



March 14, 2008

Dear Vendor:

I am pleased to announce that the **65<sup>th</sup> Annual Vermont Governor's Conference on Recreation** will be held at the Lake Morey Resort in Fairlee, Vermont on Wednesday, October 1, 2008, with day before workshops and Vendor Social on Tuesday, September 30, 2008. Recreation, park, trail, commercial, and therapeutic recreation professionals, volunteers and students from a variety of communities in Vermont, New Hampshire, and New England have attended this conference in the past.

*I would like to invite you to this year's conference, themed "Get Out... Rediscover the Outdoors". 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 enclosed with this letter) or for more information contact Todd Goodwin at [tgoodwin@sburl.com](mailto:tgoodwin@sburl.com). This is an excellent opportunity to gain additional recognition for your company.

**Again this year, as part of our vendor registration fee, will be the Tuesday Evening Vendor Social from 6:00-7:30pm. We hope you will take advantage of this great opportunity for more one-on-one interaction with delegates. Dinner, on your own, will be available at the resort following the vendor social.**

**There will be a one hour exclusive Exhibit Hall time on Wednesday morning. New this year, vendors are welcome, but not required, to stay after the exclusive exhibit hall time. See the meal portion of the enclosed registration form to purchase your ticket(s) for lunch, if you would like to stay, as it is not included in your registration.**

The committee is hard at work planning our **Fourth 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.

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

Sincerely,

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

## **2008 SPONSORSHIP OPPORTUNITIES**

### **Sponsor Levels**

#### **Bronze Level- \$350.00**

- 1 8-foot table in Exhibit Hall, in reserved prime location.
- Free registration to attend educational sessions.
- Wednesday's breakfast, breaks & lunch for 1.
- Recognition at the opening general session.
- \*\*Company Logo in Conference Brochure.

#### **Silver Level- \$500.00**

- All items from the Bronze Level plus,
- Free Flyer Stuffer in delegate's packet (you supply 200 copies.)
- Conference Function Sponsorship- sponsorship of one of the following- Vendor's Social, Morning Breakfast, Afternoon Social.
- Company's Banner displayed and recognition given at function.

#### **Gold Level- \$1000.00**

- All items from the above two levels plus,
- 1 additional 8-foot table to display on, in exclusive location of Exhibit Hall.
- 1 additional Breakfast, break and lunch.
- Sponsorship of Awards Luncheon. Banner displayed and recognition at luncheon.
- One Free Night's accommodation- Tuesday night of the conference.

***\*\*If sponsorship is received by early bird deadline of May 16, 2008.***

## **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. attended last year, and we hope to have 200 this year. 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, \$150 for Non-Profits, 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 May 16,2008.

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, 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 6:00-7:30pm on Tuesday, September 30<sup>th</sup>. For those participating, exhibits must be set up prior to 5:45pm.

The day of the conference, Wednesday, October 1<sup>st</sup>, the exhibit hall will be open from 9:30am-11:30am. Exhibits must be set up prior to 9:15am.

A 1 hour block of exclusive exhibit hall time will be offered again this year from 10:30-11:30am

### **What else do I need to know?**

The Exhibit Hall will be in the Terrace Ballroom again this year, which provides for more space and all exhibitors in one location.

Vendors will have the opportunity to choose their space on Tuesday, September 30<sup>th</sup> prior to the Vendor Social, on a first-come, first-serve basis, another advantage of coming the night before.

Sponsors will have reserved space in the Exhibit Hall. This will be based on the level of sponsorship and will be assigned by the committee in prime location of the hall.

### **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**

***MORE ON THE BACK***

**What should I donate to the Silent Auction?**

We are holding our 4<sup>th</sup> 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.

**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.

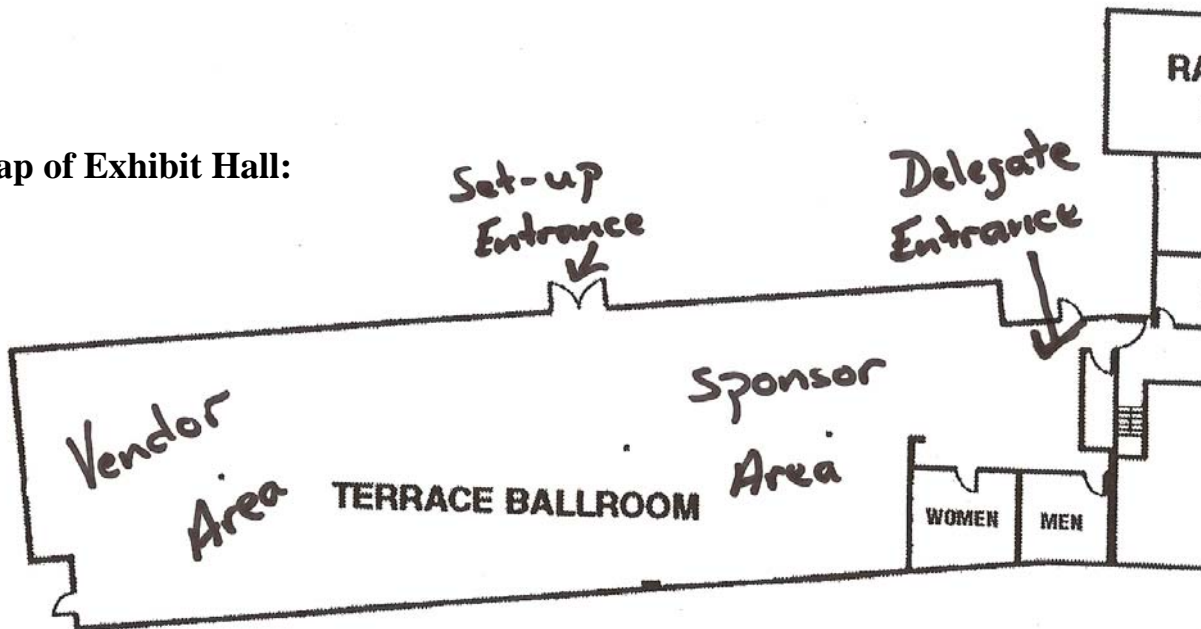
**USE OF SPACE**

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.

**Map of Exhibit Hall:**



**Front of the Lake Morey Resort**

**Driveway to Set-up Area**



VERMON  
RECREATION & PARKS  
ASSOCIATION

# 65<sup>th</sup> Annual VT Governor's Conference on Recreation Vendor Registration Form 2008

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. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

.....  
 Your registration and payment must be  
 postmarked by **May 16, 2008** to receive the  
 early bird prices and be listed in the brochure.  
 .....

**Vendor Registration Fees:**

	<u>Regular Fees</u>	<u>Early Bird Prices</u>
• VRPA Members _____	\$215	\$165
• Non VRPA Members _____	\$265	\$215
• New VRPA Members _____ (Includes discounted VRPA Commercial Membership)	\$290	\$240
• Non Profit Rate (Enclose proof of 501(C)(3) status) _____	\$150	\$100

**Registration Fee Enclosed: \$ \_\_\_\_\_**

**Sponsorship Registration Fee:**

\*See detailed sponsor information on the FAQ Sheet.

- \_\_\_\_\_ Bronze..... \$350
- \_\_\_\_\_ Silver..... \$500
- \_\_\_\_\_ Gold..... \$1000

**Sponsorship Fee Enclosed: \$ \_\_\_\_\_**

**Meals: (Lunch is not included in Vendor Registration Fee. Sponsorships, use if extra meals are needed)**

- Breakfast- (1 is included, additional needed) \_\_\_\_\_ x \$10= \$ \_\_\_\_\_
- Lunch- (not included in vendor registration, # needed for your group) \_\_\_\_\_ x \$24 = \$ \_\_\_\_\_

**Meal Package Total Enclosed: \$ \_\_\_\_\_**

**TOTAL ENCLOSED \$ \_\_\_\_\_**

**Night Before Social:**  I plan on being part of the night-before Vendor Social on Tuesday, Sept. 30

**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](mailto: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 August 31, 2008 to be guaranteed the special \$85, plus tax conference rate. Mention you are booking with this conference. A deposit of \$50.00 per room is required. Call Lake Morey Resort at 800-423-1211.