



2019 EXHIBITOR – SUSTAINING MEMBER INFORMATION

56th Annual School Transportation Conference & Trade Show
July 15-17, 2019 - Airport Holiday Inn, Des Moines, Iowa

Trade Show --- 9:00 am thru 12:00 pm --- July 16, 2019

YOUR PARTICIPATION:by paying the annual \$550 Sustaining Exhibitor-Member fee entitles your company to one (1) 8' x 10" exhibit booth with covered exhibit table, 2 chairs and electricity (if indicated on your registration).

TRADE SHOW LOCATION: 56th Annual IPTA School Transportation Conference & Trade Show to be held at the Airport Holiday Inn, 6111 Fleur Drive, Des Moines, IA 50321. For hotel reservations phone: **800-248-4013**. Hotel contact: Manda Bolick, extension 183.

TRADE SHOW DATE/TIMES: The trade show will again be held from **9 a.m. to 12:00 p.m. on Tuesday, July 16, 2019.**

BOOTH ASSIGNMENT: There is a conference pavilion facility at the Holiday Inn. We are fortunate to have this outstanding indoor facility for our Trade Show. Booth locations have been assigned, please review pages attached to this email. Use of the booth has been contacted prior to the event, Sustaining Member - Exhibitor Fee and any meal or break sponsorship fees are due by July 6, 2019.

EXHIBITOR SET UP: Please check in at the Exhibitor Registration Desk in the hotel lobby and pick up your exhibitor name badges. Exhibitors will have access to the "inside" exhibit area for booth set-up from 4:30 to 6:00 p.m. on Monday, July 15th and from 7:00 a.m. to 9:00 a.m. on Tuesday, July 16th. All booths must be set up and ready for conference attendee viewing by 9:00 a.m. on exhibit day and remain open until 12:00 p.m. **Please note that other than minimal hotel staff, security is not provided and IPTA will not be responsible for lost items.**

EXHIBITOR LUNCH: IPTA invites you and your staff to join us for a complimentary Exhibitor's Luncheon and announcement of the Tom Horn Memorial Award honoree for 2019, along with the Heroism, Longevity and the Holly Hoglund Klein Iowa Woman in Transportation award. The exhibitor's recognition luncheon, sponsored by the IPTA, will be held immediately following the closing of exhibits. All exhibitors welcome. There is no charge for the luncheon; however, we will need to have an attendance count for meal planning. *Note: Please send meal counts for your company by email to 2015ipta@gmail.com on or before July 6, 2019 so the IPTA can confirm the number of meals for the luncheon.*

NAME BADGES & EXHIBITOR LUNCHEON: It is very important that you have registered the names of those persons that will be working your exhibit booth at the IPTA website, whether those persons

will be attending the exhibitor luncheon following the exhibit session. Registration materials and badges should be picked up at the Exhibitor Registration Desk on **Monday afternoon, between 4:30 & 6:00 p.m., or before 9 a.m. on Tuesday morning**. Each member of your team must have a name badge to enter the exhibitor area or to attend the luncheon.

SHIPPING EXHIBIT MATERIALS TO HOTEL: When shipping materials to the conference hotel for your booth, please address packages to the hotel address above in care of yourself or the company representative that will pick up the package upon arrival. Packages should be mailed so that arrival will be as close to the exhibit date as reasonable. There may be a storage and handling fee charged by the hotel. For more information contact Manda Bolick in the sales department at the hotel (800-248-4013 ext. 183).

BOOTH DRAWINGS: Booth drawings are optional. If you wish to have a drawing for a door prize, please hold the announcement of the winner until the exhibitor luncheon. At that time we will recognize exhibitors with door prizes and ask them to announce the winner of their booth prize.

Two Items the IPTA needs before July 6, 2019:

Please send meal counts for your company by email to: 2015ipta@gmail.com on or before July 6, 2019, so the IPTA can confirm the number of meals for the Complementary Exhibitors Luncheon.

Sustaining Member - Exhibitor Fee and any meal or break sponsorship fees are due also by July 6, 2019.

THANK YOU! The IPTA appreciates all that you do for Iowa schools and hope our trade show is as beneficial to you as it is to our school districts. This is truly a highlight of the conference. Thank you for your continued participation and support of Iowa's largest school transportation trade show.

QUESTIONS/COMMENTS: Please direct your questions or comments to:

Chris Darling, Executive Director
Iowa Pupil Transportation Association
Phone: **712-830-3242**
E-mail: 2015ipta@gmail.com