



67th Kansas Turfgrass Conference & Trade Show

December 5, 6 & 7, 2017 (Topeka, KS)



Facilities

The **Kansas Expocentre** in Topeka, KS was a great facility for our conference last year with more than 600 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	\$425.00
2nd booth	\$200.00
3rd booth	\$175.00
4th & additional booths	\$125.00

Items included for each exhibitor

Table (8' long/30" wide)	Drapes
Wednesday lunch ticket	2 chairs
Conference registration	Sign

Conference Rental Company

If you need additional tables, draping, carpeting, etc. for your booth, or need to ship your booth in advance, please fill out the attached *Helgerson Rental Order Form/Freight Handling Order Form* and return to them.

Electrical Hook-Up

Please fill out the *Electrical Hook-Up Request Form* and return to the **Kansas Expocentre** if you need electricity in your booth.

Trade Show Hours

Tuesday, December 5

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

Wednesday, December 6

10:30 - 11:30 a.m.	Trade Show open
11:30 to 1:00 p.m.	Buffet lunch in trade show
3:30 p.m. to 5:30 p.m.	Trade show; free refreshments
5:30 p.m.	Raffle drawings
6:00 p.m. or Thurs. a.m.	Remove exhibits

*All exhibitors with **motorized wheel equipment**, please try to schedule your set-up **before 12:00 noon, Dec. 5**. All Exhibitors with **display items**, please try to schedule your set-up time **after 12:00 noon**.

Raffle

The raffle has become a popular feature of the trade show. We are asking exhibitors to donate money with a \$25.00 minimum which will be used to purchase prizes to be raffled away during trade show hours only. If you would like to donate something to the raffle, please list the item(s) on the attached form. Prizes will be raffled off at the conclusion of the show and companies donating to the raffle will be recognized.

Headquarters Hotel

Capitol Plaza Hotel (on-site at the Kansas Expocentre, 1717 SW Topeka Blvd.). **Room rate: \$93.00**

Direct link to reservations (no group code required):

<http://bookings.ihotelier.com/bookings.jsp?groupID=1216145&hotelID=13576>

OR, call the hotel directly at (785) 431-7200 (please mention you are part of KS Turfgrass Assn. or group code TG17).

Sponsorships

A perfect opportunity to increase your company's visibility!

Birdie Sponsor - \$250

- ▶ Your company sign at one refreshment break location *one day* during the conference.
- ▶ Materials can be displayed at table.
- ▶ Company logo on sponsor sign in registration area.

Eagle Sponsor - \$500

- ▶ 2-min. presentation in breakout session about your company.
- ▶ Your company sign at one refreshment break location on *2 days* of the conference.
- ▶ Materials can be displayed at table.
- ▶ Company logo on sponsor sign in registration area.

Albatross Sponsor - \$1,000

- ▶ 3-min. presentation in General Session about your company.
- ▶ Lunch sponsor on Wed., Dec. 6. Company sign by buffet line in trade show area.
- ▶ Your company sign at *all* refreshment break locations during the 2 ½ day conference.
- ▶ Materials can be displayed at table.
- ▶ Company logo on sponsor sign in registration area.

Send company logo to cdipman@ksu.edu by **November 3** in order to have signage made.

Exhibitor Bingo Card

For \$25.00, you can get your company name on the *KTF Exhibitor Bingo Card*. Two prizes will be purchased with the money and one prize will be raffled off each day at 5:30 p.m. In order to enter the prize drawing, attendees will need to visit your booth and get a stamp – it's the perfect way to guarantee that attendees will visit your booth!

How to Be an Exhibitor

Fill out the attached **Exhibit Space Request Form** and return with payment by **November 3, 2017**. Booth space is assigned on a first-come, first-served basis. The fee is refundable upon notice of cancellation prior to November 10. Exhibitor packets can be picked up at the KTF booth in the exhibit area.

Questions? Contact Christy Dipman at (785) 532-6173 cdipman@ksu.edu

You will receive a copy of the conference program in October.

We hope you will be able to be a part of the show!



Kansas Turfgrass Conference & Trade Show
in conjunction with KNLA
EXHIBIT SPACE REQUEST FORM
 December 5, 6 & 7, 2017 (Topeka, KS)



Please complete and return by November 3, 2017 to: KTF Registration
 1712 Claflin, 2021 Throckmorton, Manhattan, KS 66506
 Fax: (785) 532-6949 cdipman@ksu.edu

Please print or type:

Company name _____

Mailing address _____

City _____ State _____ Zip _____ Phone _____

Fax _____ **E-mail** _____

Name(s) of Exhibitors who will be staffing booth:

Total number of booths requested: _____ \$ _____

- 1st booth \$425.00
- 2nd booth \$200.00
- 3rd booth \$175.00
- 4th & additional booths \$125.00

2018 KTF Membership Dues - \$75.00 (Member name _____) \$ _____

Sponsorship Opportunity (please email company logo to cdipman@ksu.edu by Nov. 3) \$ _____

- Birdie Sponsor - \$250 Eagle Sponsor - \$500 Albatross Sponsor - \$1,000

Donation for Raffle - \$25.00 minimum \$ _____

OR Item donated: _____
 (Recognition will be given to those exhibitors donating money and/or prizes)

Exhibitor Bingo Card - \$25.00 \$ _____

Total: \$ _____

Payment:

- Check payable to Kansas Turfgrass Foundation enclosed Please invoice (payable upon receipt)
 Credit card Type: _____ No. _____ Exp. _____ 3-4 digit CID _____

Name on card (printed) _____ Signature _____

Dietary or Special Assistance needed: _____