

Vermont Recreation & Parks Association



VERMONT
RECREATION & PARKS
ASSOCIATION

75th Diamond Jubilee



Network • Learn • Empower

*We invite you to be an Exhibitor and Sponsor at
this year's Conference.*

Exhibit Hall Information and Registration

**Wednesday & Thursday
October 10 & 11, 2018
Lake Morey Resort
Fairlee, VT**

What they are saying...

"The Vermont Recreation Conference exceeded our expectations. Our company was so well received and we got so much foot traffic that we are gearing up for lots of new potential business in Vermont. Well worth the trip for us!"

"This conference is very well run and a wonderful opportunity to meet with current clients in a less formal environment."

"I made some valuable contacts throughout the state and look forward to working with them in the future. I took the opportunity to attend some of the workshops and got some valuable tools to implement in my program too."

"The VT Recreation Conference is one of the best delegate interactive conferences in New England. The location and value are well worth attending and exhibiting each year. I look forward to this conference and participating as a vendor every year."

The Audience

- * Municipal Recreation & Parks Directors and Supervisors
- * Federal and State Recreation Lands Administrators and Staff
- * Commercial Recreation Directors and Managers
- * Non-Profit Recreation Providers
- * Recreation Trails Administrators and Staff
- * Recreation & Parks Administrative Assistants, Program and Front Line Staff
- * Recreation & Parks Commissioners and Board Members
- * Park Maintenance Personnel
- * Recreation and Parks Advocates and Volunteers



General Information

EXHIBIT SPACE FEES

- \$395 for VRPA Commercial Members**
- \$575 for Non-Members (Commercial)**
- \$295 for Non-Profits (4' Table)**

Your exhibitor registration fee includes:

- One 8-foot skirted table (4-foot table for the non-profit rate)
- Up to 5 hours of quality time with conference attendees
- Dinner Wednesday & breakfast Thursday for one person
- An electronic file of the conference attendees' contact info
- Recognition in the Fall issue of the VRPA newsletter that goes to 400+ members and is posted on the VRPA website for 3 years.

SAVE \$20!
Register before June 1, 2018

EXHIBIT SPACE REGISTRATION

NEW - REGISTER ONLINE at www.vrpa.org. At the end of the registration process, you will have the option to pay with a credit card or print the invoice & pay with a check.

EXHIBIT SPACE SELECTION

Register before June 1st and select your preferred exhibit space. See the Preferred Exhibit Space Selection on the next page for details.

EXCLUSIVE EXHIBIT HALL TIME

Wednesday 5:00-6:30pm and Thursday 11:00am-12:00pm. These are exclusive times. There are no other activities or sessions going on during these times. To get the full value, we suggest that you attend both days and plan to participate in the evening activities on Wednesday.

EXHIBIT HALL SETUP

The Exhibit Hall will be in the Terrace Ballroom. You will be able to access it from the back of the building (lake side) on the lower level. Exhibits must be set up prior to 4:45pm on Wednesday, and 10:45am on Thursday. Electrical and internet access are available.

NOTE: The Conference Brochure is distributed throughout New England. Choose a sponsorship and have your company logo seen by parks & recreation professionals throughout New England.

EXHIBIT HALL PRIZE DRAWINGS

Attendees will be eligible to win prizes, awarded by VRPA, during the Exhibit Hall times. You are welcome to have your own drawings or giveaways at your booth.

SPONSORSHIP OPPORTUNITIES

Be sure to check out the sponsorship opportunities on the next page, to get your company's name and logo in front of the conference attendees. Sponsorship provides additional value and is a great way to connect with buyers. Sponsorship fees are in addition to the exhibit space pricing, except for the keynote and gift sponsorships, which include a free exhibit space. Sponsor logos are highlighted in the conference brochure which will be distributed to recreation professionals throughout New England.

SOCIAL & TEAM CHALLENGE

On Wednesday evening, drinks and snacks will be available in the Exhibit Hall. Dinner follows at 6:30pm and then the Team Challenge at 7:30pm, where exhibitors and attendees team up together to play an interactive game. In the past we have had a variety of games that test your skills and knowledge. This unique opportunity makes this conference like no other. Where else do you have the opportunity to team up and play together with your customers!

ADDITIONAL MEALS

Your exhibitor registration fee includes meals for one person for Wednesday's dinner and Thursday's breakfast. Tickets must be purchased separately for Wednesday's Lunch & Thursday's Awards Luncheon, if you plan to be there for these meals. Tickets for additional people to attend meals can be purchased when you register.

ACCOMMODATIONS

Make your room reservations directly with the Lake Morey Resort at 800-423-1211. The room rate is \$109 plus tax, for a single or double room. Mention the VRPA Conference to get this special rate; this rate is available until September 9, 2018. A \$50 deposit is required by the resort.

COMMERCIAL MEMBERSHIP

The non-member exhibit registration fee includes a one-year commercial VRPA membership good through May 1, 2019.

Conference Highlights

Wednesday, October 10

Educational Sessions

9:00am-12:00pm

Lunch & Keynote

12:00-1:45pm

(Meal ticket must be purchased)

Educational Sessions

2:00-4:30pm

Exhibit Hall Social

5:00-6:30pm

Exclusive Time

Dinner w/Attendees

6:30-7:30pm

(Dinner included in registration)

Game Time!

7:30-9:00pm

Attendee/Exhibitor Game

Fireworks

9:00pm

Thursday, October 11

Full Breakfast Buffet

7:00-8:30am

(Breakfast included in registration)

Educational Sessions

8:30-11:00am

Exhibit Hall

11:00am-12:00pm

Exclusive Time

Awards Luncheon

12:00-1:30pm

(Meal ticket must be purchased)

Educational Sessions

1:45-2:55pm

Silent Auction Final Bidding

3:00-3:30pm

Sponsorship Opportunities

Sponsorship is the best way to stand out from the crowd! Maximize your return on investment and visibility, get ahead of your competitors, build brand awareness. Show your support and promote your business before and during the conference. Check out these great sponsorship opportunities!

Register for a sponsorship before June 1, 2018 to be included in the Conference Brochure.

KEYNOTE: \$2500

Benefits: Full page ad in conference brochure, company logo on the sponsor poster and in the brochure next to the keynote information, a sponsor poster with your company name and logo displayed during the Keynote, and recognition of sponsorship throughout the conference. Free exhibitor space. *(One)*

CONFERENCE GIFT: \$2000

Benefits: Company logo imprinted on 200 conference gifts. Free exhibitor space and meals for one, company logo on the sponsor poster and in the brochure, and recognition of sponsorship throughout the conference. *(One)*

THURSDAY AWARDS LUNCHEON: \$500

Benefits: Company logo on the sponsor poster and in the brochure next to the Awards Luncheon information, a sponsor poster with your company name and logo displayed during the luncheon, and recognition of sponsorship throughout the conference. *(Two available)*

LEGACY SPONSOR: \$300

Benefits: Company logo on the sponsor poster, in the brochure, on the special 75th Historical Timeline, a sponsor poster with your company name and logo displayed at the Awards Luncheon, and recognition of sponsorship throughout the conference. *(Five available)*

WEDNESDAY DINNER: \$500

Benefits: Company logo on the sponsor poster and in the brochure next to the dinner information, a poster with your company name and logo displayed during the dinner, and recognition of sponsorship throughout the conference. *(Two available)*

WEDNESDAY LUNCH: \$400

Benefits: Company logo on the sponsor poster and in the brochure next to the lunch information, a poster with your company name and logo displayed during the lunch, and recognition of sponsorship throughout the conference. *(Two available)*

THURSDAY BREAKFAST: \$400

Benefits: Company logo on the sponsor poster and in the brochure next to the Breakfast information, a poster with your company name and logo displayed during the breakfast, and recognition of sponsorship throughout the conference. *(Two available)*

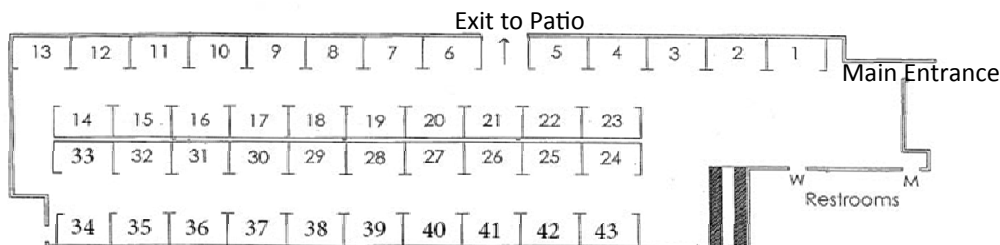
ROOM SPONSOR: \$250

Benefits: Company logo on the sponsor poster and in the brochure, a sponsor poster with your company name and logo displayed in one of the session rooms during the conference, and recognition of sponsorship throughout the conference. *(Four available)*

Preferred Exhibit Space Selection

A layout of the exhibit hall is below. Your registration provides you the opportunity to indicate your top 3 space choices when you register before June 1, 2018. The space assignment process gives preference to those exhibitors who are conference sponsors and support VRPA year round through membership. Space assignments are then on a first-come, first served basis. VRPA will do its best to assign you to your preferred location.

TERRACE BALLROOM



Booth Size - 10' wide x 6' deep space with an 8' Skirted Table

(The Non-Profit Registration Rate includes a 5' wide x 6' deep space with a 4' skirted table.)

Exhibit Hall

Policies & Procedures

RESTRICTIONS

VRPA reserves the right to restrict exhibits due to excessive noise, method of operation, hazardous displays, or for any other reason deemed necessary by VRPA.

AGREEMENT FOR SPACE

A completed registration and full payment constitutes a completed agreement for the right to use the space. In the event of fire, strike, or other circumstances beyond the control of VRPA, the agreement shall not be binding at any time prior to or during the conference.

LIABILITY

The Vermont Recreation and Parks Association and the conference committee are not responsible for any injury, loss or damage that may occur to the exhibitor, nor to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period of the conference. The exhibitor expressly releases VRPA, its officers, and the conference committee from any and all claims for such loss, damage, or injury. To prevent loss, small or portable articles of value should be properly secured or removed after exhibit hours and placed in safekeeping.

USE OF SPACE

All demonstrations must be confined to the limits of the exhibit space. No exhibitors shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of VRPA. Aisles must be clear. Advertising material of any description may be distributed only within the space assigned to the exhibitor presenting such material.

CANCELLATIONS

Cancellations of an exhibit space must be received in writing thirty (30) days prior to the first day of the conference. Written notification must be sent directly to the VRPA office at 721 Main Street, Colchester, VT, 05446 or emailed to info@vrpa.org. An administration fee of \$50 will be deducted from all refunds. No refunds will be given for cancellations within thirty days prior to the first day of the conference.



Frequently Asked Questions

What is the Value?

Interact with 100+ parks and recreation professionals, volunteers and financial decision-makers from throughout Vermont and New England who work at the local, state, and federal levels.

How can I Save Money?

Get \$20 off the Exhibit Hall Registration Fee by registering before June 1, 2018. **Don't delay! Register today!**

What's special about the Wednesday Evening?

The Exhibit Hall Social, Dinner and the Game Time offer great opportunities to informally interact with potential buyers, while having fun! Make connections on a personal level.

What is Exclusive Exhibit Hall Time?

Conference attendees and buyers don't have to choose between attending a session or visiting your booth. Nothing else is offered at this time!

SAVE \$20 WHEN YOU REGISTER BY JUNE 1, 2018

REGISTRATION INFORMATION

REGISTER ONLINE at www.vrpa.org

EXHIBITOR SPACE FEES:

\$395 for VRPA Commercial Members
\$575 for Non-Members (Commercial)
\$295 for Non-Profits (4" Table)

SPONSORSHIP OPPORTUNITIES:

(additional opportunity to support conference)

| | |
|--------------------|----------------------------------|
| Keynote | \$2,500 (includes exhibit space) |
| Conference Gift | \$2,000 (includes exhibit space) |
| Awards Luncheon | \$500 (2 available) |
| Wednesday's Dinner | \$500 (2 available) |
| Wednesday's Lunch | \$400 (2 available) |
| Thursday Breakfast | \$400 (2 available) |
| Room Sponsor | \$250 (4 available) |

ADDITIONAL MEALS:

| | |
|----------------------|--------|
| Wednesday Lunch | \$25pp |
| Wednesday's Dinner | \$25pp |
| Thursday's Breakfast | \$25pp |
| Thursday's Lunch | \$25pp |

Wednesday Dinner & Thursday Breakfast are included in your Exhibitor Registration.

You must purchase tickets if you plan to attend lunch on Wednesday or Thursday. If you have more than one person attending any meals, you must purchase tickets for them.

ONLINE REGISTRATION TIPS:

- 1) Go to www.vrpa.org, click on the Exhibit Hall Registration link under "Upcoming Events" on the homepage.
- 2) Scroll down the page and click on the "Register" button.
- 3) Enter your email, click Next.
- 4) Choose your registration type, click Next.
- 5) Complete all required fields.* You may also choose your Preferred Exhibit Space (when you register by June 1st), choose to become a conference sponsor, renew your VRPA membership (it expires on 5-1-18), and order extra meal tickets.
- 6) Meal Tickets - Your Exhibit Registration includes Wednesday Dinner and Thursday Breakfast for 1 person. You can purchase tickets for Wednesday and Thursday lunch for yourself or any meals for additional people in your group if needed.
- 7) You must accept the Liability Release before you can complete your registration.
- 8) At the end of the registration process, you will have the option to pay with a credit card or print off an invoice and mail in a check. You will receive an email confirmation of your registration.
- 9) If you have any registration problems, contact the VRPA office at 802-878-2077.