



January 13, 2010

Dear Prospective Exhibitor:

On behalf of the Colorado Parks and Recreation Association (CPRA) Parks Section, I would like to invite you to attend our 32<sup>nd</sup> Annual Spring Workshop and Trade Show.

This year's event will be at the Adams County Regional Park & Fairgrounds in Brighton, on Thursday, March 11, 2010. Over 400 participants including exhibitors, and professionals in the areas of parks, recreation, forestry and horticulture attended the 2009 show, and the same or better attendance is anticipated this year!

This year the booth layout will be similar to that of past shows (see attached building floor plan) and, booths will be assigned on a *historical use basis*. Your completed registration form and fee (paid in full) must be received by **February 19, 2010 at 3:00 p.m.** in order to reserve your booth space.

For your convenience, I have attached the following exhibitor information to assist you with your registration:

- Exhibitor Registration Form
- Building Floor Plan and Booth Layout
- Exhibitor Information Sheet
- Exhibitor's Rules and Regulations
- Door Prize Contribution Letter

The documents will be available on the CPRA web site [www.cpra-web.org](http://www.cpra-web.org), where you can also find information on joining CPRA as a Commercial Member.

This annual event continues to be one of the best values of its kind in the Rocky Mountain Region for exhibitors and participants alike. We look forward to seeing you on March 11<sup>th</sup>. Please feel free to contact me, Dave Allgood, Parks Section Representative, for additional information at (719) 391-3519 or [allgoodd@wsd3.k12.co.us](mailto:allgoodd@wsd3.k12.co.us)

Sincerely,

Dave Allgood  
CPRA Parks Section Past Chair/Section Representative

**COLORADO PARKS & RECREATION ASSOCIATION**  
**32<sup>nd</sup> Annual Parks Section Spring Workshop and Trade Show**

**Exhibitor Information**

Thursday, March 11, 2010  
8:30 AM- 2 PM  
Adams County Regional Park & Fairgrounds  
Brighton, CO

**Exhibitor Hours:**

The show will open at 8:30 AM and conclude at 2 PM on March 11, 2010

**Exhibit Setup and Removal:**

The exhibit area will be available for setup from 8 am to 4 pm on Wednesday, March 10<sup>th</sup>, and from 7:00 am to 8:30 am on Thursday, March 11<sup>th</sup>. All exhibits should be installed and ready for display by 8:30 am on Thursday, March 11<sup>th</sup>. All exhibits must be removed from the site no later than 6:00 pm on Thursday, March 11<sup>th</sup>.

**Security:**

Facility staff will be on site beginning at 8 am on Wednesday, March 10<sup>th</sup>. The building will be locked at 5 pm on Wednesday, March 10<sup>th</sup> until 7:00 am on Thursday, March 11<sup>th</sup>.

**No overnight security will be provided.**

**Exhibition Building Booths:**

Small booth spaces (8'x10') will be provided adjacent to the building walls. Large booth spaces (15'x30') will be provided in the center of the building. Exhibitors will be responsible for any damage to the building caused by their negligence. Electricity will be available, as requested, and exhibitors are responsible for providing their own extension cords. Only one 110-volt outlet can be made available per booth. All booths will be provided with one table and two chairs. Decorator curtains will be available for small booths only.

The Adams County staff must approve all exhibits before an exhibit may officially open. Exhibitors must remove cutting blades from rotary mowers **before** the equipment is brought into the exhibit area. **No Exceptions Please.**

# **Exhibitors Rules and Regulations**

(Please read carefully and save for future reference)

Rules and regulations governing the show have been written to inform exhibitors of their rights, restrictions and requirements.

1. Special signs, partitions, shelving, etc. may not extend more than 8 feet above the floor. Sidewalls are not to extend more than 4 feet from back of booth or other special structures without permission of show management. Pins or tacks in drapes, walls, posts, etc. are not permitted.
2. Nails or screws may not be driven into the floor. No damage of any nature may be done to the booth structure or to any part of the building. Exhibitors will be held responsible for damages.
3. All aisles must be kept clear of exhibits, and interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's space. No canvassing, solicitation of business or conference in the interest of business, except by exhibiting firms is allowed.
4. All structural work, such as extra shelving, standards, display racks, etc., must meet the approval of show management.
5. Subleasing of space is prohibited.
6. Use of sound motion pictures and tape recorders will be permitted where appropriate to the display, provided sound is maintained at not more than "conversation" level. Sponsoring organizations reserve the right to restrict exhibitor's use of sound and /or other devices that may interfere with the best interest of the show.
7. Food and snack items may be given away but not sold by exhibitors.
8. Show management reserves the right to refuse space, which would in anyway distract from the integrity and dignity of the show.
9. Gasoline will be permitted in gasoline tanks, and batteries or other electrical sources must be disconnected and gasoline or other fuel caps sealed with scotch or masking tape. Only new, previously unfilled propane, butane or other flammable fuel tanks are allowed on mobile units.
10. Any special carpentry, wiring, telephone, gas, steam, water or drainage connections shall be installed and removed at the exhibitor's expense.
11. Exhibitors must drape the back of unsightly structures (if exposed to view) at their own expense.
12. All labor required in setting-up or removal of exhibits must be supplied by the exhibitor.

13. Exhibitors are to have their booths set up and ready to show opening unless show management has given prior approval. Otherwise, the exhibitor will forfeit the area and registration fee.
14. All exhibits must remain in place and intact until the close of the show.
15. The decision of show management must be accepted as final in any disagreement between exhibitors or in the decision by show management to remove from the show any exhibitor or his representative performing any act or practice, which, in the opinion of the management, is objectionable or offensive.
16. All matters not covered under these conditions are subject to the decision of the show management and all exhibitors are to recognize that the show management and sponsoring organizations are to be held harmless for any act and for all activities within the actual exhibitor's booth and acts performed by exhibitor and/or his representative.
17. Exhibits creating smoke or offensive odors must be vented to the outside of the building.
18. Sponsoring organizations are not responsible for damage or loss of property of the exhibitor or participants.
19. Each exhibitor must carry adequate property and liability insurance.
20. Exhibitors agree to indemnify sponsoring organizations and the owners of the buildings from any loss, damage, or other liability, including attorneys fees, either may incur as a result of any act of the exhibitor or guests of the exhibitor.
21. Helium balloons are not allowed.
22. Smoking is allowed in designated areas only (smoking is not allowed within the buildings).



Dear Workshop & Tradeshow Exhibitor,

The 32<sup>nd</sup> Annual CPRA Parks Section Spring Workshop and Trade Show is coming up, and the Parks Section Committee is requesting assistance with door prize contributions.

As you may know, the Trade Show will be held in Brighton on March 11, 2010. This year the Parks Section Committee anticipates over 300 participants and sold-out exhibitor space. We would like to encourage exhibitor support with the door prize drawing.

Any support given is greatly appreciated – big or small. In the past, donated items have included: golf passes, tools, sporting event tickets, products that your company sells, distributes and/or manufactures, caps, jackets, logo golf / t-shirts or other promotional items. If you have something in mind and are not sure if it is appropriate, feel free to contact me.

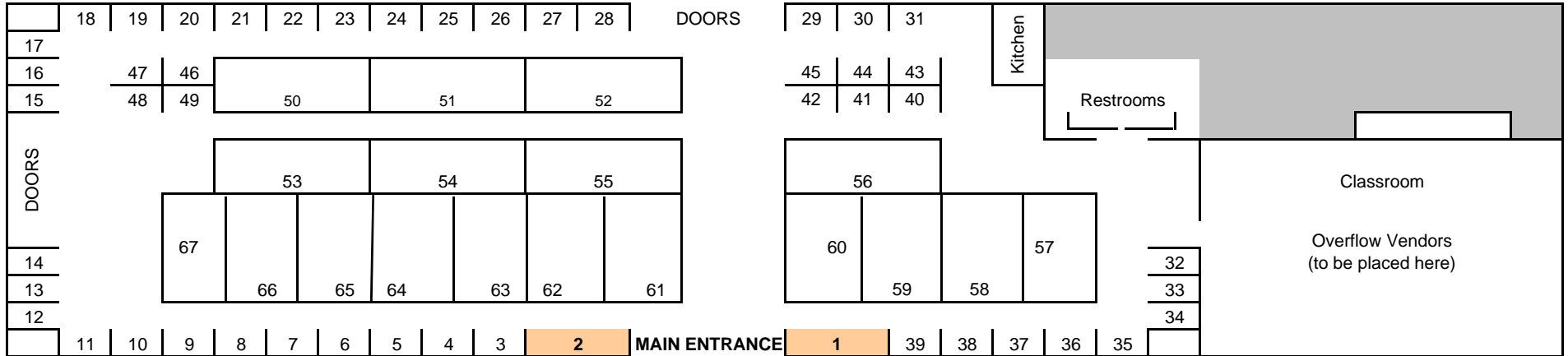
If you are able to donate a door prize, please contact me at 719-391-3519 or via email at [allgoodd@wsd3.k12.co.us](mailto:allgoodd@wsd3.k12.co.us) . Donated items can be dropped off at the registration desk on the day of the show. Thank you for your support of CPRA and this annual event.

Sincerely,

Dave Allgood  
Widefield School District #3  
CPRA Parks Section Chair



**ADAMS COUNTY REGIONAL PARK COMPLEX**  
 9755 Henderson Road  
 Brighton, Colorado 80601



1	VENDOR Check-in	21	41	*61	81
2	ATTENDEE Check-in	22	42	*62	82
3		23	43	*63	83
4		24	44	*64	84
5		25	45	*65	85
6		26	46	*66	86
7		27	47	*67	87
8		28	48	68	88
9		29	49	69	89
10		30	*50	70	90
11		31	*51	71	91
12		32	*52	72	92
13		33	*53	73	93
14		34	*54	74	94
15		35	*55	75	95
16		36	*56	76	96
17		37	*57	77	97
18		38	*58	78	98
19		39	*59	79	99
20		40	*60	80	100

- OPEN
  - PENDING
  - RESERVED
  - PAID
- Overflow Vendors
- \* Large Booth

**Parks Spring Workshop & Tradeshow**  
**Exhibitor Registration Form**  
**Thursday, March 11, 2010**  
**8:30 am- 2:00 pm**  
**Adams County Regional Park Complex**  
**9755 Henderson Road, Brighton, CO 80601**

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

One table (pipe, drape, tablecloth, skirt & 2 chairs included per booth) Yes \_\_\_\_\_ No \_\_\_\_\_

One - 110 Volt electrical outlet Yes \_\_\_\_\_ No \_\_\_\_\_

Amperage of electrical equipment that will be used on site: \_\_\_\_\_

Booth(s) number assigned: \_\_\_\_\_

Name Badge Requests: \_\_\_\_\_

\_\_\_\_\_

Number of small booths requested: \_\_\_\_\_ at \$175/booth = \$ \_\_\_\_\_

Number of large booths requested: \_\_\_\_\_ at \$240/booth = \$ \_\_\_\_\_

Additional lunch tickets\*: \_\_\_\_\_ at \$10/each = \$ \_\_\_\_\_

Will you help sponsor the luncheon? Yes \_\_\_ No \_\_\_ Sponsor Amount \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

*[\*Please note: One complimentary lunch ticket is included with each booth, additional lunch tickets can be purchased for \$10. Lunch sponsors receive 1 lunch ticket for every \$50 donated.]*

**Credit card payment is preferred. Fill in the following for this method of payment.**

(please note, there is a \$2 credit card processing fee that will be added to the total amount due)

MC/Visa/Discover Card number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. \_\_\_\_/ \_\_\_\_

Security Code (3 digit number on the back of the card) \_\_\_\_\_

Fax # (to send receipt to): \_\_\_\_\_ Attn: \_\_\_\_\_

Will you be donating a door prize for our drawing this year? Yes \_\_\_ No \_\_\_\_\_

Description of prize: \_\_\_\_\_

Please drop off door prizes at the registration desk on March 11th.

**Payment due by February 12, 2010**

Mail payment (checks payable to CPRA) with this form to:

CPRA Office, P.O. Box 1037, Wheat Ridge, CO 80034 OR

Fax this form with your credit card information to the CPRA Office at 303-237-9750.

**Questions?** Contact Dave Allgood at 719-391-3519 / [allgoodd@wsd3.k12.co.us](mailto:allgoodd@wsd3.k12.co.us) or

Kelcie O'Donnell at 719-391-3527 / [odonnellkelcie@wsd3.k12.co.us](mailto:odonnellkelcie@wsd3.k12.co.us)