



## 65<sup>th</sup> Kansas Turfgrass Conference & Trade Show

December 1, 2 & 3, 2015 (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	\$400.00
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 1

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 2

9:00 a.m. to 10:30 a.m.	Coffee/donuts
12:00 noon to 1:30 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. 1**. 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: \$91.00**

Reservations can be made online at

[www.capitolplazahoteltopeka.com](http://www.capitolplazahoteltopeka.com)

Click on "Reservations" and you will be redirected to the reservations page. Select "Group code." The code for the discounted rate is TURF15. You can then select the dates and book your reservation. OR, call the hotel directly at (800)579-7937 (please mention you are part of KS Turfgrass Association or group code KSTG).

\*\*\* *NEW THIS YEAR* \*\*\*

### 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**

- ▶ 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**

- ▶ Lunch sponsor on Wed., Dec. 2. Company sign by buffet line in trade show area.
- ▶ Your company sign at *all* refreshment break locations during the *2 1/2* day conference.
- ▶ Materials can be displayed at table.
- ▶ Company logo on sponsor sign in registration area.

Send company logo to [cdipman@ksu.edu](mailto:cdipman@ksu.edu) by **November 1** 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 6, 2015**. Booth space is assigned on a first-come, first-served basis. The fee is refundable upon notice of cancellation prior to November 6. 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](mailto: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 1, 2 & 3, 2015 (Topeka, KS)



Please complete and return by **November 6, 2015** to: KTF Registration  
 2021 Throckmorton Hall, KSU, Manhattan, KS 66506  
 Fax: (785) 532-5780      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	\$400.00
2nd booth	\$200.00
3rd booth	\$175.00
4th & additional booths	\$125.00

**2016 KTF Membership Dues - \$75.00** (*Member name* \_\_\_\_\_) \$ \_\_\_\_\_

**Sponsorship Opportunity** (*please email company logo to [cdipman@ksu.edu](mailto:cdipman@ksu.edu) by Nov. 1*) \$ \_\_\_\_\_

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:** \_\_\_\_\_

# KANSAS EXPOCENTRE ELECTRICAL HOOK-UP REQUEST

<b>Kansas Turfgrass Conference</b> <small>(Show Name)</small>		<b>December 1 &amp; 2, 2015</b> <small>(Show date)</small>	
<b>Exhibiting Firm</b>	<b>Booth #</b>	<b>Contact</b>	<b>Phone</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

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 @ \$45.00\*  
                  \_\_\_\_\_ 110 Volt Connection more than 20 Amps @ \$55.00\*  
                  \_\_\_\_\_ 208 Volt Connection (any) @ \$90.00 per connection\*

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

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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**

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**Authorized Signature**

**Credit Card #** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_  
(We accept VISA, MASTERCARD or DISCOVER)



Conventions Trade Shows Flags & Flag Poles  
 2900S. Hydraulic Wichita, Kansas 67216  
 316-943-1851 Fax 316-267-4804 Email: info@henryhelgerson.com

**RENTAL  
ORDER  
FORM**

Company \_\_\_\_\_ Name \_\_\_\_\_ Booth \_\_\_\_\_  
 \_\_\_\_\_ Street Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 \_\_\_\_\_ State \_\_\_\_\_ Ordered \_\_\_\_\_ by: P.O. # \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

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

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
<b>DISPLAY TABLES-Draped 3 Sides</b>					
24"W x 30"H x 4'L	\$27.50	\$22.50			
24"W x 30"H x 6'L	\$30.50	\$25.50			
24"W x 30"H x 8'L	\$40.50	\$35.50			
30"W x 30"H x 8'L	\$41.50	\$36.50			
<b>DISPLAY TABLES (42" Counter Height)-Draped</b>					
24"W x 42"H x 4'L	\$35.00	\$30.00			Color
24"W x 42"H x 6'L	\$43.50	\$38.50			
24"W x 42"H x 8'L	\$48.50	\$43.50			
30"W x 42"H x 8'L	\$49.50	\$44.50			
<b>DISPLAY TABLES-Undraped</b>					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
<b>SPECIAL DRAPING (additional draping above contracted amount)</b>					
3' high per foot	\$3.00	\$2.00			Color
8' high per foot	\$4.00	\$3.00			
<b>BOOTH CARPETING</b>					
9' x 10'	\$85.00	\$60.00			Color
9' x 20'	\$170.00	\$120.00			
9' x 30'	\$230.00	\$185.00			
9' x 40'	\$310.00	\$260.00			
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning:</b> \$.24 x _____ sq. ft.					
<b>Daily Cleaning:</b> \$.24 x _____ sq. ft. x _____ # days					
<b>EXPO FURNISHINGS</b>					
40" High Cocktail Table	\$15.00	\$14.00			
40" High Cocktail Table with Tablecloth	\$24.50	\$23.50			
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$14.00	\$12.00			
High Stool	\$18.00	\$14.00			
Floor Easel	\$12.00	\$10.00			
Wastebasket	\$7.00	\$6.00			
<b>TREES &amp; PLANTS</b>					
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			

8.8% Sales Tax \$ \_\_\_\_\_  
**TOTAL DUE \$ \_\_\_\_\_**

**SHOW:**

**Kansas Turfgrass  
Conference 2015**

**Kansas Expocentre  
Topeka, Kansas**

**December 1-3, 2015**

- 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.

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

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

Check Enclosed  Discover  Amex  
 Credit Card Charge:  Visa  Mastercard  
 Card Number \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Security Code ( ) \_\_\_\_\_  
 Signature \_\_\_\_\_

\*\*Receipts per request via e-mail only to dede@henryhelgerson.com.



2900 S. Hydraulic  
 Wichita, Kansas 67216  
 316-943-1851 – Fax 316-267-4804  
 EMAIL: info@henryhelgerson.com

Kansas Turfgrass Conf. 2015  
 Booth # \_\_\_\_\_  
 Kansas Expocentre  
 Topeka, Kansas  
 December 1-3, 2015

## FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

**THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW**

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
4. Henry Helgerson Company will receive freight at:

### ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)  
 For: NAME OF SHOW C/O HENRY HELGERSON COMPANY  
**2900 S. Hydraulic, Wichita Kansas 67216**  
**ADVANCE TO WAREHOUSE MUST BE RECEIVED NO LATER THAN 48 HOURS BEFORE SCHEDULED EXHIBITOR MOVE-IN.**

### INBOUND SHIPPING INFO – PRIOR TO EXHIBIT:

SHIPPED VIA: \_\_\_\_\_ PRO# \_\_\_\_\_  
 DATE SHIPPED: \_\_\_\_\_ ESTIMATED ARRIVAL DATE: \_\_\_\_\_  
**FORK LIFT REQUIRED FOR LOADING/UNLOADING? \_\_\_\_\_ YES- -ADD \$75.00 PER HOUR OR \_\_\_\_\_ NO**  
 # OF CRATES: \_\_\_\_\_ # OF DISPLAY CASES: \_\_\_\_\_ #OF CARTONS: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_  
 TOTAL # PIECES: \_\_\_\_\_ TOTAL WEIGHT: \_\_\_\_\_ x \$48.00/100 lbs. = \_\_\_\_\_ TOTAL COST \_\_\_\_\_

### OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:

SHIP TO: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_

### SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

\_\_\_\_\_  
 MOTOR FREIGHT (NAME) \_\_\_\_\_ VAN LINE (NAME) \_\_\_\_\_  
 \_\_\_\_\_  
 UPS: \_\_\_\_\_ GROUND \_\_\_\_\_ BLUE(2<sup>ND</sup> DAY AIR) \_\_\_\_\_ RED(NEXT DAY AIR) – UPS ACCT. # \_\_\_\_\_  
 \_\_\_\_\_  
 FED EX – ACCT# \_\_\_\_\_  
 \_\_\_\_\_  
 OTHER AIR CARRIER (NAME) \_\_\_\_\_ OTHER AIR CARRIER ACCT #: \_\_\_\_\_

If you have not designated a motor freight company, Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: Equifest of Kansas 2015 Booth # \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal \$ \_\_\_\_\_  
 8.8 % Sales Tax \$ \_\_\_\_\_  
 Total Due \$ \_\_\_\_\_

Payment:  Check  Visa  Master Card  Amex  Discover  
 Card # \_\_\_\_\_  
 Name On Card \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Signature \_\_\_\_\_