

CONFERENCE EXHIBITOR INVITATION

The banner features a scenic background of a river with a waterfall. At the top left, the Montana Trails • Recreation • Park Association logo includes silhouettes of a mountain, trees, a cyclist, a picnic table, and a kayaker. To the right is the Great Falls Park & Recreation logo with a stylized leaf. The main text reads "MTRPA 2022 Annual Conference" in large, bold letters. Below this, a blue horizontal band contains the theme "RECONNECTION THROUGH RECREATION" and the subtitle "Purpose and Resilience in Parks and Recreation", flanked by icons of people connected in a network. At the bottom, the dates "April 3 - 6, 2022", location "Great Falls, Montana", and venue "Holiday Inn Great Falls Convention Center" are displayed over the waterfall image.

MONTANA TRAILS • RECREATION • PARK ASSOCIATION

PARK & RECREATION
GREAT FALLS

MTRPA 2022 Annual Conference

RECONNECTION THROUGH RECREATION
Purpose and Resilience in Parks and Recreation

April 3 - 6, 2022
Great Falls, Montana
Holiday Inn Great Falls Convention Center

What is the Montana Trail Recreation and Park Association, and why should you exhibit with us?

The Montana Trail Recreation and Park Association (MTRPA) is a non-profit, public interest professional organization representing professionals involved in providing recreation opportunities, natural resource management and leisure facilities to all Montanans as well as the countless tourists who visit our State each year. Exhibiting at MTRPA highlights your business or brand name to hundreds of receptive attendees for a very reasonable price. **Businesses may also sponsor a social event or educational session independently or in combination with other business sponsors.** Looking to bring visibility to a particular product or service? Donate to the silent auction! The 2022 State Conference is hosted by Great Falls Park and Recreation.

The Reasons to Attend

- Great Falls' host agencies have planned an exciting conference schedule to attract maximum participation in 2022. Because of its Central location, the Great Falls' conference is expecting high attendance.
- Contact current, past and potential customers.
- Network with professionals who possess a desire to learn about your product.
- Evaluate your competition and the industry marketplace.
- As an exhibitor, you can attend any of the educational sessions being offered during the conference.
- Great Falls is centrally located with great recreational opportunities nearby as well as shopping and sightseeing opportunities within the City!

The Audience

We have been showcasing the finest in parks and recreation products and services at our annual conferences for many years. Your exhibit will reach:

- Directors, Administrators and Recreation Supervisors
- Natural Resource Land and Wildlife Managers
- Park Operations and Maintenance Personnel
- Trails Management and Maintenance
- Therapeutic Recreation Professionals
- Educators and Students
- Commercial Recreation Professionals
- Aquatics Personnel
- Students Pursuing a Career in Recreation and Land Management
- Park & Recreation Commissioners & Board Members
- Citizen Members

Display Space Options for Exhibitors

Share your products and services with conference attendees in the Holiday Inn Convention Center. The Convention Center will be the location for the General Session, coffee breaks, breakfast on Tuesday, lunch on Monday and Tuesday, and evening socials on Sunday and Monday.

*****We are looking for exhibitors to sponsor the following events:*

- Socials, Meals, Education Sessions
- Vendors must let us know by March 17th if they can sponsor an event.

MTRPA Conference in GF

Draft Schedule

Sunday

12:00-6:00	Registration Open
2:00-5:00	Vendor Set-up
1:00-3:00	CPR/1st Aid Training
1:00-5:00	Activities
3:30-5:00	Life Guard Instructor Training
6:00-8:00	Vendor Social (heavy apps or buffet)

Monday

7:00-12:00	Registration Open
	Breakfast on your own
8:30-9:00	Conference Welcome
9:00-10:30	Opening Keynote
10:30-10:45	Break
10:45-11:45	Education Sessions
11:45-1:15	Lunch & Business Mtg (w/vendors)
1:30-2:30	Education Sessions
2:30-3:00	Break w/vendors
3:00-4:00	Education Sessions
6:00-9:00	Evening Social, Auction, & MTRPA Olympics

Tuesday

7:00-12:00	Registration Open
8:00-9:15	Breakfast & Vendor Presentations
9:30-10:30	Education Sessions
10:30-11:00	Break w/vendors
11:00-12:00	Education Sessions
12:15-1:30	Awards Lunch (w/vendors)
1:45-2:45	Education Sessions
2:45-5:00	Tours
	Dinner on your own

Wednesday

	Breakfast on your own
8:00-9:00	Education Sessions
9:00-10:15	Break
10:15-11:30	Closing Keynote
11:30-12:00	Closing Remarks

Registration and Setup Schedule for Conference Exhibitors

Exhibitor Setup will be 2:00-5:00 on Sunday, April 3rd. **Breakdown may begin on Tuesday afternoon, Wednesday, April 6th.**

Table Display Reservations Include the Following:

There will be 8 feet by 30 inch draped table, chairs, linens & skirting provided, plus general aisle cleaning and access to electricity. The Holiday Inn (will accept freight on your behalf with proper notification. Please be sure your shipment is clearly marked “MTRPA Conference, Attn: Kristie Sheldon.” There is limited electricity available, please make arrangements prior to deadline if needed. All vendor booths will be located in the Convention Center, please see attached map of the hotel.

How to Sign up

1. Fill out the attached contract and send to sherrig@greatfallsmt.net and prearden@greatfallsmt.net.
2. Pay your fees either on-line or by check.

Fees/Deposits

Full-conference table display fees are \$400. Entries will be accepted until March 17th or until all exhibitor spaces are sold. **Fee includes all socials, education sessions and regular conference meals and events for one company representative.** Meals and events for additional company representatives are \$130 per person. Fees do not include lodging.

Pay on-line at: https://mtrpa.ticketleap.com/mtrpa-conference-2021/dates/Apr-03-2022_at_1200PM

-OR-

Send checks and contract to:

Park and Recreation

MTRPA Conference Exhibits

P.O. Box 5021

Great Falls, MT 59403

Exhibit Space Is Limited!

Cancellation Policy

Should you find it necessary to cancel your exhibit; the following cancellation policy will apply.

A \$100 administrative fee will be assessed. The cancellation request must be received by March 17th, to be eligible for partial refund. Requests received at Great Falls Parks and Recreation later than March 17th will not be eligible for refund unless the booth space can be re-sold.

Housing

Call the Holiday Inn directly to make lodging arrangements; the code to call in is MTR. Or register on line at:

https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en®ionCode=1&hotelCode=GFAMT&_PMID=99801505&GPC=MPR&cn=no&viewfullsite=true

Holiday Inn

1100 5th St. So.

Great Falls, MT 59405

Direct Phone: 406-727-7200

Toll-free: 800-257-1998

Fax: 406-406-268-0472

<https://holidayinn.com/greatfalls>

Price: \$109/per night (does not include tax)

2022 MTRPA Trade Show Exhibit Booth Contract April 3-6, 2022

Table Display Assignments are made on a first-received, first-assigned basis. Contract and fees accepted at Parks and Recreation, MTRPA Conference, P.O. Box 5021, Great Falls, MT 59403, until March 17, 2022 or until Exhibit Hall fills.

Company Name

Email Address

Mailing Address

City, State, Zip

Phone

Fax

Contact Name:

Brief description of products or services to be displayed (for publishing purposes.) Attach extra page if needed. Promotional materials for inclusion in delegate "welcome packets" should be forwarded by March 17, 2022.

Items your firm will be donating to the Silent Auction:

Silent Auction funds go to the MTRPA and support professional and student scholarships and training. Items could include art, recreation equipment, outdoor gear, gift certificates, hotels, skiing, raft trips, food/beer/wine/soap baskets, appropriate books, etc.

- Full Conference Exhibitor \$400 *Area will be assigned as space is requested. Includes 8' x 30" draped table, chair, (limited electrical access). Includes meals, socials and regular conference events for one representative, April 3-6, 2022.*
- Meals/events for additional reps \$130 *Includes meals and regular conference events from April 3-6, 2022.*
Quantity _____
- Social Event Sponsor Circle one: \$250 \$500
Includes: Recognition by announcement, and appreciation poster.
- Educational Session Sponsor \$40 Includes your sign outside classroom and recognition at beginning and end of education session.

Montana Trail Recreation and Park Association, Great Falls Park and Recreation and the City of Great Falls assume no responsibility for the safety, theft or damage by fire, accident, vandalism, or other cause to the property of exhibitors. Exhibitors are encouraged to secure insurance prior to arrival. The exhibitor agrees to indemnify and hold harmless the Montana Trail Recreation and Park Association, Great Falls Park and Recreation, the City of Great Falls, and all officers, agents, staff members or directors of same, from any and all liability and expenses for personal injury and property damage or loss arising from or out of the use by the exhibitor of its exhibit space or its activities in connection thereof.

Exhibitors Signature _____
Please include a check to Montana Trail Recreation and Park Association for the full amount due.

If you would like to arrange for a special demonstration of your products, or if you would like to sponsor a social or education session, contact Great Falls Park and Recreation, 406-771-1265 or sherrig@greatfallsmt.net, prearden@greatfallsmt.net.

Office Use only:

Confirmed Space	Date Confirmed	Check Number
Date Rec'd	Staff Initials	Notes