



2019 IAPD/IPRA Soaring to New Heights Conference EXHIBIT CONTRACT
Hyatt Regency Chicago, 151 E. Wacker Dr., Chicago, IL 60601 (312) 565-1234
January 24-25, 2019

AGREEMENT

The Illinois Association of Park Districts and Illinois Park & Recreation Association, hereinafter referred to as IAPD/IPRA, are hereby authorized to confirm exhibit hall booth(s). Contracts submitted after September 24, 2018 must be accompanied by payment in full for selected booth package(s). All cancellations must be done in writing and submitted to Sue Triphahn at 4476 Sundance Circle, Hoffman Estates, IL 60192 or emailed to striphahn@ilparks.org or faxed to 217/523-4273. Cancellations made between July 17, 2018 and October 15, 2018 will receive a full refund of monies paid, less a \$100 per booth cancellation fee. **NO refunds will be processed after October 15, 2018.**

NOTE TO EXHIBITOR

Please complete and return this 2019 Exhibit Space Contract with your payment made payable to IAPD to:

Sue Triphahn
 IAPD Conference Director
 4476 Sundance Circle, Hoffman Estates, IL 60192
 Fax: 217/523-4273
 Email: striphahn@ilparks.org

A final confirmation/receipt of booth space will be emailed when final payment has been received.

Certificate of Insurance must be submitted by Jan. 7, 2019 (See Exhibitor Prospectus Page 7 for further details)

REGISTRATION

COMPANY	CONTACT PERSON (To receive correspondence/details of the show)		
STREET ADDRESS	CITY	STATE	ZIP
PHONE	EMAIL* (REQUIRED)		

* Please note that the email provided will be the primary method of communication.

We agree to abide by the Exhibit Rules and Regulations, and any amendments thereto, all of which are made a part of this contract.

NAME (TYPE OR PRINT)	SIGNATURE	DATE
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This contract is not valid without signature.

Booth(s) Choice(s): First _____ Second _____ Third _____

BOOTH PACKAGE SELECTION*	W/TABLE	W/O TABLE
Package A (Up to 100 lbs)	<input type="checkbox"/> \$1,227	<input type="checkbox"/> \$1,120
Package B (Up to 300 lbs)	<input type="checkbox"/> \$1,337	<input type="checkbox"/> \$1,230
Package C (Up to 500 lbs)	<input type="checkbox"/> \$1,362	<input type="checkbox"/> \$1,255
Package D (Up to 200 lbs, 4 or more booths only)	<input type="checkbox"/> \$1,197	<input type="checkbox"/> \$1,090

*Booth packages are priced based on the weight of what you are bringing into your booth to display. Onsite upon load in, if the weight of your freight exceeds the amount you have pre-purchased within your booth package, you will be charge accordingly. Additional fees are \$140.00 per hundred pounds plus appropriate labor fees.

FOR OFFICE USE ONLY

DEPOSIT PAYMENT	DATE
FINAL PAYMENT	DATE
CONFIRMED BOOTH NUMBER(S)	
AUTHORIZED BY	
CHECK	CREDIT CARD

PAYMENT

- CHECK ENCLOSED (PLEASE MAKE PAYABLE TO IAPD)
- CREDIT CARD PAYMENT (PLEASE CHECK ONE)
 - AMERICAN EXPRESS MASTERCARD VISA

CARD NUMBER

EXPIRATION DATE

NAME OF CARD HOLDER

SIGNATURE

BILLING ZIP CODE

CVC# (3 DIGIT CODE)

QUESTIONS? PLEASE CONTACT:
 Sue Triphahn, IAPD Conference Director, Illinois Association of Park Districts, 4476 Sundance Circle, Hoffman Estates, IL 60192
 P: 847/496-4449 F: 217/523-4273 E: striphahn@ilparks.org