



IAPD/IPRA
SOARING to
NEW HEIGHTS
CONFERENCE

IAPD
Illinois Association of Park Districts

ILLINOIS
ipra
PARK & RECREATION ASSOCIATION

2016 EXHIBITOR PROSPECTUS

Exhibit Hall | January 28-29, 2016 | Hyatt Regency Chicago
151 E. Wacker Drive, Chicago, IL 60601



IAPD/IPRA
Soaring to New Heights Conference
January 28-29, 2016
Hyatt Regency Chicago
151 E. Wacker Dr.
Chicago, IL 60601
(312) 565-1234

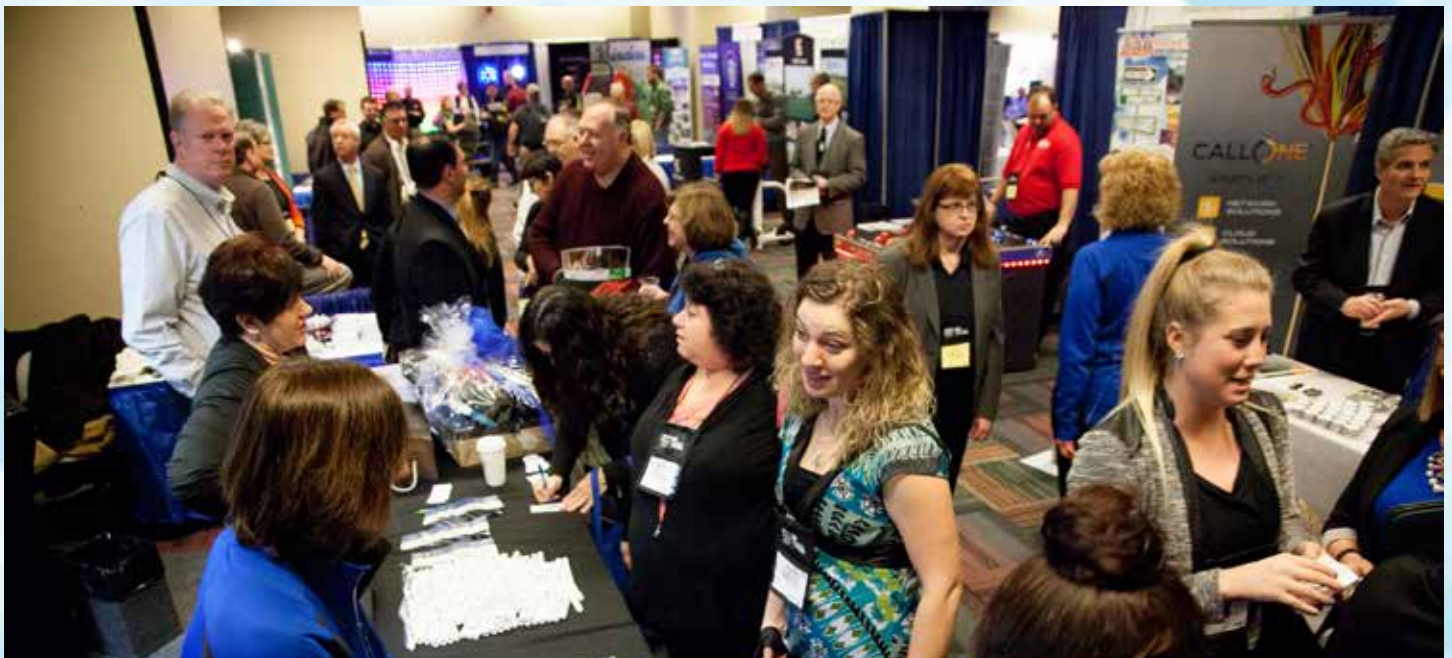
SHOW PROFILE

Every year, more than **4,400 park and recreation elected officials/commissioners/board members and professionals** throughout 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.



MESSAGE TO EXHIBITORS

We invite you to celebrate a new year of commitment and growth at our 2016 IAPD/IPRA Soaring to New Heights Conference to be held January 28-29, 2016 at the Hyatt Regency Chicago located at 151 E. Wacker Drive, 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 income 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 products and/or services in front of all conference delegates.

Sincerely,

The 2016 IAPD/IPRA Exhibit Committee



Illinois Association of Park Districts

211 East Monroe Street, Springfield, IL 62701
(217) 523-4554
(217) 523-4273 (fax)
ILparks.org



Illinois Park and Recreation Association

536 East Avenue, LaGrange, IL 60525
(708) 588-2280
(708) 354-0535 (fax)
ILipra.org

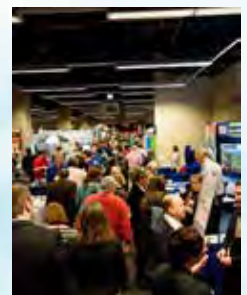
EXHIBIT COMMITTEE

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
Eric Entler, IAPD Exhibit Committee Co-Chairman – Park District of Forest Park

Donna Andrasco – Advisor
Dean Bissias – Park District of LaGrange
Sandy Chevalier – Tinley Park-Park District
Lynne Cotshoff – Hoffman Estates Park District
Leigh Ferstein – Elk Grove Park District
Fred Hohnke – Woodridge Park District
Sherrie Izban – Lily Cache Special Recreation Association

Don Jessen – Advisor
Leesa Johnson – IPRA
Jim Romanek – Mokena Community Park District
Bob Schmidt – Schaumburg Park District
Jeanine Shotas – Oak Lawn Parks Foundation
Sue Triphahn – IAPD
Sue Vastalo – Bolingbrook Park District
Kim Wascher – South Elgin Parks and Recreation Department



SCHEDULE OF EVENTS

Schedule is subject to change. A final schedule will be distributed in early December 2015.

WEDNESDAY, JANUARY 27, 2016

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

THURSDAY, JANUARY 28, 2016

8:00 am – 12:00 pm Exhibitor Move-In*
8:00 am – 6:00 pm Exhibitor Registration
9:00 am – Noon Pre-Conference Workshops
10:45 am – 11:00 am Exhibitor Meeting
11:00 am – 12:30 pm 2017 Booth Registration begins by Point System
(43 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 – 4:30 pm Pre-Conference Workshops
9:00 pm – Midnight Welcome Social With Shout Out

*** All exhibits must be completely set up (empty crates and boxes removed from booth) by 12:00 pm on Thursday, January 28, 2016. The loading dock will close at 11:00 am and no additional freight will be permitted unless authorized by the IAPD Conference Director.**

FRIDAY, JANUARY 29, 2016

7:30 am – 8:30 am Continental Breakfast for the Exhibitors
8:00 am – 9:00 am 2017 Booth Registration
(3 points through 1 point)
8:15 am – 9:30 am Conference Sessions
8:00 am – 4:00 pm Exhibitor Registration
9:00 am – 12:00 pm Exhibit Hall Open
9:45 am – 11:00 am Conference Sessions
12:15 pm – 2:15 pm All-Conference Awards Luncheon (ticketed event)
1:00 pm – 2:15 pm Conference Sessions (geared towards entry level professionals)
1:00 pm – 4:00 pm Exhibit Hall Open
2:15 pm – 3:30 pm Dedicated exhibit hall hours/dessert served in hall
3:30 pm – 4:45 pm Conference Sessions
4:00 pm – 7:00 pm Exhibitor Move-Out*
(Exhibitors may not break down their booth until after 4:00 pm)
5:00 pm – 6:30 pm IPRA Annual Business Meeting

*** Your booth must remain in place and staffed until 4:00 pm. If you do not comply with this requirement, you will be prohibited from exhibiting in 2017 and you will forfeit all accumulated exhibitor points.**

SATURDAY, JANUARY 30, 2016

8:00 am – 11:00 am Exhibitor Move-Out
(All exhibitors/booths/freight must be vacated from the hall by 11:00 am)
9:00 am – 10:00 am Keynote/General Session
10:15 am – 11:30 am Conference Sessions
12:30 pm – 1:45 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
7:00 pm – 10:00 pm Closing Event on the Spirit of Chicago and the Odyssey Boats
(ticketed event)

EXHIBITS SELL!

Exhibiting at the 2016 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 2015 ... is your company listed? Don't miss out on this unique opportunity!

2015 EXHIBITORS

3D Design Studio
9 Square in the Air
Active Network, Inc. (The)
ADG
Adolph Kiefer & Associates
Airborn Media
Alchemy Disc Golf Designs
All Inclusive Rec LLC
American Carnival Mart
American Express Geometry Global
American Ramp Company
American Red Cross
Ameron Pole Products
AMI Communications
Amplivox Sound Systems
Aqua Pure Enterprises, Inc.
AstroTurf
Awesome Amusement Party Rentals
Bagspot Pet Waste Solutions
BCI Burke
Beacon Athletics
Best Bus Sales
Big Cat Goalkeeping
BioSeal Systems
Birch
BirdStoppers.com
BlueRec
Bounce Houses R Us LLC
Brian Wismer Entertainment
Bronze Memorial Company
Brusseau Design Group, LLC
BS&A Software
BSN Sports
Cabela's
Call One
Camosy Construction
Cedar Forest Products c/o Park Supply Direct, Inc.
Central Sod Farms Inc.
Challenger Sports
Chapman and Cutler LLP
Charles Vincent George Architects
Chase Bank
Chicago Bulls/White Sox Training Academy
Chicago Wolves
Chicago's North Shore Convention & Visitors Bureau
CityReporter
Clowning Around Entertainment
Cody/Braun & Associates, Inc.
Colonial Life
Colorado Time Systems
Columbia Cascade Company
Commeg Systems, Inc. (TimePro)
Commercial Recreation Specialists, Inc.
CommunityPass
Connor Sports
Conservation Design Forum
Constituent Outreach Consultants, Inc.
Cordogan Clark & Associates, Inc.
Corporate Construction Services
Counsillman-Hunsaker
CRC Concrete Raising and Repair
Creative Promotional Products
Crown Trophy
CSI Software
Cunningham Recreation/GameTime
Current Technologies
Custom Manufacturing, Inc.
Custom Playgrounds Inc.
CXT, Inc.
DASH Platform
Design Perspectives, Inc.
Dewberry Architects Inc.
Dewitt Company
Direct Fitness Solutions
Discount Playground Supply
Divine Signs Inc.
DLA Architects, Ltd.
Doty & Sons Concrete Products, Inc.
Drop Zone Portable Services, Inc.
Dynamo Playgrounds
E.P. Doyle & Son, LLC
ENCAP, Inc.
Enchanted Castle - Haunted Trails
Engineering Resource Associates, Inc.

Entertainment Concepts
ePACT Network Ltd.
Eriksson Engineering Associates, Ltd.
EVP Volleyball Pros
Executive Service Corps of Chicago
FacilityDude
Farnsworth Group, Inc.
FGM Architects, Inc.
FieldTurf
Finishing Solutions Network
Fleet US Athletic Field Paint and Equipment
ForeverLawn Chicago
Fountain Technologies LLC
Frederick Quinn Corp.
Frontline Technologies LLC
Game Day USA
Gen Power
Gold Medal Products, Co.
Graf Tree Care, Inc.
Green Source, Inc.
Greenfields Outdoor Fitness
Haldeman-Homme, Inc.
Halogen Supply Company, Inc.
Harris Local Government
Henry Bros. Co.
Heritage Corridor Convention & Visitors Bureau
Herkowski Stickler & Associates
Hey and Associates, Inc.
Hitchcock Design Group
Homer Industries, LLC
Howard L. White & Associates, Inc.
Hunter Industries
I.D. EDGE Inc.
Illinois Association of Park Districts
Illinois Department of Central Management Services/Local Government Health Plan
Illinois Energy Now
Illinois Footgolf Association, LLC
Illinois Girls Lacrosse Association (IGLA)
Illinois Metropolitan Investment Fund
Illinois Municipal Retirement Fund
Illinois Park and Recreation Association
Illinois Park Rangers
Illinois State Board of Education
INNOVA Disc Golf
INSPEC, Inc.
Intertrav Corp.
IPARKS
IPRM Construction Management
Jeff Ellis & Associates, Inc.
John Deere Company
Kafka Granite, LLC
Kay Park Rec Corp
Keeper Goals
Keylime Cove
KI Furniture
Kiefer USA
Kirby Built Products
Knutte and Associates, P.C.
Lake Country Corporation
Lands' End Business Outfitters
LandTech Design, Ltd.
Life Fitness
Lifeguard Store, The/Swim Team Store, The
Lincoln Aquatics
Links Technology Solutions, Inc.
Lock 16 & the LaSalle Canal Boat
Lohmann Companies
Lord & Murphy, Inc.
Mad Bomber Fireworks Productions
Management Association
Martin Implement
Matrix
Maul Asphalt & Sealcoating
Maximum Solutions
Medieval Times Dinner & Tournament
Melrose Pyrotechnics, Inc.
Mesirow Financial
Midwest Commercial Fitness
Midwest Sales Company
Midwest Transit Equipment, Inc.
Mity-Lite, Inc.
Mulch Center, The
Murdock Manufacturing
Musco Sports Lighting, Inc.
Nagle Hartray Architecture, Ltd.

National Association of Park Foundations
Neptune-Benson, Inc.
NiceRink
Nicholas & Associates, Inc.
Norwalk Concrete Industries
NSN Employer Services
NuStep, Inc.
NuToys Leisure Products
Original Watermen
Outdoor Rinks by Iron Sleet
Palos Sports, Inc.
Pannier Graphics
Park District Risk Management Agency (PDRMA)
Parkreation, Inc.
Party Company LLC, The
PBS Companies
Perfect Turf LLC
Personalized Awards, Inc.
PFM Asset Management LLC
Pizzo & Associates, Ltd.
Planning Resources, Inc.
Play & Park Structures
Play-Well TEKologies
PMA Financial Network, Inc.
PMI Sports Photography
Porous Pave Inc.
Porter Athletic
Possibility Place Nursery
Prairie Forge Group
Prime Turf, Inc.
Primera Engineers Ltd.
Q-Star Technology
Qualite Sports Lighting, LLC
R.J. O'Neil Inc.
Rain Drop Products
Rainout Line (Status Share LLC)
RAMUC Pool Paint
RATIO Architects, Inc.
REACH
RecClix LLC
Record-A-Hit Entertainment
ReCPro Software
Recreonics, Inc.
Reese Recreation Products, Inc.
Reinders, Inc.
RenoSys Corporation
Retour Tennis
Rettler Corporation
RGC Design
Robert Juris & Associates Architects, LTD.
Safariland
SCORE Sports
SCW Fitness Education
Service Sanitation, Inc.
Shade Creations by Waterloo
Sikich LLP

Sink Combs Dethlefs, Sports Architecture
Six Flags Great America
SkyLogix, LLC
Smart Industry Products, LLC
Soccer Made in America
Sod Solutions, Inc.
SOS Technologies
Spear Corporation
Speer Financial, Inc.
Sport Court Midwest
Sportsfields, Inc.
Springbrook Software Inc.
SSCI - Background Checks
Stageline Mobile Stage
Stantec Consulting Services Inc.
Starfish Aquatics Institute, Inc. (SAI)
Starved Rock Lodge & Conference Center
Stickersandmore.com
Strider Sports International, Inc.
Sundek of Illinois, Inc.
Tallgrass Restoration, LLC
Team REIL, Inc.
Techline Sports Lighting
TERRA Engineering, Ltd.
The Garland Co., Inc.
The Interlocal Purchasing Systems (TIPS)
The Park Catalog
The Spargo Group
The Wickcraft Company
Tintype Studio, Inc.
Trane
TSS Photography
Tyler Technologies
U.S. Arbor Products, Inc.
U.S. Tennis Court Construction Company
Ultimate RB, Inc.
Unilock Chicago
Univar
Upland Design, Ltd.
Vermont Systems, Inc.
Vernon and Maz, Inc.
Visual Image Photography, Inc.
Vortex Midwest
W.B. Olson, Inc.
Water Technology, Inc.
Waterplay Solutions Corp.
Waupaca Sand & Solutions
WDA
Weblinx, Inc.
WhiteWater West
Wight & Company
Williams Architects/Aquatics
W-T Engineering, Inc.
Zenon Company
Zing Card
ZOPPE: An Italian Family Circus



BOOTH PRICES			
		WITH TABLE	WITHOUT TABLE
Package A	(Up to 100 lbs)	\$1,207	\$1,100
Package B	(Up to 300 lbs)	\$1,317	\$1,210
Package C	(Up to 500 lbs)	\$1,342	\$1,235
Package D	(Up to 200 lbs, available for 4 or more booths only)	\$1,177	\$1,070

*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 21, 2015**. Exhibitors who do not return their signed contract with final payment by **September 21, 2015** will forfeit their booth space, any deposits paid and the **booth space(s) will be resold**. Booth space sold after September 21, 2015 must be accompanied with payment in full.

Cancellations must be submitted by written notice.

- **Before July 13, 2015**, the deposit paid, less a processing charge of \$25 per booth will be refunded.
- **On or after July 13, 2015 and before October 12, 2015**, the deposit paid, less a processing charge of \$100 per booth will be refunded.
- **There are NO REFUNDS on or after October 12, 2015.**

AS AN EXHIBITOR, YOU WILL RECEIVE AND BENEFIT FROM:

- Face-to-face access to more than 4,400 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
- (2) Complimentary tickets per booth for the Friday afternoon dessert reception
- Admission to educational sessions on Friday and Saturday
- Listing in the 2016 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 27, 2016 from 12:00 pm – 4:00 pm and Thursday, January 28, 2016 from 8:00 am – 7:00 pm located at the Northwest entrance of the Exhibit Hall.

EXHIBITOR DIRECTORY

Go to <https://www.cteusa.com/ilparks7e> to submit your exhibitor directory information and company description. The link will be live on Monday, September 28, 2015. You must have your login to access the site. If your designated contact has not received their login information via email by September 28, 2015, email ilparks2016@cteusa.com or call (847) 957-4255 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 company information. This form must be completed online no later than **Friday, December 18, 2015** 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 25, 2016**. 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 25, 2016. 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 27, 2016 from 12:00 p.m. to 4:00 p.m. and on Thursday, January 28, 2016 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 \$15.00 each.

EXHIBITOR SERVICES KIT

A comprehensive exhibitor service manual will be available online in November 2015. 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 2016 IAPD/IPRA Soaring to New Heights Conference will be held January 28-30, 2016 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 and the Fairmont Chicago. 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/IAPDIPRA2016>

Phone: 1 (888) 421-1442 **Group code:** APAD

Rates: \$123 Single/Double; \$133 Triple; \$143 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, 2016 may pay a higher rate and are subject to availability.

Cancellations: Cancellations received after December 14, 2015 will forfeit the one-night room and tax deposit required at the time the reservation was made.

SWISSÖTEL CHICAGO (Additional Housing Available)

323 E. Wacker Drive, Chicago, IL 60601

Web link to book online:

<https://resweb.passkey.com/go/soarnewheights>

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

Group code: PARK0116

Rates: \$123 Single/Double; \$133 Triple; \$143 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 5, 2016 may pay a higher rate and are subject to availability.

Cancellations: Cancellations received after December 14, 2015 will forfeit the one-night room and tax deposit required at the time the reservation was made.

FAIRMONT CHICAGO

200 N. Columbus Drive, Chicago, IL 60601

Web link to book online:

<https://resweb.passkey.com/go/soaringtonewheights2016>

Phone: 1 (800) 526-2008 **Group code:** SOAR0116

Rates: \$123 Single/Double; \$153 Triple

Cut-off: Reservations made after January 5, 2016 may

pay a higher rate and are subject to availability.
Cancellations: Cancellations received after December 14, 2015 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 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 7, 2015** to be considered. Submit all requests to Sue Triphahn, IAPD Conference Director by email to striphahn@lparks.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 28: 7:00 pm – 9:00 pm
Friday, January 29: 7:00 pm – 12:00 midnight
Saturday, January 30: 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@lparks.org or faxed to (847) 496-5246 by January 4, 2016.** Dates of coverage must include **January 27, 2016 through January 30, 2016**, 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.

LEAD RETRIEVAL RENTAL INSURANCE

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.

DESCRIPTION - LeadNet

STANDARD PRICE BEFORE January 8, 2016 \$200.00

STANDARD PRICE AFTER January 8, 2016 \$250.00

CTE Lead Retrieval services are now available through the CTE LeadNet. This will allow you as an exhibitor immediate access to valuable data on your potential customers. Use your own iPad, mobile phone or laptop to collect leads. Purchase and download the CTE Lead Management Application* to utilize your device to capture your leads in real time. A full service Fulfillment site will be available to access your information anytime you have a network connection.

*Minimum operating system requirements apply. Internet or cellular data plan are required. Price offered is for each login required.

Custom Qualifier Codes **\$60.00**

The lead retrieval system provides you with 20 standard codes/qualifiers. You can also customize up to 20 additional codes/qualifiers for a fee of \$60.00 for the creation of each customized code sheet of 20 codes.

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) 957-4255.

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

SPONSORSHIP OPPORTUNITIES

The prospects you want to reach...More than 4,400 attendees are expected to attend the 2016 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 across 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 sponsorship options to Soaring to New Heights Conference **exhibitors only**.

These opportunities for expanded recognition of your company are outlined in the following pages.



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 2016 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 2016 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.

DIAMOND SPONSOR \$6,000

(Exclusive)

Gain marquee attention by proudly displaying your logo on the attendee giveaway along with the conference logo. This highly visible sponsorship continues well after the conference is over with this take-home item.

This is an exclusive opportunity for one company. The diamond sponsorship includes:

- One (1) 8'X10' booth (up to 100 lbs) with a table.
- Logo displayed on 3,000 attendee giveaways.
- Acknowledgment on signage throughout the hotel at the event, Soaring to New Heights Conference website (with link to your website), a full-page ad in the preliminary program and final conference program.
- Recognition and thank you in the March/April issue of the *Illinois Parks & Recreation* magazine.
- Acknowledgment in the Exhibitor Directory.
- Recognition on elevator plasma screens, in-room television channel and digital displays throughout the hotel.
- Receipt of attendee registration list at the conclusion of the conference.
- Distribution of 3,000 agreed-upon items company supplies for inclusion in the attendee giveaway. Items may include promotional brochures or other marketing material promoting your products and services.
- Recognition as a diamond sponsor at the All-Conference Awards Luncheon, which is attended by more than 1,500 delegates and legislators.
- Recognition at the Conference Keynote Session.
- Recognition at the Closing Social and six admission tickets to the event.

Sold to Cunningham Recreation / Gametime



TITANIUM SPONSOR

(5 available)

\$5,000

Don't miss this opportunity to showcase your company, build your brand and maximize your exposure to conference attendees. Your titanium sponsorship includes:

- One (1) 8'X10' booth (up to 100 lbs) with a table.
- Acknowledgment on signage throughout the hotel at the event, Soaring to New Heights Conference website (with link to your website), a full-page ad in the preliminary program and final conference program.
- Recognition and thank you in the March/April issue of the *Illinois Parks & Recreation* magazine.
- Acknowledgment in the Exhibitor Directory.
- Recognition on elevator plasma screens, in-room television channel and digital displays throughout the hotel.
- Receipt of attendee registration list at the conclusion of the conference.
- Distribution of 3,000 agreed-upon items company supplies for inclusion in the attendee giveaway. Items may include promotional brochures or other marketing material promoting your products and services.
- Recognition as a titanium sponsor at the All-Conference Awards Luncheon, which is attended by more than 1,500 delegates and legislators.
- Recognition at the Conference Keynote Session.
- Recognition at the Closing Social and six admission tickets to the event.



PLATINUM SPONSOR

(Choose Badge Holder or Socials)

\$4,000

BADGE HOLDER (Exclusive)

Every attendee will be wearing your brand when your company logo is prominently displayed on 3,000 conference badge holders.

This is an exclusive opportunity for one company. The platinum sponsorship includes:

- One (1) 8'X10' booth (up to 100 lbs) with a table.
- Acknowledgment on signage throughout the hotel at the event, Soaring to New Heights Conference website (with link to your website), a full-page ad in the preliminary program and final conference program.
- Distribution of 3,000 agreed-upon items your company supplies for inclusion in the attendee giveaway. Items may include promotional brochures or other marketing material promoting your products or services.
- Recognition and thank you in the March/April issue of the *Illinois Parks & Recreation* magazine.
- Receipt of attendee registration list at the conclusion of the conference.
- Acknowledgment in the Exhibitor Directory.

Sold to Upland Design, Ltd.



SOCIALS (3 available)

Sponsor the Welcome and Closing Socials. Present your company and your brand to the park and recreation community and take advantage of this opportunity to give our attendees two unforgettable events.

- One (1) 8'X10' booth (up to 100 lbs) with a table.
- Acknowledgment on signage throughout the hotel and at the event, Soaring to New Heights Conference website (with link to your website), a full-page ad in the preliminary program and final conference program.
- Opportunity to distribute giveaways to event attendees at the Welcome Social (subject to approval, cost of giveaways paid by sponsoring company).
- Recognition at the Closing Social with your company name and logo displayed on signage at the event and four tickets to the event.
- Recognition and thank you in the March/April issue of the *Illinois Parks & Recreation* magazine.

GOLD SPONSOR

(Choose Conference App or Stairway Cling)

\$3,000

CONFERENCE APP (4 available)

Did you know the average person looks at their phone every six minutes? Or, that the average conference app user accesses the app at least 12 times a day? How about that 95% of text messages are read within two minutes? Technology has made staying connected and keeping track of calendars even easier - that's why sponsoring the conference app just makes sense. Your app sponsorship includes:

- An interactive sponsor banner ad within the app.
- Recognition in text messages.
- Receipt of a post conference analytical report.
- Acknowledgement on signage throughout the hotel at the event, Soaring to New Heights website (with a link to your website) a full-page ad in the preliminary program and final conference program.
- Recognition and thank you in the March/April issue of the *Illinois Parks & Recreation* magazine.
- Acknowledgement in the Exhibitor Directory.
- Recognition on elevator plasma screens, in-room television channel and digital displays throughout the hotel.



STAIRWAY CLING (2 available)

Leave a lasting impression with this high profile branding opportunity that has "legs." Cover the facades of one section of 16 steps or choose all 32 steps with your impactful message. Your brand and message will cover the stairway that gives access from the street level to the hotel front desk. Images can repeat or be designed to present one continuous graphic. **Cost is \$3,000 per section.** Price includes production and installation.

SILVER SPONSOR

(Choose Escalator Cling or DuraTran)

\$2,500

Escalator Cling (4 available)

Catch the attention of attendees as they make their way through the hotel to the exhibit hall. Escalator clings will be strategically positioned in four locations* to promote your brand with your company logo and booth number.

Clings will be located in the following locations:

1. Hotel front desk to street level
2. Street level to sales level
3. Sales level to east tower garage
4. Columbus Hallway to Exhibit Hall

**Up to four sponsoring company logos may be displayed on each escalator rail.*



DuraTran (6 available)

Located in the concourse tunnel between the east and west towers, these back-lit duratrans provide maximum exposure in a high-traffic area.

1 for \$2,500	4 for \$5,000
2 for \$3,000	5 for \$6,000
3 for \$4,000	6 for \$6,500

IMPORTANT DATES

August 3, 2015	Deadline for ad in the Preliminary Program
December 7, 2015	Deadline for ad in the Final Program
December 11, 2015	Receive Early Bird Registration List
January 8, 2016	Conference Attendee Giveaway Stuffers to IPRA
January 19, 2016	Receive Pre-Registration List
January 28-30, 2016	IAPD/IPRA Soaring to New Heights Conference
February 5, 2016	Receive Final Registration List

OTHER OPPORTUNITIES

Booth & Stuffer

Enjoy one (1) 8'X10' booth (up to 100 lbs.) with a table and supply 3,000 agreed-upon items for inclusion in the conference giveaway that all attendees receive at registration. Items may include promotional brochures or other marketing materials promoting your products and services. **Cost is \$2,000.**

Column Wrap (5 available)

Display your message on one or all five columns in the Grand/Columbus foyers. These columns are prominent, and can be seen throughout the registration area. This sponsorship will give you the opportunity to increase your presence by wrapping your brand/message around the top of the columns for all to see. **Cost is \$2,000 per column.**



Ballroom Lightbox (2 available)

Capture the attention of all attendees who enter or exit the ballroom through the Grand foyer. Display your company name, logo and booth number and drive traffic to your exhibit! **Cost is \$1,000 per lightbox.**

Exhibit Hall Aisle Sign (9 available)

Soar above your competition by sponsoring an overhead aisle sign. Each aisle is an exclusive opportunity for a single company to promote your company logo and booth number(s). **Cost is \$500 per aisle. Price includes two signs.**

Registration Lists

Stay connected with attendees both pre-and post-conference. These lists can be used as a resourceful marketing tool by sending out information prior to and after the conference.

Early Bird Registration List	\$250	(as of 12/7/15, will receive by 12/11/15)
Pre-Registration List	\$300	(as of 1/18/16, will receive by 1/19/16)
Final Registration List	\$350	(will receive by 2/5/16)



2016 IAPD/IPRA SOARING TO NEW HEIGHTS CONFERENCE SPONSORSHIP ORDER FORM

Company Name _____

Authorizing Name _____ Signature _____

Company Contact _____ Phone _____

Mailing Address _____

Email Address _____ Booth Number(s) _____

Check all sponsorships you wish to purchase:

- | | |
|---|--------------|
| <input type="checkbox"/> Diamond Sponsor | SOLD |
| <input type="checkbox"/> Titanium Sponsor | \$5,000 |
| <input type="checkbox"/> Platinum Sponsor | |
| Badge Holder | SOLD |
| <input type="checkbox"/> Socials | \$4,000 each |
| Quantity (up to 3) | _____ |
| <input type="checkbox"/> Gold Sponsor | |
| <input type="checkbox"/> Conference App | \$3,000 each |
| Quantity (up to 4) | _____ |
| <input type="checkbox"/> Stairway Cling | \$3,000 each |
| Quantity (up to 2) | _____ |
| <input type="checkbox"/> Silver Sponsor | |
| <input type="checkbox"/> Escalator Cling | \$2,500 each |
| Quantity (up to 4) | _____ |
| <input type="checkbox"/> Duratran | |
| <input type="checkbox"/> 1 Duratran | \$2,500 |
| <input type="checkbox"/> 2 Duratrans | \$3,000 |
| <input type="checkbox"/> 3 Duratrans | \$4,000 |
| <input type="checkbox"/> 4 Duratrans | \$5,000 |
| <input type="checkbox"/> 5 Duratrans | \$6,000 |
| <input type="checkbox"/> 6 Duratrans | \$6,500 |
| <input type="checkbox"/> Other Opportunities | |
| <input type="checkbox"/> Booth & Stuffer | \$2,000 |
| <input type="checkbox"/> Column Wrap | \$2,000 each |
| Quantity (up to 5) | _____ |
| <input type="checkbox"/> Ballroom Lightbox | \$1,000 each |
| Quantity (up to 2) | _____ |
| <input type="checkbox"/> Exhibit Hall Aisle Sign | \$500 each |
| Quantity (up to 9) | _____ |
| <input type="checkbox"/> Final Registration List | \$350 |
| <input type="checkbox"/> Pre-Registration List | \$300 |
| <input type="checkbox"/> Early Bird Registration List | \$250 |

Total Sponsorship(s) \$ _____

PAYMENT INFORMATION

☐ My check for \$ _____ is enclosed

☐ Please charge my credit card \$ _____

☐ Visa ☐ MasterCard

Cardholder _____

Card Number _____

Expiration Date _____

Security Code (3 digit number on back) _____

Signature _____

Billing Zip Code _____

SPONSORSHIP POLICIES

Sponsorship opportunities are limited and will be awarded on a first paid basis. Unless otherwise provided herein, all listed sponsorship benefits will be met to the extent that payment is received in sufficient time to meet printing, promotion and other deadlines. Otherwise, sponsorship benefits are not guaranteed and will only be met to the best of the ability of IAPD/IPRA. IAPD/IPRA reserves the right to postpone and reschedule the conference due to inclement weather or for any other reason within their sole discretion and to provide sponsorship benefits at that time. In the unlikely event that the conference is cancelled, the sponsor will only be entitled to reimbursement to the extent that IAPD/IPRA receives payment for such sponsorship pursuant to an event cancellation insurance policy, if any. IAPD/IPRA reserves the right to accept or reject all sponsorship offers within their sole discretion.

QUESTIONS, ORDER FORM AND PAYMENT

Cindy Timmermann,
Marketing Director
Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701
PH (217) 523-4554
FX (217) 523-4273

ctimmermann@ILparks.org



ADVERTISING OPPORTUNITIES

Let our readers know that you are exhibiting at the 2016 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.



Select your advertising choices and email completed form and ad copy to:

rlaier@ilparks.org

Check the issues in which you wish to advertise:



☐ Sept/Oct 2015 (Pre-Conference Issue)

☐ Jan/Feb 2016 (Conference Issue)

- **Full Page** - trim size of 8 1/2" x 11"
1/8" full page bleed size or
8 5/8" x 11 1/4" full page without
bleed - 7" x 10"

- **1/2 Page** - 3.62" x 10" or 7.50" x 4.88"

- **1/3 Page** - 2.25" x 10" or 7.50" x 3.25"

- **1/4 Page** - 3.62" x 4.88" or 7.50" x 2.25"

_____ Horizontal _____ Vertical

Check the ad size and rate:

Size

Outside Back Cover
Inside Back Cover
Inside Front Cover

B/W Rates

Full Pg ☐ \$765
1/2 Pg ☐ \$575
1/3 Pg ☐ \$505
1/4 Pg ☐ \$460

Color Rates

☐ \$1370
☐ \$1200
☐ \$1260

Color Rates

☐ \$1085
☐ \$900
☐ \$835
☐ \$780

Total Cost Per Ad:

Total number of ads placed: _____ TOTAL CONTRACT AMOUNT \$ _____

Contact Information:

Company: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Company Representative _____



Agreement to Advertise

By completing and signing this form, I agree to place advertisements as indicated. I understand that I may change the size and color of my ad without penalty, and that my frequency discount originally agreed to will continue as long as I maintain an advertising schedule that meets the frequency associated with such discount. Should I make cancellations that will change my frequency, I understand that I will be billed the difference between the rate at the frequency originally booked and the rate at the frequency actually achieved. I understand that I will be billed for each ad after the publication of each issue and that the invoice amount is to be remitted within 20 days from the invoice date.

Signature _____

Date _____

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 **2016 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 13, 2015**, 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 13, 2015, and before October 12, 2015** will receive a refund, less processing fee of \$100.00 per booth. **No refunds will be given for cancellations received on or after October 12, 2015.** 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 21, 2015** 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 on **January 28-29, 2016**. 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 29 and 30, 2016.

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. Furthermore, exhibitor shall only be entitled to an abatement of amounts due, or a refund of amounts previously paid, to the extent that IAPD/IPRA receives payment for such amounts pursuant to an event cancellation insurance policy, if any.

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 27 through January 30, 2016**, 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 4, 2016. **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 be available in November 2015 and 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

2016 EXHIBITOR PROSPECTUS

Exhibit Hall | January 28-29, 2016 | Hyatt Regency Chicago
151 E. Wacker Drive, Chicago, IL 60601