



2012
**Alabama Recreation &
Parks Association
Conference**

January 22-23, 2012

Exhibitor Registration Materials

At the largest annual gathering of park and recreation professionals from across the state of Alabama, you will find a number of different decision makers attending the ARPA Conference. Whether it is Agency Directors, Park Board Representatives, Divisional Superintendents, Athletic and Program staff, or Facility and Maintenance staff, you will find a broad cross-section of park and recreation specialists in attendance. With an average attendance in excess of 200, you have the opportunity to meet the customers who use your products and the decision makers who make the purchase decision.

Booth Information

At this year's show, exhibit booths will be 8x8. Each booth space will include a draped 6ft table, two chairs and a wastebasket. Additional amenities such as electricity, telephones, booth furnishings, etc. will be available directly from the Hotel at Auburn University and Dixon Conference Center. Please indicate on your contract if you would like information on how to order the additional amenities and I will send this directly to you.

Exhibit Hall Hours (Tentative)

Sunday, 1/22/12

10:00 a.m. – 5:30 pm

Exhibit Booth Set-up

6:30 pm - 8:30 pm

Opening Conference Social in Exhibit Hall

Monday, 1/23/12

8:00 am - 1:15 p.m.

Exhibit Hall Open

11:15 a.m.—1:15 p.m.

Dedicated Exhibit Visitation Time, including lunch

1:15 p.m.—3:00 p.m.

Exhibit Tear Down

Lodging

The Hotel at Auburn University and Dixon Conference Center will be serving as the host facility for conference lodging. The contracted room rate for the ARPA Conference is \$105.00 plus tax. To make reservations please call (800) 228-2876 and reference Alabama Recreation and Parks Association.

The Cut Off date for accepting Room Block Reservations will be January 2, 2012. Reservation requests received after 5:00 pm on this date will be accepted on a space and rate availability basis. Due to contractual requirements, the room block is limited and you are encouraged to reserve your rooms early.

Exhibit Installation and Dismantling

The exhibit setup hours are 10:00 a.m. to 5:30 pm on Sunday, January 22nd. The exhibit area will close at 5:30 pm to allow for setup for the Opening Conference Social. All exhibitors are asked to be set-up by 5:30 pm.

Dismantling may not begin before 1:15 p.m. on Monday, January 23rd. Deviation from this schedule must be approved by the ARPA Executive Director in advance. There are no early breakdowns as this is disruptive to the entire exhibition.

Exhibit Fees

ARPA Corporate Members *

Received by:	Before Nov. 1, 2011	After Nov. 1, 2011
1st Booth:	\$400.00	\$450.00
Add. Booths:	\$375.00	\$425.00

Non-Members

Received by:	Before Nov. 1, 2011	After Nov. 1, 2011
1st Booth:	\$450.00	\$500.00
Add. Booths:	\$425.00	\$475.00

Non-Profit/Educational

1st Booth:	\$175.00
Add. Booths:	\$150.00

(Verification of non-profit status may be requested)

Corporate Memberships

Must be current members in order to receive reduced rates.

Non-Members who wish to receive discounted exhibit rates should include an additional \$150.00 for 2012 ARPA Corporate Membership.

Preliminary Conference Schedule

Sunday, 1/22

10:00 a.m. – 5:30 pm	Exhibitor Setup
3:00 pm – 6:30 pm	Education Sessions
6:30 pm - 8:30 pm	Exhibit Hall Reception
9:00 pm - Midnight	Opening Social—Casino Night

Monday, 1/23

8:30 am - 3:45 pm	Education Sessions
8:00 am – 1:15 pm	Exhibit Hall Open
11:15 am – 1:15 pm	Dedicated Exhibit Hall Visitation (this includes lunch)
1:15 pm—3:00 pm	Exhibit Tear-down

Exhibit Registration Includes

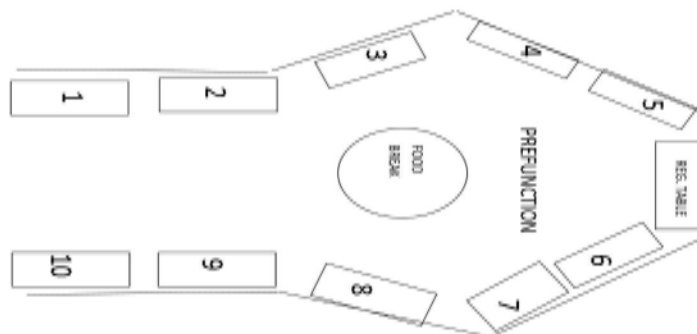
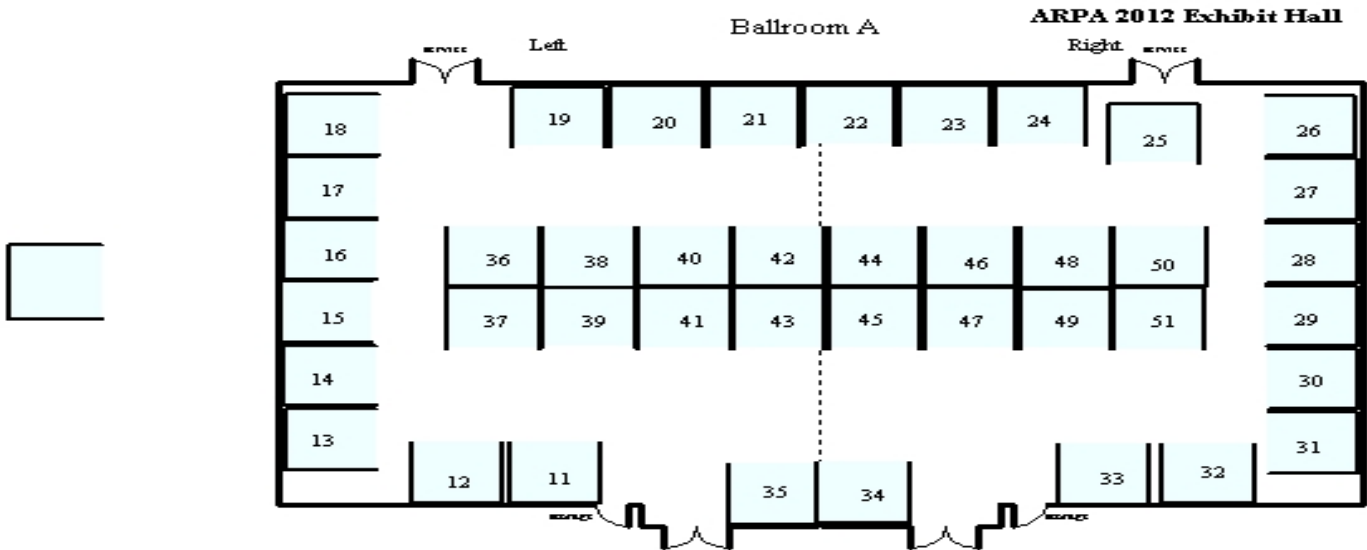
- Tickets for the refreshments served at the Conference Opening Reception and lunch on Monday
- Company listing with product/service description in conference program
- Electronic list of conference attendees before and after show
- Entrance into the Opening Conference Social, Casino Night

Assignment of Booth Space

Assignment of booth space is on a first come, first served basis. You should indicate your top three preferences on the exhibit contract. In order to be assigned space, payment must accompany your contract. No booth assignments will be made until the entire registration fee is received in the ARPA State Office. Should your selected preferences be filled, the ARPA State Office will contact you to assist you in selecting a booth space.

Cancellation Policy

Should you need to cancel your contract for exhibit space, please do so prior to January 2, 2012. A \$100/booth cancellation fee will be charged. No refunds will be made if cancellation notice is received in writing after January 2, 2012.



The Pre-Function Area is in the foyer area just outside the entrance to the exhibit hall.

2012 ARPA Exhibitor Registration Contract

Booth Rental (Booth spaces assigned on first come, first served basis)

Contract & Fee Received Before Nov. 1, 2011

___ Member Booth @ \$400
___ Non-Member Booth @ \$450
___ Non-Profit Booth @ \$175

___ Additional Member Booths @ \$375
___ Additional Non-Members @ \$425
___ Additional Non-Profit Booth @ \$150

Contract & Fee Received After Nov. 1, 2011

___ Member Booth @ \$450
___ Non-Member Booth @ \$500
___ Non-Profit Booth @ \$175

___ Additional Member Booths @ \$425
___ Additional Non-Members @ \$475
___ Additional Non-Profit Booth @ \$150

Sponsorship Level

Diamond Level ___ \$1000
Gold Level ___ \$500
Silver Level ___ \$300

Total \$ _____

Please check here if you need information on how to order power or additional furnishings for your booth: _____

Company Name _____

Contact Person (Name & Title) _____

Mailing Address _____

City/State/Zip _____

Phone _____ Fax _____ E-Mail _____

Booth(s) Number Preference in Order: 1) _____ 2) _____ 3) _____

Description of Product/Service for Listing in Conference Program:

Names of Sales Representatives Attending Show:

1. _____ 2. _____
3. _____ 4. _____

Signature _____ Date _____

**Please send signed contract and payment to:
ARPA, P.O. Box 230579, Montgomery, AL 36123-0579.
For more information please call the ARPA State office at (334) 279-9160
Idean@arpaonline.org**



ARPA 65th Annual Conference Sponsorships:

Diamond - \$1000 – Premier Sponsorship of the 65th Annual Conference will include:

- \$200 off the purchase of your booth for the ARPA Trade Show, locations are first come first served.
- Signage recognition as a **Diamond Sponsor** at the entrance to the exhibit hall, at the registration table, and at the HUGE Casino Night social event.
- Your company will be a recognized sponsor for the Casino Night Social Event, which will include \$50 in ARPA money to “gamble” with and the opportunity to set up an information table.
- Recognition in each issue of the “ARPA News You Can Use” electronic newsletter e-mailed to all members prior to conference.
- Sponsor ribbon recognition on all your company attendees’ name badges.
- A free half page ad in the Conference Program and recognition as a Diamond Level Sponsor.
- One free Draw-Down ticket for your chance to win the \$2000 grand prize, to be given away on Tuesday, January 24th (you do not have to be present to win)
- A group “Conference Sponsor Photo” for the next issue of *The Alabamian*. This photo will be taken on Sunday evening in the exhibit hall.

Gold - \$500 – Gold Sponsorship of the 65th Annual Conference will include:

- \$150 off the purchase price of your booth for the ARPA Trade Show, locations are first come first served.
- Signage recognition as a Gold Sponsor at the entrance to the exhibit hall and at the registration desk.
- Recognition in each issue of the “ARPA News You Can Use” electronic newsletter e-mailed to all members prior to conference.
- Sponsor ribbon recognition on all your company attendees’ name badges.
- A free ¼ page ad in the Conference Program and recognition as a Gold Level Sponsor.
- A group “Conference Sponsor Photo” for the next issue of *The Alabamian*. This photo will be taken on Sunday evening in the exhibit hall.

Silver - \$300 – Silver Sponsorship of the 65th Annual Conference will include:

- \$50 off the purchase price of your booth at the ARPA Trade Show, locations are first come first served.
- Signage recognition as a Silver Sponsor at the entrance to the exhibit hall and at the registration desk.
- Recognition in each issue of the “ARPA News You Can Use” electronic newsletter e-mailed to all members prior to conference.
- Sponsor ribbon recognition on all your company attendees’ name badges.
- A group “Conference Sponsor Photo” for the next issue of *The Alabamian*. This photo will be taken on Sunday evening in the exhibit hall.