



2024 MTRPA Conference Exhibitor and Sponsor Invitation

April 22nd – 25th, 2024 – Billings, MT

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 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 Sponsorship invitation enclosed).**

Reasons to Attend

- Enjoy an exciting conference schedule.
- Hosted in the Magic City for the first time since 2011.
- Connect with past, current, and potential clients.
- 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, enjoy local shopping, restaurants, and sightseeing.

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 at the DoubleTree Hotel. The hotel 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 vendors and sponsors is March 15th**

Conference Agenda

(Draft Schedule)



Monday April 22nd

12:00 p.m. – 6:00 p.m.	Registration
3:30 p.m. – 5:00 p.m.	MTRPA Board Meeting
6:00 p.m. – 9:00 p.m.	Opening Social

Tuesday April 23rd

6:00 a.m. – 8:00 a.m.	Vendor Set-up
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 General Session 1
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:45 a.m.	Breakout Sessions 1
11:45 a.m. – 1:15 p.m.	Lunch
1:30 p.m. – 3:30 p.m.	Off-Site Tours
4:00 p.m. – 6:00 p.m.	Social Event Dinner on Your Own

Wednesday April 24th

7:00 a.m. – 9:00 a.m.	Registration
8:00 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 9:15 a.m.	Welcome / Announcements
9:15 a.m. – 10:30 a.m.	General Session 2
10:30 a.m. – 11:00 a.m.	Break with Vendors
11:00 a.m. – 12:00 p.m.	Breakout Sessions 2
12:15 p.m. – 1:30 p.m.	Awards Lunch
1:45 p.m. – 2:45 p.m.	Breakout Sessions 3
3:00 p.m. – 4:00 p.m.	Breakout Sessions 4
6:00 p.m. -	Social Event

Thursday April 25th

7:00 a.m. – 9:00 a.m.	Registration
8:00 a.m. – 8:45 a.m.	Breakfast
8:45 a.m. – 10:00 a.m.	General Session 3
10:30 a.m. – 11:45 a.m.	General Session 4
11:45 a.m. – 12:00 p.m.	Closing Remarks

Exhibitor Details

Registration and Setup Schedule for Conference Exhibitors

Exhibitor Setup will be 6:00 – 9:00 a.m. on Tuesday April 23rd. Breakdown may begin late Wednesday afternoon.

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.

How to Sign up

1. Fill out the attached contract and mail to City of Billings Parks & Recreation, 390 N. 23rd St., Billings MT 59101, or email parkinfo@billingsmt.gov
2. Submit Payment (Please see options below)

Fees/Deposits

Full conference vendor fees are \$475. Members get \$50 off with coupon code. (Become a member at mtrpa.info) Entries will be accepted until March 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/2024-mtrpa-conference/dates/Apr-22-2024_at_0300PM

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. The cancellation request must be received by March 15th, to be eligible for a partial refund. Requests received by City of Whitefish Parks and Recreation later than March 15th will not be eligible for refunds unless the booth space can be resold.

Lodging

For hotel reservations, contact the DoubleTree Hotel for the Montana Trails Recreation and Parks Association 2024 rate. Local: (406) 252-7400 or online at bit.ly/MTRPA2024. **Rooms must be secured by April 8, 2024, to receive the discounted rate.**

Rates: \$179 for a room in the MTRPA block. Options include: queen bed, king bed, or 2 double beds.

If you would like to arrange for a special demonstration of your products, or if you would like to sponsor social or education session, contact City of Billings Parks and Recreation, (406) 657-8372 or parkinfo@billingsmt.gov

Sponsorship Details

We would love your support in making this conference truly representative of the active, involved, community-minded association that we all love. It is only through the generous financial contributions from sponsors and exhibitors that this conference is made possible.

All sponsors will be listed in program and other print material promoting the conference. All sponsors will also be recognized on the website and in social media, emails, and press releases related to the conference. Additional recognition by level is detailed below.

Yellowstone - \$250

Sponsors will be recognized in promotional materials.

Coulson - \$500

Sponsors will be recognized in promotional materials and during an educational session.

Riverfront - \$750

Sponsors will be recognized in promotional materials and receive a complimentary booth. Sponsorship will be promoted in the coffee service area.

Magic City - \$1,000

Sponsors will be recognized in promotional materials and receive a complimentary booth. Sponsorship will be promoted during bar service. Free attendance for one additional representative.

Rimrock - \$2,000

Sponsors will be recognized in promotional materials and receive a complimentary booth. Sponsor a full bar, breakfast, or lunch service and be promoted during that meal or drink time. Free attendance for an additional representative.

Big Sky - \$3,000

Sponsors will be recognized in promotional materials and receive a complimentary booth. Sponsorship will be promoted during dinner service. Free attendance for two additional representatives.

MTRPA Conference Exhibitor & Sponsorship Registration Form

Complete this form and return by March 15, 2024, to be included in conference promotion.

Company Name: _____

Contact Name/s: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Type of Product/Service Provided: _____

Payment Summary:

Sponsor Level (optional): _____ Sponsorship Amount Paid: \$ _____

- Full Conference Exhibitor (\$475)
- MTRPA Member Full Conference Exhibitor (\$425)
- Meals/events for additional representatives (\$150): Quantity _____

Total Payment*: _____

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

*Does not include hotel room registration.

Please email a high-quality resolution logo and a brief description of products or services to be displayed to parkinfo@billingsmt.gov. Enclose a check and mail to City of Whitefish, Parks and Recreation Department, P.O. Box 158, Whitefish, MT 59937. **Please make your check out to MTRPA.**

Montana Trail, Recreation, and Park Association, Billings Parks and Recreation, and the City of Billings 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, Billings Parks and Recreation, and the City of Billings, and all officers, agents, staff members or directors of the 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.

Exhibitor Signature: _____

Office Use Only:

Confirmed Space

Date Confirmed

Check Number

Date Rec'd

Staff Initials

Notes