



Montana Trails, Recreation and Park Association
Physical: 700 West Custer Ave, Helena, MT 59602
Mailing: PO Box 7388, Helena, MT 59604
contact@mtrpa.info
www.mtrpa.info

2023 MTRPA Conference Exhibitor Invitation

April 2nd – 5th, 2023

Whitefish, Montana

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

The Montana Trails 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 tourist who visit our state each year. Exhibiting at MTRPA highlights your business or brand name to hundreds of receptive attendees for a reasonable price. **Businesses may also sponsor a social event or educational session (see the Sponsorship Invitation enclosed).**

You're Invited!

2023 Annual MTRPA Conference

GO FISH!



Montana Fish**Trail Fish****Rec Fish****Park Fish**

All Fish in WHITEFISH, MT

Reasons to Attend

- Whitefish Parks & Recreation has planned an exciting conference schedule. This combined with abundant recreational opportunities, we expect high attendance.

- Connect with past, current, and potential clientele.
- Network with professionals who can benefit from your product.
- Evaluate the competition and the industry marketplace.
- Attend any educational session being offered at the conference.
- Participate in nearby recreational opportunities, and enjoy local shopping, restaurants, sightseeing and nightlife.

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 Professionals
- 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 at Grouse Mountain Lodge. The lodge will host education sessions, meals, and evening socials.

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

- **Socials, Meals, Education Sessions (see the attached sponsor packet for more information)**
- **Registration deadline for exhibitors and sponsors is February 15th**

Whitefish MTRPA Conference

Agenda

(Draft Schedule)

Sunday April 2nd

12:00 p.m. – 6:00 p.m.	Registration
2:00 p.m. – 5:00 p.m.	Vendor Set-up
3:30 p.m. – 5:00 p.m.	MTRPA Board Meeting
6:00 p.m. – 8:00 p.m.	Vendor Social

Monday April 3rd

7:00 a.m. – 10:30 a.m.	Registration
8:00 a.m. – 9:00 a.m.	Welcome Breakfast
9:00 a.m. – 10:30 a.m.	Opening Keynote
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:45 a.m.	Education Sessions
12:00 p.m. – 1:15 p.m.	Lunch
1:15 p.m. – 1:45 p.m.	Break with Vendors
2:00 p.m. – 4:00 p.m.	Education Sessions
4:30 p.m. – 5:30 p.m.	Perch Plunge
6:00 p.m. – 9:00 p.m.	Evening Social

Tuesday April 4th

7:00 a.m. – 9:00 a.m.	Registration
7:30 a.m. – 9:00 a.m.	Breakfast on Your Own
9:00 a.m. – 9:30 a.m.	Welcome / Announcements / Vendor Presentations
9:30 a.m. – 10:30 a.m.	Education Sessions
10:30 a.m. – 11:00 a.m.	Break with Vendors
11:00 a.m. – 12:00 p.m.	Education Sessions
12:15 p.m. – 1:30 p.m.	Awards Lunch
1:45 p.m. – 2:45 p.m.	Education Sessions
3:00 p.m. – 4:00 p.m.	Education Sessions
4:00 p.m. -	Dinner on Your Own

Wednesday April 5th

7:00 a.m. – 9:00 a.m.	Registration
8:00 a.m. – 8:30 a.m.	Breakfast To-Go
9:00 a.m. – 11:00 a.m.	Tours and Education Sessions
11:30 a.m. – 11:45 a.m.	Gear Swap Silent Auction
11:45 a.m. – 12:00 p.m.	Closing Remarks

Registration and Setup Schedule for Conference Exhibitors

Exhibitor Setup will be 2:00 – 5:00 p.m. on Sunday April 2nd. Breakdown may begin the afternoon of Wednesday April 5th.

Table Display Reservations Include the Following:

An 8 ft table with linens and 2 chairs. There is limited electricity available so please specify if you need access. Grouse Mountain Lodge will accept freight on your behalf with proper notification. Please be sure your shipment is clearly marked MTRPA Conference, Attn: Tresha Scallen. All exhibitor booths will be in the Continental Divide room.

How to Sign up

1. Fill out the attached contract and mail to City of Whitefish Parks & Recreation, P.O Box 158, Whitefish MT 59937, or email profficemgr@cityofwhitefish.org
2. Submit payment (checks to be made payable to MTRPA)

Fees/Deposits

Full conference table display fees are \$400 for members, \$430 for non-members. Entries will be accepted until February 15th or until all exhibitor spaces are sold. **Fee includes all socials, education sessions, regular conference meals, and events for one company representative.** Meals and events for additional company representatives are \$150 per person. Fees do not include lodging.

Pay online at: https://mtrpa.ticketleap.com/2023-mtrpa/dates/Apr-02-2023_at_1200PM

-OR-

Send checks made **payable to MTRPA** to:

City of Whitefish Parks & Recreation
P.O. Box 158
Whitefish, MT 59937

Cancellation Policy

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

A \$100 administrative fee will be assessed. Please contact Montana Trails Recreation & Park Association to request a refund. 100% refund by January 15th. 50% refund by February 15th. No refunds after February 15th.

Lodging

For reservations, contact the Central Reservations office and quote the name of the group, Montana Trails Recreation and Parks Association 2023. Credit Cards will be kept on file and the 1st night stay will be charged at the time of booking. Please include requests for extended stays (valid 3 days pre/post visit based on availability at time of booking) and any airport shuttle requests. Local: (406) 892 2525 or email: glacier park@pursuitcollection.com. **Rooms must be secured by February 15, 2023, to receive the discounted rate.**

Rates:

Standard/Golf View: \$99 (standard/double), \$114 (triple), \$129 (quad)

Corner Suite: \$159 (standard/double), \$174 (triple), \$189 (quad)

Loft Suite: \$199 (standard/double), \$199 (triple), \$199 (quad)

Plus, 1% Tourism, 8% State Bed Tax, 3% Whitefish Resort Tax, \$10.00 Amenity Fee/room/night

2023 MTRPA Trade Show Exhibit Booth Contract

April 2-5, 2023

Table display assignments are made on a first-received, first assigned basis. MTRPA members receive preferred table location. Contract and fees accepted at City of Whitefish Parks and Recreation, P.O. Box 158, Whitefish, MT 59937, until **February 15, 2023**, or until Exhibit Hall is full.

Company Name _____

Email Address _____

Mailing Address _____

City, State, Zip _____

Phone _____

Fax _____

List names of representatives attending for name badges. Please note any dietary restrictions or accessibility needs:

*Does not include hotel room registration.

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 to profficemgr@cityofwhitefish.org by February 15, 2023.

- ☐ **Full Conference Exhibitor** \$400 Members \$430 Non-Members
Area will be assigned as space is requested. Includes 8' table with linen and 2 chairs, (limited electrical access). Includes meals, socials, and regular conference events for one representative.
- ☐ **Meals/events for additional reps** \$150
Quantity _____

Montana Trails Recreation and Parks Association, the City of Whitefish Parks and Recreation and the City of Whitefish 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 Trails Recreation and Parks Association, the City of Whitefish Park and Recreation, the City of Whitefish, 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 Trails Recreation and Parks Association for the full amount due.

If you would like to arrange for a special demonstration of your products, contact City of Whitefish Parks and Recreation, (406) 863-2470 or profficemgr@cityofwhitefish.org

Office Use Only:

Confirmed Space
Date Rec'd

Date Confirmed
Staff Initials

Check Number
Notes