as you like directly from the web application.

<u>DESCRIPTION</u>	<u>STANDARD PRICE</u> BEFORE Jan. 10, 2014	<u>STANDARD PRICE</u> AFTER Jan.10, 2014
LeadNet	\$200.00	\$250.00
CTE Lead Retrieval services are now available through the LeadNet Application. LeadNet allows exhibitors to use their own mobile device, smart phone, or laptop to gather, organize and follow-up with all contacts in real time. LeadNet provides a new wider suite of data sorts and reporting that will allow for faster more accurate lead follow-up.		

*Minimum Operating system requirements apply. Internet or cellular data plan are required. Price is per LeadNet license.

LeadNet Plus	\$350.00	\$375.00
CTE is able to rent iPads to exhibitors that do not have their own compatible mobile device.		

**Minimum operating system requirements apply. Internet or cellular data plan is required. Price is per LeadNet license.

Custom Qualifier Codes	\$60.00	\$60.00
The lead retrieval system can be programmed with up to 20 custom qualifiers that can assist your exhibitors in specifying what their prospective lead is interested in.		

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

BE GREEN

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 2014 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 2014 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 and 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

The prospects you want to reach...More than 4,500 attendees are expected to attend the 2014 IAPD/IPRA Soaring to New Heights Conference. This event offers a unique opportunity to get information about your company's products and services into the hands of thousands.

Your company will gain the attention of board members/elected officials and top-level professionals. These people are responsible for budgets of more than \$3 billion at park districts, forest preserves, conservation, recreation and special recreation agencies all over Illinois and the Midwest. They manage multimillion dollar facilities, make buying recommendations and decisions, and research new products and services.

Conference sponsorship packages are designed to provide a multitude of compelling and cost-effective ways to increase your company's brand presence, exposure and create more business opportunities among a highly targeted group of potential customers.

We are excited to offer the below sponsorship options to Soaring to New Heights Conference exhibitors only.:

Premier Sponsor **\$5000.00** **5 available (1 left)**

New this year! Premier sponsorship includes (1) 8' x 10' booth (up to 100 lbs.) with a table (subject to availability.) A few sponsorship benefits include: conference promotional stuffer, opportunity to distribute a promotional item at the Welcome Social, recognition at the All Conference Awards Luncheon, Conference General Session and Closing Social and much more!

Social Sponsor **\$3000.00** **3 available (2 are left)**

Social sponsorship includes (1) 8' x 10' booth (up to 100 lbs.) with a table (subject to availability.) A few sponsorship benefits include: opportunity to distribute a promotional item at the Welcome Social, recognition at the Closing Social, acknowledged on signage and much more!

Promotion Sponsor **\$2000.00** **5 available**

Promotion sponsorship includes (1) 8' x 10' booth (up to 100 lbs.) with a table (subject to availability.) A few sponsorship benefits include: opportunity to distribute

a promotional item to be included with the conference giveaway that all attendees receive, acknowledged on signage and much more!

Escalator Runners **\$1500.00** **4 available**

Your company's graphics will be placed on the runner on three sets of escalators used by all attendees as they travel throughout the hotel during the conference.

Exhibitor Aisle Signs **\$500.00/aisle** **9 aisles available, 1 sponsor per aisle**

More than 4,500 attendees make their way through the exhibit hall; your logo on overhead aisle signs will continuously remind them of your support and presence.

Registration Lists

Exhibitors have the opportunity to purchase the 2014 attendee list. This information can be used as a resourceful marketing tool by sending out prior to the conference postcards, brochures, mailers, etc. promoting your company, products/services and booth location. Some attendee email addresses may be provided. Attendees will be asked to "opt in" at registration to receive email marketing at registration.

Early Bird Registration List **\$250.00** (as of 12/2/13, will receive by 12/6/13)

Pre-registration List **\$300.00** (as of 1/6/14, will receive by 1/10/14)

Final Registration List **\$350.00** (will receive by 2/6/14)

If interested or have questions, please contact Cindy Timmermann, IAPD Marketing Director at (217) 523-4554 or email ctimmermann@ilparks.org or Heather Weishaar, IPRA Development and Project Director at (708) 588-2282 or email heather@ilipra.org.

ADVERTISING

Let our readers know that you are exhibiting at the 2014 conference by advertising in *IP&R* magazine. Limited advertising space is available in the pre-conference and final conference brochures and is reserved on a first-come, first-served basis. Put your ad in front of our thousands of readers, and show your support of the park and recreation industry. For more information regarding ad placement, please email Rachel Laier, IAPD Publications Director at rlaier@ILparks.org.

IAPD/IPRA SOARING TO NEW HEIGHTS CONFERENCE

January 24-25, 2014

Hyatt Regency Chicago - Riverside Center
 151 E. Wacker Dr.
 Chicago, IL 60601

FLOOR PLAN



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 2014 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 15, 2013**, 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 15, 2013, and before October 14, 2013** will receive a refund, less processing fee of \$100.00 per booth. **No refunds will be given for cancellations received on or after October 14, 2013.** After this time, exhibitors remain obligated for full payment of exhibiting 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 30, 2013** 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 23-24, 2014**. 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 24 and 25, 2014.

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 22 through January 25, 2014**, 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@iparks.org or sent to 4476 Sundance Circle, Hoffman Estates, IL 60192 by January 6, 2014. **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 material 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

IAPD
Illinois Association of Park Districts

ILLINOIS
ipra
PARK & RECREATION ASSOCIATION

2014 EXHIBITOR PROSPECTUS

Exhibit Hall | January 23-24, 2014 | Hyatt Regency Chicago
151 E. Wacker Drive, Chicago, IL 60601