

2024 EXHIBITOR PROSPECTUS

January 25-26, 2024 | Hyatt Regency Chicago
151 E. Wacker Drive, Chicago, Illinois



IAPD/IPRA
SOARING to
NEW HEIGHTS
CONFERENCE

IAPD
Illinois Association of Park Districts

ILLINOIS
ipra
PARK & RECREATION ASSOCIATION

ILparksconference.com



JANUARY 25-26, 2024 HYATT REGENCY CHICAGO

151 EAST WACKER DRIVE, CHICAGO, IL 60601 312/565-1234

MESSAGE TO EXHIBITORS

We invite you to celebrate a new year of commitment and opportunities at our 2024 IAPD/IPRA Soaring to New Heights Conference to be held January 25-26, 2024 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. In this high impact, target-rich environment, you will receive unprecedented exposure to park and recreation elected officials, board members, commissioners, trustees, 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. 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 2024 IAPD/IPRA Exhibit Committee

Illinois Association of Park Districts

211 East Monroe Street, Springfield, IL 62701

(217) 523-4554

(217) 523-4273 (fax)

lparks.org



Illinois Park and Recreation Association

536 East Avenue, LaGrange, IL 60525

(708) 588-2280

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.

Tom Hartwig, IPRA Exhibit Committee Chairman – Oak Lawn Park District

Bob Schmidt, IAPD Exhibit Committee Chairman – Schaumburg Park District

Lynne Cotshott, IPRA Exhibit Committee Co-Chairman – Hoffman Estates Park District

Dr. Kristin White, IAPD Exhibit Committee Co-Chairman – Decatur Park District

Jenny Bechtold – Park District of LaGrange

Dean Bissias – Advisor

Carlo Capalbo – Plainfield Park District

Sandy Chevalier – Advisor

Chris Finn – Park District of LaGrange

Cindy Galvan – IPRA

Jackie Iovinelli – Park District of Franklin Park

Don Jessen – Addison Park & Recreation Foundation

Brittany Meschewski – Hoffman Estates Park District

Kevin Miller – Park District of LaGrange

Jeanine Shotas – Oak Lawn Parks Foundation

Sue Triphahn – IAPD

Sue Vastalo – Bolingbrook Park District

Kim Wascher – South Elgin Parks and Recreation Department

Mark White – Park District of Franklin Park

SHOW PROFILE

Every year, more than **4,200 park and recreation elected officials, board members, commissioners, trustees, 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 and 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
- Therapeutic Recreation Professionals
- Parks Operations and Maintenance Personnel
- Facility Managers and Directors
- Recreation Managers and Directors
- Conservation Specialists
- 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 Services, 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.



SCHEDULE OF EVENTS

Schedule is subject to change.
A final schedule will be distributed in early December 2023.

WEDNESDAY, JANUARY 24, 2024

12:00 p.m. – 4:00 p.m. Exhibitor Registration
Opens and Move-In*

THURSDAY, JANUARY 25, 2024

8:00 a.m. – 11:00 a.m. Exhibitor Move-In* (**all booths must be set up by 11:30 a.m.**)

8:00 a.m. – 5:00 p.m. Exhibitor Registration

10:00 a.m. – 12:00 p.m. Conference Workshops

10:30 a.m. – 10:45 a.m. Exhibitor Meeting
(audio streamed through Exhibit Hall)

10:30 a.m. – 11:00 a.m. Inspection by Fire Marshall and Exhibit Committee

10:30 a.m. – 11:30 a.m. Conference Sessions

11:00 a.m. – 5:00 p.m. Exhibit Hall Grand Opening

12:30 p.m. – 2:30 p.m. Conference Workshops

3:00 p.m. – 4:00 p.m. Conference Sessions

9:00 pm – 11:30 p.m. Welcome Social

*** All exhibits must be completely set up (empty crates and boxes removed from booth) by 10:30 a.m. on Thursday, January 25, 2024. The loading dock will close at 10:30 am and no additional freight will be permitted unless authorized by show management.**

FRIDAY, JANUARY 26, 2024

7:30 a.m. – 8:30 a.m. Continental Breakfast for the Exhibitors

8:30 a.m. – 9:30 a.m. Conference Sessions

8:00 a.m. – 3:30 p.m. Exhibitor Registration

8:30 a.m. – 4:00 p.m. Agency Showcase Display

9:00 a.m. – 12:00 p.m. Exhibit Hall Open

10:00 a.m. – 11:00 a.m. Conference Sessions

12:15 p.m. – 2:15 p.m. All-Conference Awards Luncheon (*ticketed event*)

1:00 p.m. – 2:00 p.m. Conference Sessions (targeted for entry level professionals)

1:00 p.m. – 3:30 p.m. Exhibit Hall Open

2:15 p.m. – 3:30 p.m. Dedicated exhibit hall hours/dessert served in hall (*ticketed event*)

3:45 p.m. – 4:45 p.m. Conference Sessions

3:30 p.m. – 6:30 p.m. Exhibitor Move-Out*

5:00 p.m. – 6:30 pm IPRA Annual Business Meeting

*** Your booth must remain in place and staffed until 3:30 pm. If you do not comply with this requirement, you will be prohibited from exhibiting in 2025 and you will forfeit all accumulated exhibitor priority points.**

SATURDAY, JANUARY 27, 2024

9:00 a.m. – 10:00 a.m. Keynote/General Session

10:30 a.m. – 11:30 a.m. Conference Sessions

12:30 p.m. – 1:30 p.m. Conference Sessions

2:00 p.m. – 3:00 p.m. Conference Sessions

3:30 p.m. – 5:00 p.m. IAPD Annual Business Meeting

7:00 p.m. – 10:00 p.m. Closing Social (*ticketed event*)



BOOTH PRICES				
		WITH TABLE	WITHOUT TABLE	ENDCAP BOOTH SURCHARGE
Package A	(Up to 100 lbs)	\$1,347	\$1,240	\$100 Per Booth
Package B	(Up to 300 lbs)	\$1,457	\$1,350	\$100 Per Booth
Package C	(Up to 500 lbs)	\$1,482	\$1,375	\$100 Per Booth
Package D	(Up to 200 lbs, available for 4 or more booths only)	\$1,317	\$1,210	\$100 Per Booth

*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 \$3.12 per pound plus appropriate labor charges.

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.

Past exhibitors from 2023 will be able to secure booth space via the online remote booth sales scheduled on Thursday, July 27, 2023. Payment is due in full at that time the booth space is reserved.

Booth space will be available to reserve for new exhibitors starting on Friday, July 28, 2023 and must be accompanied with payment in full.

To access the live floor plan and to view current booth availability go to https://www.intheorions.com/ilparks/pub/ilparks2024b_pub. This link will be accessible starting on Monday, July 17, 2023.

Cancellations must be submitted by written notice. Cancellations received before **October 27, 2023**, will receive a refund in the amount of the original payment paid less a processing charge of \$100 per booth. **There are NO REFUNDS on or after October 28, 2023.**

AS AN EXHIBITOR, YOU WILL RECEIVE AND BENEFIT FROM:

- Face-to-face access to more than 4,200 delegates searching for products and services
- Access to marketing, promotional and sponsorship opportunities
- (1) 10' wide by 8' deep draped booth
- (1) 6' draped table (if booth package with table option is chosen)
- (2) contour chairs
- (1) wastebasket
- Deluxe background drape, side dividers and booth sign
- (5) Complimentary exhibitor badges per booth (extra badges or replacements are \$15 each).
- All badges are distributed onsite at the conference.
- (1) complimentary valet parking pass per booth valid at the Hyatt Regency Chicago **only**
- Complimentary continental breakfast on Friday
- (2) Complimentary tickets per booth for the Friday afternoon dessert reception
- Admission to educational sessions on Thursday, Friday, and Saturday
- Listing in the conference's app 2024 Exhibitor Directory
- One-time general cleaning of booth and Exhibit Hall aisles
- House carpet (multi-color) for your booth
- 24-hour hall security

EXHIBITOR CHECK-IN/REGISTRATION

Exhibitor badges, parking pass(es) and dessert tickets can be picked up at Exhibitor Registration beginning on Wednesday, January 24, 2024 from 12:00 pm – 4:00 pm and Thursday, January 25, 2024 from 8:00 am – 5:00 pm located in the Northwest corner of the Exhibit Hall.

EXHIBITOR DIRECTORY

Go to <https://www.intheorions.com/ilparks/pub/ilparks2024e> to submit your online exhibitor directory information and company description. This information will be uploaded to the conference app. Once uploaded to the app, you will be able to add your logo, graphics, etc. to your company listing. You must have your login credentials to access the exhibitor portal. If your designated contact has not received their credentials via email, email ilparks2024@cteusa.com or call (847) 957-4255 and request them. **Only exhibitors that have paid their exhibiting fees in full will have access to the online directory.** Remember this online directory is the promotional piece all attendees will have access to, so be sure to be creative and accurate with your description and company information. This must be submitted online no later than **Friday, January 5, 2024** to appear in the online directory.

EXHIBITOR NAME BADGE REQUESTS

Each booth receives (5) complimentary exhibitor badges. Name badge requests need to be submitted no later than **Monday, January 22, 2024**. Your designated contact will access the exhibitor portal with their respective login credentials and submit badge information. Only companies that have paid their booth in full will have access to this site. Changes, additions, and deletions of name badges can be completed online up until January 22, 2024. Pre-ordered badges will be available for pick up **onsite** at the Exhibitor Registration located in Northwest corner of the Exhibit Hall beginning on Wednesday, January 24, 2024 from 12:00 pm to 4:00 pm and on Thursday, January 25, 2024 from 8:00 am – 5:00 pm. **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 services kit will be available online in mid-November 2023. 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, internet, 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 is multi-colored.**

EXHIBITOR VENUE/HOUSING

The 2024 IAPD/IPRA Soaring to New Heights Conference will be held January 25-27, 2024 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 Chicago. See below housing information.

HYATT REGENCY CHICAGO (Host Hotel)

151 E. Wacker Dr., Chicago, IL 60601

Book online: <https://www.hyatt.com/en-US/group-booking/CHIRC/G-APKD>

Phone: (877) 8030-7534

Group Name and Code: IAPD/IPRA and group code: G-AIPD

Rates: \$132 Single/Double; \$142 Triple; \$152 Quad

Upgrades: Upgrade surcharges may apply to guarantee a specific room type.



SWISSÔTEL CHICAGO (Additional Housing Available)

323 E. Wacker Dr., Chicago, IL 60601

Book online: <https://book.passkey.com/event/50545329/owner/1461/home>

Phone: (888) 73-SWISS (888-737-9477) or (800) 441-1414

Group Name and Code: IAPD/IPRA Soaring to New Heights Conference and group code: IAPD0124

Rates: \$132 Single/Double; \$162 Triple; \$192 Quad

Upgrades: Upgrade surcharges may apply to guarantee a specific room type.

Reservation Information:

- Rooms are reserved on a first-come, first-served basis.
- The cut-off date for reservations is January 3, 2024 at the Hyatt Regency Chicago and the Swissôtel Chicago. Reservations made after this date may pay a higher rate and are subject to availability.
- One (1) night's room and tax advance deposit by check or credit card must accompany each reservation. This deposit is fully refundable before December 20, 2023. After December 20, 2023, there will be no refunds for cancelled rooms. The Joint Conference Committee implemented this policy in 1999 due to the high rate of rooms cancelled at the last minute.

IMPORTANT NOTICE: UNAUTHORIZED 'ROOM BLOCK PIRATES' & MAILING LIST SOLICITATIONS

Please be advised that we do not work with any third-party housing or service companies to solicit hotel reservations or sales of attendee mailing lists by phone or email.

If you receive a call/email from a company offering these services, we recommend that you not engage with these solicitors. Some individuals that reach out are looking for nothing more than to fraudulently use your credit card – and you could potentially show up to the hotel to find you have no room.

If you make a reservation with any provider other than directly with your respective hotel of choice, our team will not be able to assist you with any problems you may encounter.

Freeman is our dedicated exhibitor services provider.

Conference registration lists are only available from IAPD/IPRA through Sue Triphahn or Sue Cottingham.

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 6, 2023** to be considered. Submit all requests to Sue Triphahn, IAPD Conference Director by email to striphahn@ilparks.org or fax to (847) 496-5246. 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 25: 7:00 p.m. – 9:00 p.m.

Friday, January 26: 7:00 p.m. – 12:00 midnight

Saturday, January 27: 5:00 p.m. – 7:00 p.m.

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. Function space and suites are on a first-come, first-served basis and subject to availability.

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 8, 2024. Dates of coverage must include January 24, 2024 through January 27, 2024, 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

[Click here for all lead retrieval details.](#)

Secure ordering link: www.intheorions.com/LG/ilparks15

If you have any questions regarding the lead retrieval services call (847) 957-4500.

OFFICIAL SERVICE CONTRACTOR

Freeman is the official service contractor located at:

8201 West 47th Street
McCook, IL 60525

Phone: (773) 473-7080

Fax: (469) 621-5603

FreemanChicagoES@freemanco.com

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

SUITCASING/OUTBOARDING

Suitcasing is when an attendee solicits business in the trade show aisles or other public spaces such as hospitality suites or a restaurant. Also called outboarded events, these types of activities are detrimental to the show. These are unethical business practices and will not be tolerated. To distribute information or conduct business, you must have a registered booth at the show. IAPD/IPRA has the right to remove anyone who violates this policy.



FLOOR PLAN



JANUARY 25-26, 2024
RIVERSIDE CENTER
HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601



EXHIBITS SELL!

Exhibiting at the 2024 IAPD/IPRA Soaring to New Heights Conference offers you a concentrated, cost-effective way to reach your target market. More importantly, **YOUR COMPETITION EXHIBITS!** Look at who exhibited in 2023, is your company listed? Don't miss out on this unique opportunity!

2023 EXHIBITORS

AED Professionals	Correct Digital Displays	Hershey's Ice Cream	Norwalk Concrete Industries	Spohn Ranch
All Inclusive Rec LLC	Counsilman-Hunsaker	Hey and Associates, Inc.	NuToys Leisure Products	Sport Court Midwest
ALL PRO Fitness Things	Cunningham Recreation	Hitchcock Design Group	Omega II Fence Systems	Sportsfields, Inc.
Ameren Illinois	Custom Manufacturing, Inc.	HR Source	Paddock Pool Equipment	Stageline Mobile Stage
American Ramp Company	CXT Concrete Buildings	IHC Construction Companies LLC	Palos Sports, Inc.	Stalker Sports Floors
American Red Cross	DaySmart Recreation	Illinois Public Risk Fund	Park District Risk Management Agency (PDRMA)	Starfish Aquatics Institute (SAI)
Amilia	Design Perspectives, Inc.	IMAGINE Nation LLC / Waterplay Solutions Corp.	Parkreation, Inc.	Stifel Public Finance
Andrews Technology	Dewberry	Impact Sport Lighting	Party People Entertainment	StudioGC
Anova Furnishings	Diligent Community	INNOVA Disc Golf	Paylocity	Team REIL, Inc.
Anthony Roofing - Tecta America	Divine Signs Inc.	INSPEC, Inc.	Perfect Turf LLC	The Davey Tree Expert Company
Anything Weather	DLA Architects, Ltd.	IPARKS	Perkins+Will	The Fun Ones, Inc.
Aqua Pure Enterprises, Inc.	Doty & Sons Concrete Products, Inc.	iZone Imaging	Perry Weather	The Garland Company, Inc.
AquaSeal Resurfacing LLC	Drury Lane Theatre	Jack's Magic Products	PFM Asset Management LLC/IPDLAF+Class	The Party Company
Bacon Farmer Workman Engineering & Testing	Eco-Counter	Jeff Ellis & Associates, Inc.	Plan2Play	The Pizzo Group
Baird Public Finance	Elliott Data Systems	JSD Professional Services	Planning Resources, Inc.	The Spargo Group
Balanced Environments, Inc.	Engineering Resource Associates, Inc.	Kahler Slater	Play & Park Structures	Three Oaks Ground Cover
Battle Company	Entertainment Concepts	Kankakee Nursery	Playcraft Systems LLC	Tiny Mobile Robots
BCI Burke Company	Eriksson Engineering Associates, Ltd.	Keeper Goals	PMA Financial Network, Inc.	TIPS - The Interlocal Purchasing System
Bear Construction Company	EVP Academies, LLC	KI Furniture	PowerDMS by NEOGOV	Trajectory Energy Partners
Berliner Seilfabrik Play Equipment Corporation	Excel Aerial Images, LLC	Kiefer Aquatics	Praesidium	Trane
BerryDunn	ExoFit Outdoor Fitness	Kiefer USA	Productive Parks LLC	Traqnology North America
Bid Evolution	ExplorUS	KOMPAN	Products 4 Parks	TRIA Architecture, Inc.
Blick Art Materials	F.H. Paschen	Kwikgoal	Progressive Business Solutions	Triple H Mulch and Firewood, LLC
Bounce Houses R Us LLC	Farnsworth Group, Inc.	Lake Country Corporation	Project Green Feat	Turf Tank
Brian Wismer Entertainment	Featherstone, Inc.	Lamar Johnson Collaborative	Pyrotecnico	Tyler Technologies
BrightView Golf Maintenance	Federal Supply Company	Lead Electric & Lighting	QuickScores LLC	Univar Solutions MiniBulk
Bronze Memorial Company	Fehr Graham	LeadingIT	Rain Drop Products	University of Wisconsin - La Crosse
BS&A Software	FGM Architects, Inc.	Legat Architects	Ramuc/Tuff Coat Paint div of MRT	Upland Design, Ltd.
Byrne & Jones Sports Construction	FieldTurf	Leopardo Companies, Inc.	RCP Shelters	Vermont Systems, Inc.
Camosy Construction	Fifth Third Commercial Bank	Life Floor	RecDesk, LLC	Vernon and Maz, Inc.
CampDoc	Fiserv/CardConnect	Lincoln Aquatics	Record-A-Hit Entertainment	Visual Image Photography
Capri Pools & Aquatics	Flat Paths	Local Government Health Plan	ReCPro Software	Vortex Aquatic Structures International
Central Parks	FLO TRANS	Mad Bomber Fireworks Productions	Recreonics, Inc.	VoyagerNetz
Chicago Backflow Inc	ForeverLawn Chicago	Marshall Landscape Products	Reinders, Inc.	W.B. Olson, Inc.
Chicago Blackhawks	Frederick Quinn Corp.	Matrix Fitness	RenoSys Corp	Water Technology, Inc.
Chicago Communications	GagaXP	McDaniels Marketing	Romtec Inc.	Wickcraft Co.
Chicago Southland Convention & Visitors Bureau	Geese Chasers Chicago	Mesirow Financial	Russo Power Equipment	Wight & Company
Chicago's Northshore Convention & Visitors Bureau	General Paint & Manufacturing	Metropolitan Water Reclamation District of Greater Chicago	Safety Reports, a ToolWatch Company	Williams Architects / Aquatics
CivicPlus	Gewalt Hamilton Associates, Inc.	MH Equipment	Save-A-Life Inc.	Wintrust Financial Corporation
Clowning Around Entertainment	GoApe	Midwest Commercial Fitness	Scharm Floor Covering	Wold Architects and Engineers
Columbia Cascade Company	Gold Medal Products, Co.	Midwest Educational Furnishings, Inc.	SCORE Sports	Woodhouse Tinucci Architects
ComEd EE Program	GovDeals, Inc.	Midwest Field Solutions	Shaw Sports Turf	WT Group
Commercial Recreation Specialists, Inc.	GovHR USA	MityLite	Shinetoo Lighting USA LLC	Xplor Recreation
CommunityPass	GRAEF	Most Dependable Fountains	Sikich LLP	Zing Card
Confluence	Great Lakes Urban Forestry	Musco Sports Lighting, Inc.	Smart Industry Products, LLC	
Cordogan Clark & Associates, Inc.	H2i Group	Museum of Science & Industry Chicago	SmithGroup	
	Halogen Supply Company, Inc.	MyRec.com	Soccer Made in America	
	Harbour Contractors, Inc.	Nania Energy Advisors	sofSURFACES Inc.	
	Harris Local Government	Nevco Sports	Sourcewell	
	Hawkins, Inc.	NiceRink	Spartan Sports Lighting	
	Heller Nature Center	Nicholas & Associates	Spear Corporation	
	Henry Bros. Co.		Speer Financial, Inc.	
			Splashtacular	

EXHIBITION RULES AND REGULATIONS

EXHIBIT HALL 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 **2024 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 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 **October 27, 2023**, an exhibit space contract may be cancelled by the exhibitor with a full refund of payment, less a processing fee of \$100.00 per booth. **No refunds will be given for cancellations received on or after October 28, 2023.** 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.

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 at any given time 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 25-26, 2024**. 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 26, 2024.

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. Exhibitors shall obtain, at their 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. The 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 24 through January 27, 2024**, 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 8, 2024. **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 Online Exhibitor Services Kit will be available in November 2023 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 affected 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.

24. **Suitcasing/Outboarding:** Suitcasing is when an attendee solicits business in the trade show aisles or other public spaces such as a hospitality suite or a restaurant. Also called outboarded events, these types of activities are detrimental to the exhibition. These are unethical business practices and will not be tolerated. To distribute information or conduct business, you must have a registered booth at the show. IAPD/IPRA has the right to remove anyone who violates this policy.



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July/Aug 2023 <i>Deadline: July 15, 2023</i>	• Celebrating Creativity – Ingenious Ideas from Illinois Agencies
Sept/Oct 2023 <i>Deadline: August 30, 2023</i>	• Leadership, Governance, Law • Soaring to New Heights Pre-Conference Program
Nov/Dec 2023 <i>Deadline: Sept. 30, 2023</i>	• Engaging the Public in Park Districts • 2022 Gala Award Winners • 2023 Legal Calendar
2024 Buyers' Guide <i>Deadline: Dec. 21, 2023</i>	Highlights IAPD & IPRA commercial partners Email Todd at todd@pernsterner.com for advertising details.
Jan/Feb 2024 <i>Deadline: Dec. 21, 2023</i>	• Diversity, Equity and Inclusion: Creating a Path
March/April 2024 <i>Deadline: Jan. 30, 2024</i>	• Embracing Technology • Photo Contest Winners
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*Sponsorship or exhibit booth must be reserved by September 1, 2023. Not valid on previously placed advertising. No magazine ad payments are due until each issue's deadline. **Content subject to change.



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Questions? Contact Todd Pernsteiner for details at todd@pernsterner.com or (952) 841-1111