



Greetings Sponsors and Exhibitors:

Inland Rivers, Ports and Terminals, Inc. (IRPT) is excited to present its **2020 Call for Sponsors and Exhibitors!** We invite you to join us for the **Inland Rivers, Ports and Terminals (IRPT) Annual Conference** at the Little Rock Marriott, April 21<sup>st</sup> and April 22<sup>nd</sup> (with exhibitor move in and reception on Monday, April 20<sup>th</sup>), 2020.

This year's conference will include:

- Nearly 18 hours of conference content with professional development hours offered.
- Exhibition space offering high quality one-on-one interaction with attendees. Our design and layout, offers the personal experience to increase communication and visibility. Exhibition time exceeds 18 hours and will ensure you company's exposure.
- **Sponsorships are available and MUCH appreciated.**

This year's conference offers many popular sponsorship levels and benefits. All sponsors for the 2020 IRPT Conference will be acknowledged on IRPT's website as well as included in all e-blasts and publications.

If you are interested in securing your exhibit space or would like to participate as a sponsor in our 2020 Annual Conference, I encourage you to contact Aimee Andres at 618-468-3010 to reserve your exhibit space and discuss sponsorship opportunities which **WILL** maximize your company's exposure at the event.



I look forward to seeing all of you at our exciting conference in Little Rock where we trust your company will reap great rewards and find your association with IRPT a profitable and beneficial experience.

The IRPT Conference week's itinerary is as follows:

**Monday – April 20<sup>th</sup>**

- 10:00 am | Exhibitor Move-In Opens
- 1:00 pm | IRPT Board Meeting
- 1:00 pm | IAMPE Port Commissioner's Tract
- 5:30 pm | Welcome Reception and Port Tour



**Tuesday – April 21<sup>st</sup>**

- 7:00 am | Breakfast
- 8:00 am | Exhibition Hall Opens
- 8:30 am | General Membership Meeting and Election of Officers and Directors
- 10:00 am | Conference Content
- 12:00 pm | Keynote Luncheon
- 1:45 pm | Conference Content
- 5:00 pm | Reception

**Wednesday – April 22<sup>nd</sup>**

- 7:00 am | Breakfast
- 8:00 am | Conference Content
- 12:00 pm | Keynote Luncheon
- 1:45 pm | Conference Content
- 5:00 pm | End of Conference and Exhibitor Breakdown

**Thursday – April 23<sup>rd</sup>**

- 8:00 am | Optional Exhibitor Breakdown

**INLAND RIVERS, PORTS & TERMINALS, INC.**  
**2020 ANNUAL CONFERENCE**  
**April 21<sup>st</sup> – April 22<sup>nd</sup>, 2020**  
**Little Rock Marriott**

## **Sponsorship Benefits**

### **Diamond Sponsor - \$5,500 Level**

- Two Conference Admissions - \$545 value
- One Exhibit Booth - \$1500 value
- Full page advertisement in Conference Program
- One IRPT Membership - \$825 value
- 2020-2021 Membership Directory Ad - \$1000 value
- Conference Banner
- Pre-Session Speaking Opportunity or Video
- Pre-Conference Acknowledgement
- Registration list 14-days prior

### **Gold Sponsor - \$3,500 Level**

- One Conference Admission - \$545 value
- Half Price Exhibit Booth - \$750 value
- Half price 2020-2021 Membership Dues - \$400 value
- Half page 2020-2021 Membership Directory Ad - \$750 value
- Half page advertisement in Conference Program
- Conference Signage
- Pre-Conference Acknowledgement

### **Silver Sponsor - \$1,500 Level**

- Program Listing
- Conference Signage
- Pre-Conference Acknowledgement

We sincerely thank ALL of our sponsors and know the great work we do could not be done without your support.



**INLAND RIVERS, PORTS AND TERMINALS, INC.**  
**2020 ANNUAL CONFERENCE**  
**April 21<sup>st</sup> – April 22<sup>nd</sup>, 2020**  
**Little Rock Marriott**

**Sponsor Application**

**Sponsor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**City, State, ZIP:** \_\_\_\_\_

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

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

**Phone: (\_\_\_\_) \_\_\_\_\_**

**Sponsorship Level \_\_\_\_\_ \$ \_\_\_\_\_**

Please mail payment to: IRPT  
One Confluence Way  
East Alton, Illinois  
62024

If you wish to pay by credit card, please call Aimee Andres at 618-468-3010. A 3% credit card processing fee will be applied.

**Hotel / Venue Details**

The Little Rock Marriott is located at 3 Statehouse Plaza, Little Rock, Arkansas 72201. Guests may make reservations by calling 501-906-4000 and referencing the “**Inland Rivers, Port and Terminals Conference.**” Room rate is \$169.00 / night.

You can also book online here: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1566401145293&key=GRP&app=resvlink>



# Exhibitor Application

Exhibitors will be provided with a standard, skirted 8x8 trade show booth, 1 covered 6' table and 2 chairs. Stand-alone exhibits are welcome with prior notice. Each booth includes electric and one conference admission. Exhibit cost is \$1,500.00.

## Exhibit Times

- Monday, April 20:** Set-up begins at 10:00 am
- Tuesday, April 21:** 8:00 am – 5:00 pm
- Wednesday, April 22:** 8:00 am – 5:00 pm – Exhibitor Breakdown
- Thursday, April 23:** 8:00 am – Optional Breakdown

**Company Name:** \_\_\_\_\_

**Registrant Name:** \_\_\_\_\_

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

**City, State, ZIP:** \_\_\_\_\_

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

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

**Phone: (\_\_\_\_) \_\_\_\_\_**

Please mail payment to: IRPT: One Confluence Way, East Alton, Illinois, 62024.

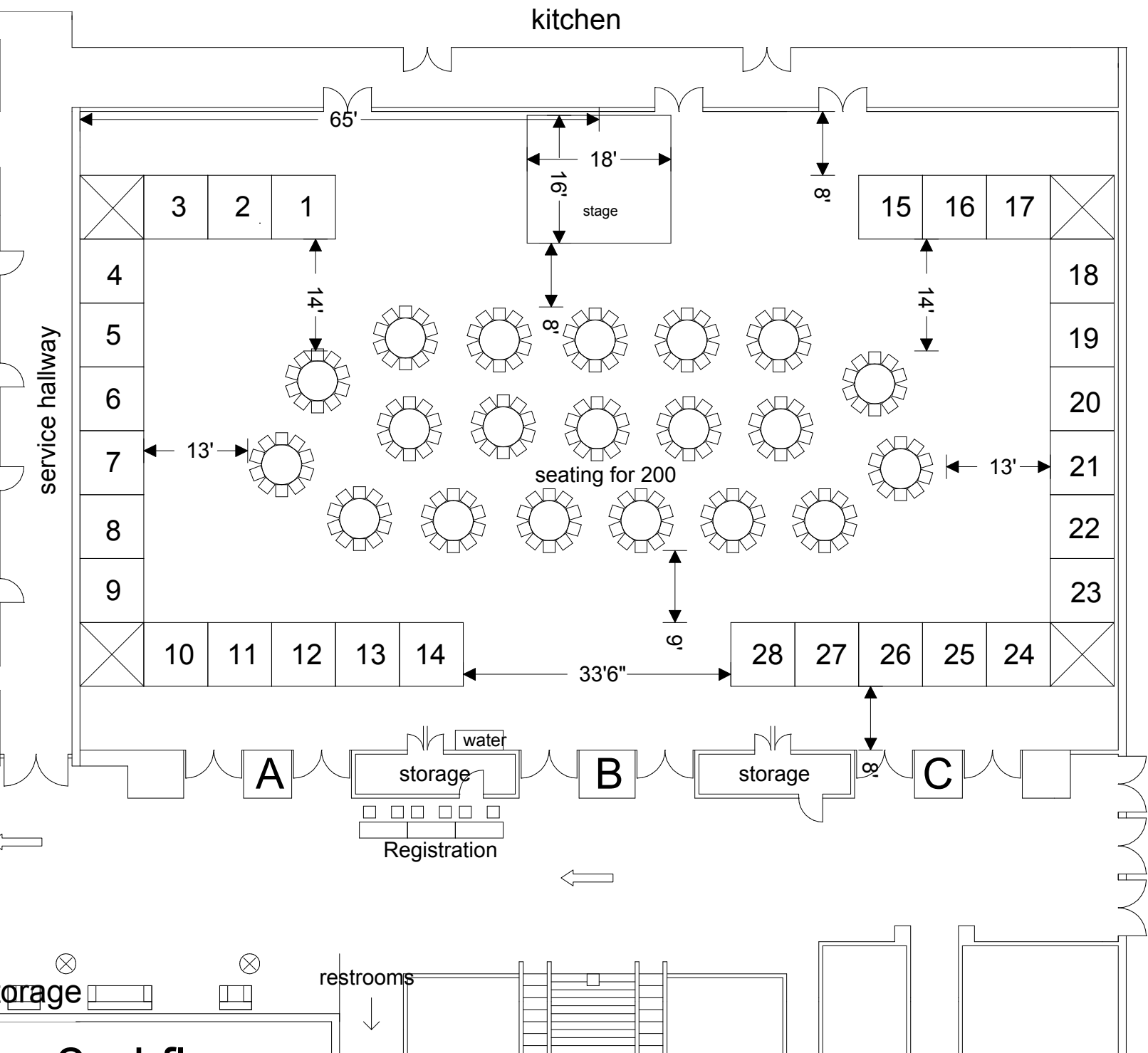
If you wish to pay by credit card, please call Aimee Andres at 618-468-3010. A 3% credit card processing fee will be applied.

Exhibit commitments must be paid in full on or before April 1<sup>st</sup> to be recognized with appropriate signage and secure booth space. Any space not fully paid by April 1<sup>st</sup> will be sold.



## Venue Details

All activities (except special outings) will take place at The Little Rock Marriott, located at 3 Statehouse Plaza, Little Rock, Arkansas 72201.



2nd floor

**IRPT**  
 Marriot Hotel  
 ballroom A-C / foyer-balcony  
 April 2020  
 75 - 8' x 8' booths



# IRPT ART SPECIFICATIONS

## 2020 CONFERENCE PROGRAM

April 20-22, 2020 • Little Rock, Arkansas

### Full Page Ads & Cover Page Ads

Final Trim Size: 8.5 x 11”

File Setup Size with bleed: 8.75 x 11.25”

Required Margins: minimum 0.125”

The 1/8” margins must be free of important text and key graphics to ensure they are not cropped off when the program is cut to its final dimensions.



### Half Page Ads Horizontal Only

File Size - no bleed available: 7 x 4.5”

Recommended Margins: 0.125”



### Ad Space Reservation:

Space will not be reserved without payment in full. All artwork must be submitted by April 1, 2020.

### File Submission:

We require high-resolution PDF files (Press Optimized with all fonts embedded) be sent to us as final artwork. We accept ads via e-mail ([admin@irpt.net](mailto:admin@irpt.net)). Artwork must be 300 dpi for images at 100% size.



For more info, please contact  
Aimee Andres, Executive Director  
(618) 468-3010 or [admin@irpt.net](mailto:admin@irpt.net)



**SHIPPING & PACKAGE HANDLING:**

The Hotel offers package and box handling for our guests and groups. All boxes and packages are received through our Guest Package Department. Each package will be logged in upon arrival and stored appropriately.

To ship packages out of the hotel, packages must be properly wrapped and addressed, including air bill, for shipment before the Hotel will process them for shipment. If a freight shipper will be coming to the Hotel to deliver or pick up, those arrangements should be made in advance through your Hotel contact. Any freight shipper must use our loading dock.

SPECIAL NEEDS SHIPPING: Any items not mentioned on our Package Information Sheet – Please contact your Hotel contact.

**PRICING:**

The hotel fees for shipping and handling of packages are based on weight. There is no charge for packages less than 10 pounds, a \$10.00 charge per packages of 10 to 25 pounds and \$0.50 per pound for packages over 25 pounds.

Packages may be delivered to the Hotel three working days prior to the date of the function. Prior to shipping, packages of excessive weight or size must be approved by your Catering/Conference Service Manager.

The Hotel will assess a charge of \$7.00 per package per day for all items received more than three days prior to the arrival of the Group or stored for longer than three days after the Group's departure. The term package refers to items of any size or weight that are received or shipped via Federal Express, UPS, DHL or any other priority/airborne type delivery. These charges will be added to the master account and reflected on the final invoice.

The following information must be included on all packages to ensure proper delivery. Address all packages as follows:

<p><b>Your Name</b> <b>Group Name &amp; Dates</b> (<i>ie, August 12 – 18, 2012</i>) <b>C/O The Little Rock Marriott</b> <b>Three Statehouse Plaza</b> <b>Little Rock, Arkansas 72201</b></p> <p><b>Attn:</b> (<i>Name of Conference Service Manager</i>) <b>Box</b> (<i>number</i>) <b>of</b> (<i>total number in shipment</i>)</p>
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**SIGNAGE:**

All signage on Hotel property must be of professional quality and appearance. Hand-lettered signs are not permitted. Signage will not be allowed if it interferes with the established traffic flow throughout all public areas. All signage must be kept with the general environment of the Hotel. Signage cannot be nailed, taped or pinned to any surface. All requests for banner hanging must first be cleared with Group's Catering/Convention Services Manager. A banner hanging fee will be assessed for each banner hung.





*Inland Rivers, Ports & Terminals (IRPT) registration for the 2020 Annual Conference being held April 20-22 in Little Rock, Arkansas.*

**Early registration deadline is April 1, 2020.**

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

Name of Attendee: \_\_\_\_\_

Spouse/Guest Name for Badge (if attending): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

<b>Conference Registration (Please Choose One)</b>	<b>Early</b>	<b>Late</b>	<b>Total</b>
Conference Attendee (members)	\$545	\$595	_____
Conference Attendee (non-members)	\$595	\$645	_____
Conference Attendee (federal government employee)	\$495	\$525	_____

<b>Additional Attendees (Optional)</b>	<b>Early</b>	<b>Late</b>	<b>Total</b>
Spouse/Guest Fee <i>Includes Breakfasts and Receptions</i>	\$75	\$100	_____

**Host Hotel Details**

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*IRPT 2020 Annual Conference Registration (Continued)*

**Method of Payment**

- Payment enclosed
- Please invoice my organization
- Credit Card (*Note: a 3% convenience fee will be added to the total amount due*):
  - Visa    MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Billing Phone number (if different from above): (\_\_\_\_\_) \_\_\_\_\_

**Registration must be paid in full on or before April 1, 2020 to avoid Late Registration Fee**

Please send payment to: IRPT: One Confluence Way, East Alton, IL 62024.

Questions? Please call Aimee at 618-468-3010 or email [admin@irpt.net](mailto:admin@irpt.net)

**Additional Information**

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**Additional Questions: Please contact IRPT at 618-468-3010 or email at [admin@irpt.net](mailto:admin@irpt.net).**

