



## **2019 Saskatchewan Parks and Recreation Association's Non-Profit and Sports Association EXPO**

Do you offer a product or service for the parks, recreation and culture industry?  
Consider being an exhibitor at the 2019 SPRA Non-Profit and Sports Association EXPO!

This NEW EXPO will take place during the RecFest event at the  
Saskatchewan Parks and Recreation Association Annual Conference  
Thursday, October 17, 2019!

***Gain Exposure! EXPO space is limited, so Register Early! Tables are ONLY \$50!***

### **Exhibitor Benefits:**

- \*Acknowledgment through prizes during EXPO Express
- \*Listing on the SPRA Conference Website
- \*Opportunity for promotional info insert in delegate bags
- \*Must be able to provide 200 items for delegate bags*

*The theme of the SPRA Conference is 'All Aboard the Wellness Train' and will focus on physical, mental, occupational and community wellness. RecFest will be held at NationsWEST Field House and is an opportunity to network and have some fun! Tag 'Em Entertainment is sponsoring the evening and will be bringing inflatable obstacle courses, axe throwing, games and LED furniture.*

**The Conference Committee is incorporating a contest to increase delegate participation with the EXPO Exhibitors. The contest is called 'EXPO Express'. Here is how it works:**

- Delegates will receive a train ticket with each of the exhibitors on it.
- When a delegate interacts with you or engages in conversation, you have the opportunity to initial their train ticket on your exhibitor train car.
- Delegates can then drop off their train tickets in the raffle drum for a chance to win a prize.

**If your organization would like to donate a prize for our 'EXPO Express' contest, it would be greatly appreciated. All prizes will be handed out prior to the completion of the EXPO.**

### **Set Up and Take Down**

Set up for EXPO Exhibitors will commence at NationsWEST Field House at 6:00 p.m. on Thursday, October 17, 2019. The EXPO will open to the delegates at 8:00 p.m. The Trade Show will last approximately 3 hours commencing at 8:00 p.m. and wrapping up at 11:00 p.m. After the EXPO is complete, vendors will be required to pack up their materials and tear down their booth. Exhibitors are responsible to provide all necessary personnel and carts when unloading and loading equipment. There is a drop off area to unload Trade Show displays in front of the facility or a large overhead door at the east side of the facility.

### **Booth Layout and Information**

Booths include an 8' banquet table and 2 chairs. Please provide us with the information on who will be staffing your booth, including names and position, if applicable. We require this information to make accurate name tags.

### **Internet/Electricity**

Internet is available through guest Wi-Fi.

All booths will have access to power outlets. Exhibitors are encouraged to bring their own extension cord and power bar if requiring multiple outlets.

### **Assignment of Exhibit Space**

All assignments of space will be made as early as possible in accordance with the wishes and requirements of the exhibitor. Booth assignments will be made by the SPRA Conference Committee.

### **Food and Beverage**

Food will be available for all Trade Show Exhibitors during the Late night snack station.

Wine, spirits, beer and non-alcoholic beverages will be available for sale.

Please ensure your name tag visible during the EXPO.

### **Delegate Bag Inserts**

Your company will have the opportunity to provide promotional information inserts in the delegate bags. Please note your company must be able to supply 200 item inserts. All inserts need to be shipped directly to NationsWEST Field House and must arrive by no later than **October 11**. Address is below.

### **Additional Benefits**

Recognition of EXPO Exhibitors will be provided on the SPRA website prior to the Conference.

### **EXPO Evaluations**

SPRA will have the EXPO evaluations available for you at the EXPO. Please complete and provide comments.

An SPRA Conference Committee member will pick up the evaluations at the conclusion of the EXPO.

### **Directions**

The NationsWEST Field House is located at #3-623 Carlton Trail, North Battleford, SK S9A 4A9

**Thank you for your support! We look forward to seeing you at the  
2019 SPRA Conference and EXPO in North Battleford!**

**To secure your EXPO Booth or for more information  
please contact:**

**Candace Dustan  
Event Host Committee Chair  
(306) 445-1746  
cdustan@cityofnb.ca**

## 2019 SPRA Conference EXPO Registration

Name of Company: \_\_\_\_\_

Non-Profit Number: \_\_\_\_\_

Invoice Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personnel Attending: \_\_\_\_\_

\_\_\_\_\_

Food Allergies: \_\_\_\_\_

Additional Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Location #: \_\_\_\_\_

Please email form to [cdustan@cityofnb.ca](mailto:cdustan@cityofnb.ca)

or mail to

Candace Dustan

Box 460

North Battleford, SK

S9A 2Y6

Thank You!

