

59th Kansas Turfgrass Conference December 8, 9 & 10, 2009

► **Facilities**

The **Kansas Expocentre** was a great facility for our conference last year with more than 700 in total attendance. There is plenty of space for the trade show and the loading and unloading facilities are excellent.

► **Cost of booth (10' x 10') space**

1st booth	\$375.00
2nd booth	\$200.00
3rd booth	\$175.00
4th & additional booths	\$125.00

► **Items included for each exhibitor**

Table (8' long/30" wide)	Drapes	Security will be provided
2 chairs	Wednesday lunch ticket	
Sign	Free conference registration	

► **Electrical Hook-Up**

Please fill out the Electrical Hook-Up Request form and return to the **Kansas Expocentre** if you are needing electricity in your booth. On-site electrical requests will be an additional \$15.00.

► **Trade Show Hours**

Tuesday, December 8

8:00 a.m. to 12:00 noon	Set up equipment*
12:00 noon to 3:30 p.m.	Set up booths
3:30 p.m. to 6:30 p.m.	Trade show open to members and guests

Wednesday, December 9

9:30 a.m. to 10:30 a.m.	Coffee/donuts in trade show
12:00 noon to 1:30 p.m.	Awards luncheon in trade show area
3:30 p.m. to 5:30 p.m.	Trade show, free beer/pop
5:30 p.m.	Raffle drawing in trade show
6:00 p.m.	Remove exhibits (optional - or Thursday morning)

*All exhibitors with **motorized wheel equipment**, please try to schedule your set-up **before 12:00 noon December 8**. All Exhibitors with **display items**, please try to schedule your set-up time **after 12:00 noon**. We hope this approach will make it easier during set-up time.

▶ **Raffle**

We will have a raffle again this year. We are asking exhibitors to donate money with a \$25.00 minimum (see attached form), which we will in turn purchase prizes to be raffled away. If you would like to donate something to the raffle, please list the item(s) on the attached form (\$25.00 minimum). We will sell raffle tickets throughout the conference in the trade show area only. The money made from this raffle will be donated to turfgrass research and the companies donating to this cause will be recognized for their participation and support in the raffle.

▶ **Headquarters Hotel**

Capitol Plaza Hotel (on-site at the Kansas Expo Centre, 1717 SW Topeka Blvd.).
Room rate: \$89.00

Reservations can be made online at www.capitolplazahoteltopeka.com Click on "book online," and then click on the "group reservation" link at the top center of the page (in red). The attendee code for the discounted rate is TURF. Once the code is entered, you will be able to select the dates and book your reservation. OR, call the hotel directly at (785) 431-7200 (please mention you are part of KTF Conference to get the special room rate).

▶ **How to Be an Exhibitor at the 2009 Kansas Turfgrass Conference**

Fill out the attached **Exhibit Space Form** and return with payment enclosed by **November 6, 2009**. If you would like to have the same booth space as last year, please indicate on the form. A receipt will be mailed upon receiving payment and application for booth space. The fee is refundable upon notice of cancellation prior to November 6. Exhibitor packets can be picked up at the Kansas Turfgrass Foundation booth in the exhibit area.

▶ **Questions?**

Cliff Dipman
2009 Trade Show Chairman
Manhattan Country Club
P.O. Box 1026
Manhattan, KS 66502
(785) 539-4053
cdipman@manhattancountryclub.kscoxmail.com

A copy of the conference program will be mailed to you in October.

*We are anticipating the best and largest conference ever and
hope you will be able to be a part of the show!*



**Kansas Turfgrass Conference
EXHIBIT SPACE FORM
December 8 & 9, 2009**

Please complete and return to: Cliff Dipman, 2009 Trade Show Chairman
by **November 6, 2009** Manhattan Country Club
P.O. Box 1026, Manhattan, KS 66506

Please print or type:

Company name _____

Mailing address _____

City _____ State _____ Zip _____ Phone _____

Fax _____ E-mail _____

Name(s) of Exhibitors who will be staffing booth (for computerized name badges)

Total number of booths requested: _____ \$ _____

1st booth -	\$375.00
2nd booth -	200.00
3rd booth -	175.00
4th & additional booths -	125.00

KTF 2010 Membership Dues (\$75.00): \$ _____

Name of individual to appear on membership certificate:

Donation for KTF Raffle: (\$25.00 minimum): \$ _____

Item(s) donated (\$25.00 minimum): _____

(Recognition will be given to those exhibitors who donate money for prizes and/or prizes)

Total: \$ _____

Payment:	
<input type="checkbox"/> Check payable to Kansas Turfgrass Foundation enclosed	<input type="checkbox"/> Please invoice
<input type="checkbox"/> Credit card Type: _____ No. _____ Exp. _____ 3-4 digit CID _____	
Name on card (printed) _____	Signature _____

All profits from the trade show and raffle go to KTF for turfgrass research and education.



Conventions Trade Shows Flags & Flag Poles
 601 N. Athenian Wichita, Kansas 67203
 316-943-1851 Fax 316-941-4613 www.HHelgerson.com

**RENTAL
ORDER
FORM**

Company Name _____
 Street Address _____
 City _____ State _____
 Ordered by: _____

Booth _____
 Phone _____
 Zip Code _____
 P.O. # _____

Following rental prices are for the duration of the show, and include delivery and removal.

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
DISPLAY TABLES—Draped 3 Sides					
24"W x 30"H x 4'L	\$26.50	\$21.50			
24"W x 30"H x 6'L	\$29.50	\$24.50			
24"W x 30"H x 8'L	\$39.50	\$34.50			
30"W x 30"H x 8'L	\$39.50	\$34.50			
DISPLAY TABLES (42" Counter Height)-draped					
24"W x 42"H x 4'L	\$34.00	\$29.00			
24"W x 42"H x 6'L	\$42.50	\$37.50			
24"W x 42"H x 8'L	\$47.50	\$42.50			
30"W x 42"H x 8'L	\$47.50	\$42.50			
DISPLAY TABLES—Undraped					
24"W x 30"H x 4'L	\$14.50	\$11.50			
24"W x 30"H x 6'L	\$16.50	\$13.50			
24"W x 30"H x 8'L	\$25.50	\$20.50			
30"W x 30"H x 8'L	\$25.50	\$20.50			
SPECIAL DRAPING (additional draping above contracted amount)					
3' high per foot	\$2.00	\$1.50			
8' high per foot	\$3.00	\$2.00			
BOOTH CARPETING					
9' x 10'	\$80.00	\$55.00			
9' x 20'	\$160.00	\$110.00			
9' x 30'	\$215.00	\$165.00			
9' x 40'	\$270.00	\$220.00			
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.24 x _____ sq. ft.					
Daily Cleaning: \$.24 x _____ sq. ft. x _____ # days					
DRAYAGE (up to 20 days storage)					
per 100 lbs.	\$48.00	--			# crates/boxes
EXPO FURNISHINGS					
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$14.00	\$12.00			
Wastebasket	\$7.00	\$6.00			
Floor Easel	\$12.00	\$10.00			
High Stool	\$14.00	\$12.00			
TREES & PLANTS					
5' Corn Tree	\$27.50	\$22.50			
6' Ficus Tree	\$35.00	\$30.00			
8' Ficus Tree	\$60.00	\$55.00			
Table Top Plants	\$15.00	\$12.00			

SHOW:

**Kansas Turfgrass
2009 Conference**

Kansas ExpoCentre

Topeka, Kansas

December 8-9, 2009

Draping Colors: Black Plum
 Blue Red
 Burgundy Silver
 Green White
 Gold

Carpet Colors: Black
 Blue
 Gray
 Green
 Red

CLEANING: Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

DRAYAGE: Please send your shipments directly to 601 N. Athenian, Wichita, KS 67203, unless delivery is scheduled during exhibitor move-in time. All shipments should be prepaid. Do not ship collect, they will be refused. Advance shipments should arrive no later than 48 hours prior to scheduled exhibitor move-in. The rate includes storage of up to 20 days, delivery to show site and return delivery if desired. Please mark each piece with the show name and booth number.

PAYMENT: Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices.

Check Enclosed
 Credit Card Charge: Visa Mastercard

Card Number _____
 Name on Card _____
 Expiration Date _____
 Signature _____

***NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

SUB TOTAL \$ _____
 7.45% Sales Tax \$ _____
 TOTAL DUE \$ _____

KANSAS EXPOCENTRE ELECTRICAL HOOK-UP REQUEST

(Show Name)		(show date)	
Exhibiting Firm	Booth #	Contact	Phone
Address	City	State	Zip Code

The Kansas Expocentre will provide electrical outlets within close proximity of your exhibit booth. The Expocentre **DOES NOT PROVIDE** extension cords, power strips, floodlights, or transformers. All equipment, services and connections must comply with all applicable codes, rules, regulations, ordinances, and statutes of the Kansas Expocentre, the City of Topeka, Shawnee County, and the State of Kansas. **In most cases a 25 foot cord is needed for electrical hook-up.**

Quantity: _____ 110 Volt Connection up to 20 Amps @ \$40.00*
 _____ 110 Volt Connection more than 20 Amps @ \$50.00*
 _____ 208 Volt Connection (any) @ \$80.00 per connection*

****PLEASE ADD \$15.00 FOR ON SITE REQUESTS and/or PAYMENT.***

Please describe all electrical equipment to be used. If specialty equipment, please include amperage and wattage requirements. Use reverse side if more space is required.

Call electrician Matt Rockers with questions regarding specialty equipment @ 785.235.1986

The Kansas Expocentre must receive electrical hook-up application forms no later than three (3) days before the first move-in date.

PAYMENT MUST ACCOMPANY THE ELECTRICAL REQUEST payable by check, cash, or money order, or most credit cards (Visa, Mastercard or Discover). The Kansas Expocentre reserves the right to disconnect power to exhibits if the power has not been paid for in full.

Checks should be made payable to the Kansas Expocentre. Mail request forms and payment to:

**Kansas Expocentre/SMG
One Expocentre Drive
Topeka, KS 66612-1442
Attn: Front Desk
(785) 235-1986 Fax: (785) 235-2967**

Authorized Signature

Credit Card # _____ **Exp. Date:** _____
(we accept VISA, MASTERCARD or DISCOVER)