



**BOOTH RESERVATION / DEPOSIT FORM  
2021 IAPD/IPRA Soaring to New Heights Conference  
Hyatt Regency Chicago, January 28-29, 2021**

Please complete this Reservation Form and submit with your payment. A deposit of \$300 per booth is required when reserving booth space(s). Return completed form to Sue Triphahn at [striphahn@ilparks.org](mailto:striphahn@ilparks.org), mail to 4476 Sundance Circle, Hoffman Estates, IL 60192 or fax to 847/496-5246. **Make checks payable to IAPD.**

This reservation form and payment of the \$300 deposit per booth will serve as a tentative agreement to reserve booth(s) space for the 2021 IAPD/IPRA Soaring to New Heights Conference to be held at the Hyatt Regency Chicago, January 28-29, 2021.

In September 2020, your online log in credentials to access the exhibitor portal and exhibitor prospectus will be emailed to your company's main contact. Final booth payments will be accepted through the exhibitor portal and due **no later than November 30, 2020**. **Any unpaid booth space may be released, resold and deposit forfeited after November 30, 2020.**

All cancellations must be done in writing and submitted to Sue Triphahn at the above contact information. Cancellations received by July 13, 2020 will receive a refund of the deposit paid, less a \$25 per booth processing fee. Cancellations received between July 14, 2020 and October 12, 2020 will receive a refund of the deposit(s) paid, less a \$100 per booth processing fee. **NO refunds will be processed after October 12, 2020.**

Main Contact \_\_\_\_\_  
*All information/correspondence regarding the show will be sent to this contact person.*

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Main Contact Email (Required) \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE: A \$300 deposit per booth and this reservation form are required to reserve your booth(s).**

**Booth(s) Choice:**                      **First** \_\_\_\_\_                      **Second** \_\_\_\_\_                      **Third** \_\_\_\_\_  
**\*Each booth is 8' Deep x 10' Wide**

**Questions? Contact Sue Triphahn at [striphahn@ilparks.org](mailto:striphahn@ilparks.org) or call 847/496-4449**

**METHOD OF PAYMENT: We accept Visa, MasterCard or American Express credit cards.**

Check # \_\_\_\_\_ (Please make checks payable to IAPD.)       Visa       MasterCard       American Express

Credit Card Number \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

CVC # \_\_\_\_\_      Expiration Date \_\_\_\_\_      Billing Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

Number of booths reserving: \_\_\_\_\_      Amount to be Charged \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Confirmed Booth #: \_\_\_\_\_      Number of booths \_\_\_\_\_      Date: \_\_\_\_\_

Payment: \$ \_\_\_\_\_      Payment received by:     Credit Card       Check # \_\_\_\_\_