



**2024 IAPD/IPRA Soaring to New Heights Conference EXHIBIT CONTRACT**  
**Hyatt Regency Chicago, 151 E. Wacker Dr., Chicago, IL 60601 (312) 565-1234**  
**January 25-26, 2024**

**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 must be accompanied by payment in full when reserving booth space. 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](mailto:striphahn@ilparks.org) or faxed to 847/496-5246 prior to October 27, 2023. Cancellations will receive a full refund of monies paid, less a \$100 per booth cancellation fee. **NO refunds will be processed after October 28, 2023**, except if the show is unable to take place in-person. If that is the case, a full refund will be processed, and your company will not forfeit any pre-earned exhibitor priority points.

**PAYMENT IN FULL IS REQUIRED TO RESERVE BOOTH SPACE.**

**NOTE TO EXHIBITOR**

If paying by check, please complete and return this 2024 Exhibit Space Contract with your payment made payable to IAPD to:

Sue Triphahn  
IAPD Conference Director  
4476 Sundance Circle, Hoffman Estates, IL 60192  
Fax: 847/496-5246  
Email: [striphahn@ilparks.org](mailto:striphahn@ilparks.org)

A final confirmation/receipt of booth space will be emailed when your contract has been received and processed.

If paying by credit card: [click here](#) to access the live floor plan, choose your booth location, booth package and enter payment online. If you would like to reserve more than one 8x10 booth space, contact Sue Triphahn at [striphahn@ilparks.org](mailto:striphahn@ilparks.org) or call 847/496-4449. Once your booth purchase has been approved (please allow at least 24 hours), you will receive an email/confirmation and a receipt.

Link to access live floor plan: <https://www.intheoriosis.com/ilparks/pub/ilparks2024e>

**Certificate of Insurance must be submitted by Jan. 8, 2024 (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 \_\_\_\_\_

***This contract is not valid without signature or payment in full.***

Booth(s) Choice(s): First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_ Number of Booth Spaces: \_\_\_\_\_

**BOOTH PACKAGE SELECTION\*    W/TABLE    W/O TABLE    ENCAP BOOTH SURCHARGE**

Package A (Up to 100 lbs)	<input type="checkbox"/> \$1,347	<input type="checkbox"/> \$1,240	<input type="checkbox"/> \$100 Per End Booth
Package B (Up to 300 lbs)	<input type="checkbox"/> \$1,457	<input type="checkbox"/> \$1,350	<input type="checkbox"/> \$100 Per End Booth
Package C (Up to 500 lbs)	<input type="checkbox"/> \$1,482	<input type="checkbox"/> \$1,375	<input type="checkbox"/> \$100 Per End Booth
Package D (Up to 200 lbs, 4 or more booths only)	<input type="checkbox"/> \$1,317	<input type="checkbox"/> \$1,210	<input type="checkbox"/> \$100 Per End Booth

\*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 charged accordingly. Additional material handling fees will apply plus appropriate labor fees.

**FOR OFFICE USE ONLY**

PAYMENT \_\_\_\_\_ DATE \_\_\_\_\_

CONFIRMED BOOTH NUMBER \_\_\_\_\_

NUMBER OF BOOTH SPACES \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

**PAYMENT**

☐ CHECK ENCLOSED (PLEASE MAKE PAYABLE TO IAPD and mail to: Sue Triphahn, IAPD, 4476 Sundance Circle, Hoffman Estates, IL 60192)

**QUESTIONS? PLEASE CONTACT: Sue Triphahn, IAPD Conference Director, IAPD, 4476 Sundance Circle, Hoffman Estates, IL 60192 P: 847/496-4449 F: 847/496-5246 E: [striphahn@ilparks.org](mailto:striphahn@ilparks.org)**