

**Peaks & Prairies GCSA Fall Meeting (Oct 25- 27)
& Trade Show (Oct 25)**

October 25-27, 2016 Radisson Hotel Billings, Billings, Montana

Register by October 12, 2016 and *SAVE!*

***Reserve a space and
you will receive:***

- ♦ 8' X 10' piped and draped space (8 ft back and 3 ft sides) First space is \$315.00*, additional spaces are reduced in price
- ♦ One table and two chairs, one two-lined sign
- ♦ Free meeting registration for the first two days of educational sessions for everyone in your booth. Lunches are a separate fee.
- ♦ One set of mailing labels
- ♦ Complimentary hors d'oeuvres and beverages, during trade show

**ONLINE RESERVATION AND
PAYMENT AVAILABLE**

**If payment by check, return THIS ENTIRE
DOCUMENT (MAKE COPY FOR YOUR
RECORDS)**

Open Mic Introductions

“Open Mic” – Tuesday, October 25, Between 12:10 p.m. and 12:40 p.m. there will be a microphone in the lunchroom for booth participants. If interested, you will have about 20 seconds to introduce yourself and your company, as well as mention a special product or offer an invite to your booth. To participate - be there during the 25 min. block! Lunch is available for a separate fee.

Schedule:

Setup – Tuesday, October 25

8:00 - 1:30 p.m.

**Must be ready to show by 1:30 p.m.*

Show – Tuesday, October 25

3:00 – 7:00 p.m.

TEARDOWN – Wednesday, October 26

6:00 – 10:00 a.m.

Please make your **HOTEL** reservations by **October 6**

Radisson Hotel Billings (formerly Holiday Inn Grand) 5500 Midland Rd, Billings, MT 59101

Phone: (406) 248-7701 *Specify code 1016Peaks1 when making your

Peaks & Prairies GCSA reservations

2 Story Building - Single / Double \$ 89.00 plus tax // Atrium Tower - King Bed \$ 119.00 plus tax

Coffee maker, alarm clock, iron & board, restaurant, lounge, heated pool, fitness center, jacuzzi, sauna, video game room

***You must be a Peaks & Prairies GCSA Member to participate. Please let us know if
you would like a membership application.***

Peaks & Prairies GCSA, P.O. Box 807, Lolo, MT 59847

Tele/Fax: (406) 273-0791 Web site: ppgcsa.org

Email address: ppgcsa@gcsa.myrf.net

Return this entire document (Make copies for your records) - Due by October 12, 2016

CONTRACT FOR TRADE SHOW SPACE - 2016

RULES GOVERNING PEAKS & PRAIRIES GOLF COURSE SUPERINTENDENTS ASSOC. TRADE SHOW

- 1. ELIGIBLE EXHIBITS:** The Peaks & Prairies Golf Course Superintendents Association reserves the right to determine the eligibility of any company or product to exhibit in their trade show.
- 2. DISPLAY AREA:** All exhibits must be contained within the purchased exhibit dimensions, and must conform to normal height and line-of-site rules which govern all trade shows.
- 3. LIMITATION OF LIABILITY:** The exhibitor agrees to make no claim against the Peaks & Prairies Golf Course Superintendents Association, nor the Rental Aide Center, Inc. for loss, theft, damage or destruction of goods, nor for any injury to himself or employees while in the trade show. Exhibitor agrees to indemnify Peaks & Prairies GCSA, and the Rental Aide Center, Inc. against, and hold them harmless for any claim arising out of the exhibitor's participation in the Peaks & Prairies Golf Course Superintendents Association Trade Show.
- 4. BUILDING RULES & CITY/COUNTY ORDINANCES:** The exhibitor will obey all rules and ordinances as prescribed by the Holiday Inn Grand Montana, Yellowstone County, the city of Billings, and all departments whose duties embrace such exhibits.
- 5. CARE OF SPACE:** Each exhibitor will be responsible for his space and its furnishings. It will be surrendered, at the close of the show, in the same condition it was at move-in. Nothing is to be pinned, taped or wired onto the back or side drapes or the table drapes. The Rental Aide Center will furnish necessary pipe hooks. Exhibitors should put their exhibits on plastic sheeting if there is any possibility of water or oil being transferred from the exhibit to the carpeting. In case of damage, the exhibitor will pay such claims as are necessary to restore space or furnishings to their original condition. All rubbish should be placed in the aisle at the close of move-in and each exhibit period. The Holiday Inn Grand Montana cleanup service will remove it at no cost to the exhibitor.
- 6. RELOCATION OF EXHIBITS:** Peaks & Prairies GCSA reserves the right to alter locations as shown on the floor plan and to change the overall size of the floor plan if deemed advisable.
- 7. MOVE-IN:** Exhibitors must move-in and set up between the hours of 8:00 a.m. and 1:30 p.m. on Tuesday. All exhibitors must be ready to exhibit at 1:30 p.m.
- 8. MOVE-OUT: 6:00 a.m. - 10:00 a.m., Wednesday.** Violation of this time schedule may result in a disruption of the event and could result in a suspension of exhibitor from future Peaks & Prairies GCSA Trade Shows.
- 9. DISPUTES:** The decision of the Trade Show Manager of the Peaks & Prairies Golf Course Superintendents Association must be accepted as final between exhibitors, or in any situation not covered by the *Rules Governing The Peaks & Prairies Golf Course Superintendents Association Trade Show*. The Executive Committee of Peaks & Prairies GCSA may serve as a Committee of Arbitration if deemed necessary.
- 10. SECURITY:** Peaks & Prairies GCSA, and the Rental Aide Center, Inc. will not be responsible for any loss or damage suffered by any exhibitor, their employees, or any trade show attendees, or any persons unknown, from any act of theft, vandalism, accidental injury, or arson. While the Holiday Inn Grand Montana provides 24-hour security, exhibitors should ascertain that their insurance coverage is adequate.
- 11. HAZARDOUS MATERIALS IN BOOTH DISPLAYS:** Peaks & Prairies GCSA prohibits the use of live chemicals as display materials during their trade show. "Dummy" materials will be required for the purpose of display during the show.
 - A.** No exhibitor will be allowed to bring hazardous materials into the exhibit hall for any purpose during the hours of move in, hours of the trade show, or hours of move-out.
 - B.** Hazardous materials are defined as follows:
 - 1.** Any material packaged in a container that has the words: "CAUTION", "DANGER", "WARNING", OR "POISON" on it, accompanied by a phrase such as, but not limited to, "DO NOT GET ON SKIN", "DO NOT GET IN EYES", "DO NOT BREATHE DUST", etc.
 - 2.** Live aerosol spray cans.
 - 3.** Exhibitors who intend to exhibit such materials should contact the manufacturer(s) and obtain empty containers that have never been filled. Only containers that are void of hazardous materials will be allowed in the exhibit hall.
- 12. PHOTOGRAPHS:** By registering, you authorize PPGCSA the right to use any photographs taken during the course of the Fall Meeting & Trade Show for association promotional materials or stories that appear in the association's publication.

I have read and agree to adhere to all regulations covering the 2016 Peaks & Prairies GCSA Trade Show, and do so indicate by the completion of this form and my signature thereon:

Signature

Date

Business Name

Telephone

STOP! If you are not reserving a booth or a sponsorship, but you are registering for the meeting, please turn to the next page. If you are reserving booth space and/or sponsorship, continue...

WAIT! Registration available online- visit calendar event on home page of ppgcsa.org.

SAVE \$\$ BY REGISTERING BY OCTOBER 12, 2016 (after 10/12 additional 10%)

▶ **BOOTH RENTAL FEES:** * also see page 4 about "regular" and "discounted" prices
 >>> (Note that 110 power is not included with your space and must be ordered separately below)

Includes free meeting registration for Tues & Wed. - (Thurs is a separate fee)

One 8' X 10' space	\$315.00	Save if registered by 10/12)	\$ _____
Two 8' X 10' spaces	\$550.00		\$ _____
Three or more 8' X 10 spaces	\$315.00 1st space + \$230.00 ea. additional booth		
	\$315.00 + (_____ @ \$230.00 = _____) =		\$ _____
Corner (where available, reserved along with one or more 8' X 10" booths	\$130.00 Reserve _____ @ \$130.00 each =		\$ _____

▶ **SELECT size of table/2 chairs furnished with each booth:**

_____ 4' _____ 5' _____ 6' (18 inches wide) _____ 6' (30" wide) _____ 8' _____ No table needed

Extra Furnishings (in addition to the one table and two chairs included in basic booth price)

110 Power	# _____ @ \$25.00 (until 10/16, on site is \$30.00 each)	=	\$ _____
220 Power	# _____ @ \$30.00 (until 10/16, on site is \$35.00 each)	=	\$ _____
Extra Table	# _____ @ \$16.00 (until 10/16, on site is \$20.00 each)	=	\$ _____
Extra Chair	# _____ @ \$ 3.00 (until 10/16, on site is \$ 3.00 each)	=	\$ _____

▶ **A listing of participants will be available to the membership** approximately a week before the Trade Show. **All exhibitors will be listed, including a few descriptive lines as chosen by the exhibitor.** Encourage everyone to visit your booth! List items displayed! **To be included with your listing:** _____

▶ **STAMP CARD PARTICIPANT** (Minimum donation to participate is \$10.00) \$ _____

We will provide you with a stamp. It is your choice to leave the stamp available for self-stamping, or you can personally stamp the cards. *Participating vendor and donation amount is listed on card. When attendee's card is stamped by each vendor listed, the person is eligible for a special drawing. We cannot add your company to the card on-site! You must register now to participate on the punch card.*

▶ **Seminar Coffee Break Sponsor or Co-Sponsor!** Sign displayed in break

area. Sign will be furnished by Peaks & Prairies. (You do not have to reserve a space at the trade show in order to be a sponsor a break.) **Co-sponsor \$175.00 / Full Sponsor \$500.00** \$ _____

▶ **Trade Show Food & Beverage Sponsor!** *Gold Sponsor* – \$150, name and logo

on table sign / *Silver Sponsor* - \$75, name on table sign. \$75 or \$150 \$ _____

▶ **Golf Event Hole Sponsor, Yellowstone Country Club! Hole** \$ 100.00 **Hole + KP** \$150.00 \$ _____

Do you wish to receive a **complimentary** set of pre-printed superintendent/assistant mailing labels?
 yes ___ no ___ (One set complimentary with booth reservation.)

Additional sets are available for \$10.00 ea., max. of 3 additional sets _____ X \$10.00 = \$ _____

Thursday Registration **"Create a Budget That Will Help You Succeed"** (8:00 a.m.-1:00 p.m.) \$70.00 \$ _____

MEALS:

Tuesday Lunch # _____ @ \$25.00 = \$ _____

Wednesday Lunch # _____ @ \$25.00 = \$ _____

Thursday Lunch: If you register for the Thursday seminar, your lunch is included.

Carry total to next page and continue **SUBTOTAL this page** \$ _____

Total by October 12, 2016 - add 10% if after 10/12

SUBTOTAL previous page \$ _____

PLUS 10% to booth total if forms submitted after 10/12 \$ _____

Wednesday Fall Golf Outing – Yellowstone Country Club 12:45 p.m. shotgun. \$35.00 price includes cart. Format TBA.
Host superintendent, Joe Stribley.

Name: _____ Handicap: _____ @ \$35.00 \$ _____

Name: _____ Handicap: _____ @ \$35.00 \$ _____

Name: _____ Handicap: _____ @ \$35.00 \$ _____

Name: _____ Handicap: _____ @ \$35.00 \$ _____

Use an additional sheet for more names

Forms submitted by October 12, 2016 save!

*** TOTAL DUE** \$ _____

☛ Will you be donating a trade show door prize? _____ If so, how many? _____ (Winners will collect their prize directly from you in your booth after we draw their name.)

A NAME TAG will be provided for all in your booth:

1) NAME: _____ COMPANY: _____
CITY/STATE _____

2) NAME: _____ COMPANY: _____
CITY/STATE _____

3) NAME: _____ COMPANY: _____
CITY/STATE _____

4) NAME: _____ COMPANY: _____
CITY/STATE _____

Use an additional sheet for more names

Email: _____

CONTACT PERSON: _____ Telephone: _____

Address: _____ City/State/Zip: _____

**Note: You must be a member of the Peaks & Prairies GCSA to reserve a booth.
Contact Lori if you need a membership form (406) 273-0791**

TO REGISTER FOR THE FALL MEETING WITHOUT A BOOTH:

First Person _____ Company: _____

Second Person _____ Company: _____

Address: _____ Email : _____

City/State/Zip: _____ Telephone: _____

Registration fees Oct. 25 & 26

Member Company: (Includes lunches)

First Person - \$ 140.00 Additional People- \$ 105

Non Member Company:

First Person - \$160.00 Additional People: \$115

Registration fees Oct 27 includes lunch

First Person - \$ 70.00 Additional People- \$ 60.00

Registration fees from left: \$ _____

Sponsorship (Complete previous page): \$ _____

Golf (complete golf section above): \$ _____

Total Due: \$ _____

* Note all prices are discounted and are applicable if paying by check. **If paying by credit/debit card, online payment/registration preferred (3% service fee) - visit calendar event on ppgcsa.org homepage for link.**

(Payment below by credit/debit card incurs 5% service fee). Payment by check incurs no fee.

Credit Card: Amex, Visa, MC: _____ Exp. date: _____

Name on Card _____ Signature _____