

**Subject:** RE: IAPD/IPRA Soaring to New Heights Conference – Exhibitor Receipt/Confirmation.  
**From:** Sue Triphahn <striphahn@ilparks.org>  
**Date:** 7/23/19, 12:25 PM  
**To:** 'Jaime CTE' <parkstaskforce@cteusa.com>

They should have received the below text:

This payment serves as an agreement to reserve booth space(s) for the 2020 IAPD/IPRA Soaring to New Heights Conference to be held at the Hyatt Regency Chicago, Riverside Center, January 23 – 24, 2020 and that you have accepted all exhibiting terms, rules and regulations as outlined on page 10 of the exhibitor prospectus.

The exhibitor services kit will be available mid to late November. Here you will order any additional items that you will need in your booth that are not included in your booth package (i.e. specialty furniture, drayage/shipping needs, electricity, wifi, etc.) The exhibit hall is carpeted (multi-colored), you do not need to order carpet for your booth unless you want a specific color.

Exhibitor directory submissions are entered within the exhibitor portal and due by Friday, December 20, 2019. You must have your login credentials to access the exhibitor portal. If your designated contact has not received their credentials via email, email [ilparks2020@cteusa.com](mailto:ilparks2020@cteusa.com) or call (847) 957-4255 and request them. Only exhibitors that have paid their exhibiting fees in full will appear in the directory. Remember this directory is the promotional piece all attendees will receive, so be sure to be creative and accurate with your description and company information.

Each booth receives (5) complimentary exhibitor badges. Badges need to be submitted no later than Monday, January 20, 2020. Your designated contact will access the exhibitor portal with their respective login credentials and submit badge information. Only companies that have paid their balance in full will have access to this site. Changes, additions and deletions of name badges can be completed online up until January 20, 2020. Preordered badges will be available for pick up onsite at the Exhibitor Registration located in Northwest corner of the exhibit hall beginning on Wednesday, January 22, 2020 from 12:00 pm to 4:00 pm and on Thursday, January 23, 2020 from 8:00 am – 6:00 pm. Exhibitor badges are not mailed prior to the show and can only be picked up onsite. Badges are required for admittance into the hall for all exhibitors. Any badges printed onsite are \$15.00 each.

All cancellations must be done in writing and submitted to Sue Triphahn at [striphahn@ilparks.org](mailto:striphahn@ilparks.org). Cancellations received before or on July 15, 2019 will receive a refund of the deposit paid, less a \$25 per booth processing fee. Cancellations received between July 16, 2019 and October 14, 2019 will receive a refund of the deposit(s) paid, less a \$100 per booth processing fee. NO refunds will be processed after October 14, 2019.

For inquiries contact IAPD/IPRA Exhibitor Services at (847) 957-4255 or email [ilparks2020@cteusa.com](mailto:ilparks2020@cteusa.com).

From: Sue Triphahn  
Sent: Tuesday, July 23, 2019 12:19 PM  
To: 'Jaime CTE' <[parkstaskforce@cteusa.com](mailto:parkstaskforce@cteusa.com)>  
Subject: FW: IAPD/IPRA Soaring to New Heights Conference – Exhibitor Receipt/Confirmation.

Hi Jaime,

When you get a chance can you give me a ring about the below, thanks!

From: IAPD/IPRA Exhibitor Services <[ilparks11-reg@cteusa.com](mailto:ilparks11-reg@cteusa.com)<<mailto:ilparks11-reg@cteusa.com>>>  
Sent: Tuesday, July 23, 2019 12:15 PM  
To: [conferences@govdeals.com](mailto:conferences@govdeals.com)<<mailto:conferences@govdeals.com>>  
Subject: IAPD/IPRA Soaring to New Heights Conference – Exhibitor Receipt/Confirmation.

2020 IAPD/IPRA Soaring to New Heights Conference  
Booth Deposit Receipt  
Please retain for your records.

Statement Date: 2019-07-23 12:15:10

Booth Number: 631  
Company: GovDeals

Key Contact:  
[conferences@govdeals.com](mailto:conferences@govdeals.com)<<mailto:conferences@govdeals.com>>  
Katy York  
100 Capitol Commerce Blvd.  
Suite 110  
Montgomery AL

Date	Description	Price	Qty	Amount
07/23/2019	Booth #631 Reserved	1,227.00	1	1,227.00
07/23/2019	Booth #631 Reserved	0.00	1	0.00
07/23/2019	American Express Payment xxx1003	-1,227.00		
	Balance Due	0.00		

This reservation form and payment of the \$300 deposit per booth will serve as a tentative agreement to reserve booth(s) space for the 2020 IAPD/IPRA Soaring to New Heights Conference to be held at the Hyatt Regency Chicago, January 23-24, 2020.

In July 2020, your online log in credentials to access the exhibitor portal and exhibitor prospectus will be emailed to your company's main contact. Final booth payments will be accepted through the exhibitor portal and due no later than September 27, 2019. Any unpaid

booth space may be released, resold and deposit forfeited after September 27, 2019.

All cancellations must be done in writing and submitted to Sue Triphahn at the above contact information. Cancellations received by July 15, 2019 will receive a refund of the deposit paid, less a \$25 per booth processing fee. Cancellations received between July 15, 2019 and October 14, 2019 will receive a refund of the deposit(s) paid, less a \$100 per booth processing fee. NO refunds will be processed after October 14, 2019.

For inquiries please contact IAPD/IPRA Exhibitor Services at (847) 957-4255 or email [ilparks11-reg@cteusa.com](mailto:ilparks11-reg@cteusa.com)<<mailto:ilparks11-reg@cteusa.com>>

— Attachments: —

---

winmail.dat

23.2 KB