



69th Kansas Turfgrass Conference & Trade Show

December 4 & 5, 2019 (Manhattan, KS)



Facilities

NEW LOCATION - The Hilton Garden Inn is a great facility located in downtown Manhattan, KS (410 S. 3rd St.). **Exhibit space is limited, so will be on a first-come, first-serve basis.**

Booth space/Sponsorship

Eagle Sponsor - \$1,500

- ▶ Lunch sponsor on Thurs., Dec. 5. Company sign by buffet line.
- ▶ Able to select your booth space location.
- ▶ 3-min. presentation in General Session about your company.
- ▶ Company logo on sponsor sign in registration area.

Birdie Sponsor - \$1,000

- ▶ Break sponsor; Company logo at break location.
- ▶ 1 booth space
- ▶ Company logo on sponsor sign in registration area.

Booth Space - \$500

Send company logo to cdipman@ksu.edu by **November 4** in order to have signage made.

Items included for each exhibitor

Table (6' long/24" wide) 2 chairs Sign
Conference registration & Thursday lunch for 2 representatives per day.

Conference Rental Company

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

Electrical Hook-Up

Please check the electricity box (\$10.00) on the Exhibitor form if you need electricity.

Trade Show Hours

Wednesday, December 4

8:00 a.m. to 3:00 p.m. Set up booths
3:30 p.m. to 5:30 p.m. Trade show open

Thursday, December 5

11:00 - 1:00 p.m. Trade Show open
11:30 to 1:00 p.m. Buffet lunch
3:30 p.m. to 5:30 p.m. Trade show; free refreshments
5:00 p.m. Raffle drawing
5:30 p.m. Remove exhibits

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.

Exhibitor Bingo

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 5:00 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!

Headquarters Hotel

Hilton Garden Inn (410 S. 3rd St.). Room rate: \$99.00

Reservations can be made online at

<http://hiltongardeninn.hilton.com/en/gi/groups/personalized/M/MANGIGI-KSTURF-20191203/index.jhtml>

Book by November 3 to get the discounted rate!

How to Be an Exhibitor

Fill out the attached **Exhibit Space Request Form** and return with payment by **November 4, 2019**. *Booth space is assigned on a first-come, first-served basis.* The fee is refundable upon notice of cancellation prior to November 11. Exhibitor packets can be picked up at the registration table.

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!*