



VERMONT
RECREATION & PARKS
ASSOCIATION

May 4, 2007

Dear Vendor:

I am pleased to announce that the 64th Annual Vermont Governor's Conference on Recreation will be held at the Lake Morey Resort in Fairlee, Vermont on Wednesday, October 24, 2007. Recreation, park, trail, Commercial, and therapeutic recreation professionals, volunteers and students from a variety of communities in Vermont, New Hampshire, and Massachusetts have attended this conference in the past.

I would like to invite you to get involved in this year's conference, themed "**Recreation in a Changing Environment**". Our Exhibit Hall is open to all who represent companies and organizations that provide supplies, equipment, or program services related to recreation, parks, trails, and/or therapeutic recreation.

Enclosed is general information in regards to vendor and sponsorship opportunities at our annual conference. *There are a limited number of spaces available for vendors. Registration is on a first-come, first-serve basis.* Please take advantage of this opportunity and reply today as we anticipate selling out space quickly!

Sponsorships are also available. There are several benefits to being a Sponsor (see sponsorship levels on the back of this letter) or for more information contact Todd Goodwin at tgoodwin@sburl.com. This is an excellent opportunity to gain additional recognition for your company.

New this year, as part of our vendor registration fee, is a Tuesday evening vendor social from 6:00-8:00pm. We hope you can arrive early to take advantage of this great opportunity for more one-on-one interaction with delegates. Again this year, there will be one hour of exclusive exhibit hall time Wednesday morning.

The committee is hard at work planning our **Third Annual Silent Auction** and would like to invite you to donate an item. Proceeds from this auction will help provide conference scholarships for students and other educational opportunities for VRPA members. The items will be on display throughout the day with final bids being made during the afternoon social. We hope you will plan to participate! Please complete the Silent Auction section on the Vendor Registration Form enclosed.

I have included a list of commonly asked questions and sponsorship levels on the back of this letter. Please don't hesitate to call me if you have other questions. Thank you.

Sincerely,

Todd Goodwin

Todd Goodwin
VRPA
Governor's Conference Chair
Phone: (802) 846-4108
Fax: (802) 846-4101
Email: tgoodwin@sburl.com

Frequently Asked Questions

What is the value of being a vendor?

MORE THAN 150 DELEGATES REPRESENTING VARIOUS PARKS AND RECREATION DEPARTMENTS HAVE ATTENDED THE CONFERENCE IN YEARS PAST AND THE NUMBER CONTINUES TO INCREASE. THIS IS YOUR OPPORTUNITY TO MEET THOSE INDIVIDUALS WHO MAKE PROGRAM AND/OR FACILITY DECISIONS IN THEIR COMMUNITIES. THIS IS AN EXCELLENT OPPORTUNITY TO RENEW OLD CONTACTS AND TO MAKE NEW ONES.

EACH ATTENDEE WILL RECEIVE, IN THEIR CONFERENCE PACKET; A VENDOR LISTING THAT WILL INCLUDE YOUR AGENCY NAME AND CONTACT INFORMATION.

How much does it cost to be a vendor?

The fees for vendor space are \$215 for VRPA commercial members, \$265 for Non-Members and \$290 for vendor space and a new VRPA commercial membership. **Early Bird** registration can save you \$50 if registered and paid in full by August 3, 2007.

By becoming a new commercial member of VRPA, you will save \$25 off the membership dues in addition to receiving a vendor space at the commercial member rate. VRPA commercial members also receive a direct link on the VRPA website, an electronic membership list, weekly recreation check-ins via email, the VRPA newsletter three times a year, and all other member mailings. This is a great opportunity that you will not want to miss out on!

What do I get for my registration fee?

Your vendor registration fee covers the program registration fees, morning continental breakfast, one (1) ticket for the awards luncheon, 8-foot display table, table cloth and two chairs. Vendor space is available on a first-come first-serve basis. There are *a limited number of spaces* available, so register early.

What is the exhibit hall operation time?

The night before Vendor's Social will be held from 6:00-8:00pm on Tuesday, October 23rd. For those willing to participate, exhibits must be set up prior to 5:45pm.

The day of the conference, Wednesday, October 24th, the exhibit hall will be open from 8:30am-1:00pm. Exhibits must be set up prior to 8:15am.

A 1 hour block of exclusive exhibit hall time will be offered again this year.

What else do I need to know?

The Exhibit Hall is being moved this year to a larger room, the Terrace Ballroom, which provides for more space and having all exhibitors in one location. Vendors will have

the opportunity to choose their space on Tuesday, October 23rd prior to the Vendor Social, on a first-come, first-serve basis, another advantage of coming the night before.

Accommodations

If you are planning to stay at the Lake Morey Resort, you must make the room reservations directly with them. You can reach the Lake Morey Resort at 800-423-1211. The Room Rate single or double is \$85 plus tax. Mention you are booking with the Vermont Governor's Conference on Recreation to get this special rate. A \$50 deposit is required by the resort to confirm your reservation.

HOW DO I REGISTER?

Complete the enclosed registration form and mail with full payment to the address below. Make checks payable to VRPA.

**VRPA/ Conference Vendor
721 Main Street
Colchester, VT 05446**

What should I donate to the Silent Auction?

We are holding our third annual silent auction, showcasing premiere specialty products, attractions, lodging, restaurants, etc. Please consider donating an item from your product line or something else that you feel is appropriate. We offer you the opportunity to be part of this exciting event- both as a donor and a bidder.

2007 SPONSORSHIP OPPORTUNITIES

Sponsor Levels

Bronze Level- \$350.00

- Free Vendor's Booth.
- Free registration to attend conference educational sessions.
- Breakfast, breaks & lunch for 2 people.
- Company's Banner displayed at the registration table. (banner is supplied by you)
- Recognition at the opening general session.
- **Company Logo in Conference Registration Brochure.

Silver Level- \$500.00

- All items from the Bronze Level plus,
- Free Flyer Stuffer in delegate's package (you supply 300 copies.)
- Function Sponsorship- sponsorship of one of the following functions of the conference- Vendor's Social, Awards Luncheon, and Afternoon Social. Company's Banner displayed and recognition.

Gold Level- \$1000.00

- All items from the above two levels plus,
- One Free Night Accommodation (single or double) at the conference.
- **Delegates Gift- logo (one color) placed on delegate gift.

****If sponsorship is received by early bird deadline of August 3, 2007**

Exhibit Hall Information

RESTRICTIONS

VRPA reserves the right to restrict exhibits due to excessive noise, method of operation, hazardous displays, or for any other reason deemed necessary by VRPA.

AGREEMENT FOR SPACE

The completed registration form and full payment constitutes the completed agreement for the right to use the space. In the event of fire, strike, or other circumstances beyond the control of VRPA, the agreement shall not be binding with any exhibitor at any time prior to or during the conference.

LIABILITY

VRPA, its employees or conference committee will not be responsible for any injury, loss or damage that may occur to the exhibitor, nor to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit agreement. This includes the period covered by the exhibit agreement. The exhibitor expressly releases the above-mentioned VRPA, individuals and committee from any all claims for

such loss, damage, or injury. To prevent loss, small or portable articles of value should be properly secured or removed after exposition hours and placed in safekeeping.

USE OF SPACE

All demonstrations must be confined to the limits of the exhibit space. No exhibitors shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of VRPA. Aisles must be clear. Advertising material of any description may be distributed only within the space assigned to the exhibitor presenting such material.

CANCELLATIONS

Cancellations of an exhibit space must be received in writing thirty (30) days prior to the first day of the conference by VRPA. Written notification must be sent directly to the VRPA office.



2007
64th Annual Governor's Conference on Recreation
Vendor Registration Form

Business/Agency Name: _____

Contact Person: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Website: _____

Description of Product/Service: (20 word maximum)

Representatives attending conference:

1. _____ (included)
2. _____ (\$40)
3. _____ (\$40)

Vendor Requests:

_____ Electrical Outlet
_____ Other (Specify)

Registration Fees:

- VRPA Members
- Non VRPA Members
- New VRPA Members
(Includes discounted VRPA Commercial Membership)
- Non Profit Rate (Enclose proof of 501(C)(3) status)
- Additional Meal Package (\$40 per person)

Regular Fees

_____ \$215
_____ \$265
_____ \$290
_____ \$150
_____ at \$40 =

Early Bird Special Prices

_____ \$165
_____ \$215
_____ \$240
_____ \$100

Your registration and payment must be postmarked by August 3, 2007 to receive the early bird prices.

Registration Fee enclosed: _____

Sponsorship: *See detailed sponsor information on the FAQ Sheet.

_____ Bronze..... \$350
_____ Silver..... \$500
_____ Gold..... \$1000

Sponsorship Fee enclosed: _____

Night Before Social: I plan on being part of the night before social on Tuesday

Silent Auction: I plan to bring an item for the Silent Auction:

Item Description: _____ Value: \$ _____

Make checks payable to: *Vermont Recreation and Parks Association (VRPA)*

Mail with full payment to: *VRPA/Conference Vendor, 721 Main Street, Colchester, VT 05446*
Phone: (802)878-2077 Fax: (802)878-2921 Email: betsy@vrpa.org

Don't forget- if you are planning to stay at the Lake Morey Resort, you must make the room reservations directly with them. Make your reservations by September 10, 2007 to be guaranteed the special \$85, plus tax conference rate. Mention you are booking with this conference. Lake Morey Resort: 800-423-1211