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TO: ASSOCIATE MEMBERS

August 21, 2023

RE: 2023-2024 Membership Dues and AIF Conference Registration Forms.

The 2023 County and State Fair season in Iowa is rapidly drawing to a close. We sincerely hope that you have had a successful season together with the Fairs that you serve. The upcoming AIF Conference is December 8 - 10, 2023 at the Airport Holiday Inn, Des Moines, Iowa. Enclosed you will find:

- 2023 – 2024 dues statement and data information form (due October 15)
- Conference Registration form (due October 15)
- Conference motel room reservation form (due October 15)

On-line Membership and Conference Registration now available on the AIF website. In addition, your forms can also be downloaded and sent via first class mail.

All AIF members can pay their membership and register for Conference on-line from the AIF website. The only method of on-line payment will be by credit card. If you so choose, you can download the membership form and Conference forms, and send them to the AIF via first class mail. Please note if using this method, send a check or money order only to pay for the related fees (see comments below regarding room deposit). The AIF will no longer accept credit card payment for mailed-in forms.

To access your forms and associate member information, at the top right on the website you will see a link called 'Associate Members'. Select 'Associate Member Forms & Information' from the drop-down list. This will open your page with information and links to the forms. As stated above, you will have links to pay on-line or you can download your forms. The downloaded forms are in PDF format and are fillable forms. You will notice the forms have formulas built into them that will automatically add up the fees. If you prefer not to use the on-line method, send your completed forms with payment to the AIF office via first class mail.

Associate members will receive one room at the Airport Holiday Inn. Any extra rooms will be booked at neighboring motels or made available to associate members on an "If Available" basis. Special situations, such as parlor rooms that have no sleeping accommodations, health concerns and such will be taken into consideration. You must be a member of the Association and be registered for Conference in order for hotel reservations to be accepted. All motel room reservations must be placed with the Association.

Room reservation procedure: Download the room reservation form from the AIF website, or use the form included in this mailing. Complete the form and return to the AIF office via first class mail only by October 15! Include a check for \$100 for each room payable to the Airport Holiday Inn, or put your credit card information on the room form. Room reservations and subsequent room assignments will be handled by the AIF. DO NOT send the form to the Airport Holiday Inn.

Members receiving Courtyard rooms are reminded that you will be paying for two nights (Friday and Saturday) in order to retain your display room. If you check out Saturday - just be aware you will automatically be billed for Saturday evening. Members also need to be aware that when you require the hotel to remove or add furniture to your rooms, there will be an extra fee. Room rates per night are as follows (excluding local and state taxes & surcharges); Sleeping room, \$115; Courtyard rooms (with patio door facing courtyard), \$215; Rooms 158, 160, 178, 182, 258 and 358 are \$275. Please contact the Holiday Inn if you have specific questions on room rates or other hotel amenities.

A certificate of insurance will be required with your Conference registration. The Association of Iowa Fairs, Inc, shall be named as an additional insured on the certificate.

Over please ...



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Sponsors needed: On your Conference registration form there is a line to sponsor events during the Conference. Simply put in the amount of dollars you would like to give and add it to your total registration fee. Sponsorship is not required, just offered. If you wish to sponsor a specific event, please contact me right away. Otherwise, I will use your sponsorship dollars as they fit into the Conference expenses. All sponsors will receive recognition during the Conference. Sponsor fees are requested by October 15, same as Conference registration fees.

Courtyard display tables will be available at the rate of \$200 each. Courtyard tables must be reserved and paid for by October 15. Associates having Courtyard tables last year will have first chance at reserving a table this year until October 15. After October 15, tables not yet reserved from the previous Conference will be assigned to those members on a waiting list. No table reservations will be accepted after October 15. To reserve a Courtyard display table, add \$200 to your registration fees and check the box on the registration form for "Courtyard Display". There is a limited number of tables available. *Display tables are for members not staying at the Airport Holiday Inn. Sleeping arrangements for all members who have a display table in the Courtyard will be booked at neighboring motels.*

Due to hotel policy, posters, brochures or any kind of advertising materials cannot be placed on the walls. The only advertising you may do is in front of your hotel door. Flyers and brochures can be distributed to patrons of the showcase by placing on the chairs. No flyers or brochures may be left in lobby or hung in lobby or corridors. Anyone found in violation of this policy will forfeit your room for the next year. We are working with the hotel to place as many associate members in the rooms that face the Courtyard so that you will be able to hang a banner or other recognition out for visitors to readily locate your room. Please abide by these guidelines so as not to jeopardize our working relationship with the hotel.

Conference activities will begin on Friday and conclude on Sunday by noon. A complete and updated Conference schedule will be posted on the AIF website at www.iowafairs.com once all details have been confirmed. Associate members are welcome, and encouraged to take part in the sessions and workshops. A schedule can be downloaded from the AIF website, under the 'Meetings' menu.

The breakfast/business meeting for associate members will be held on Saturday morning. Please check the box on your registration form if you want to purchase a breakfast ticket. You can still attend your business meeting without eating breakfast.

Parking at the Airport Holiday Inn is tight. It is asked of associate members that are staying at the Holiday Inn to park in the lot just south of the Holiday Inn. Fee is nominal and the parking is a secured site. This will free up parking spaces for our member Fair folks who are staying at neighboring motels. Your cooperation is very much appreciated. Remember, the Fairs are your customers. Giving them easy access to the Conference Center is in your best interests.

Meal tickets for meals will not be sold at Conference; all meal tickets need to be ordered in advance. If you find you have purchased tickets that you do not need, there will be a bulletin board in the registration room where you can post your name and number and what you would like to sell for meal tickets.

Conference registration is \$50 per person if received by October 15. After October 15, registration is \$75 per person. There is a \$5 fee to change a name badge. It is also expected that each person attending Conference with your organization be registered and wear a badge. This will include any family members, relatives, friends and business associates. Conference badges will be printed by a company specializing in name badges. Therefore, the October 15 deadline to register is extremely important so I can get everything to the printing company on a timely basis. Make every effort to have your registration sent to the AIF office by October 15th.

Live showcasing is not allowed in the general hotel rooms or commons areas of the Holiday Inn. Strolling acts (non-amplified) are welcome to stroll about the complex (with exception of meeting rooms) during the Conference (must receive permission from the AIF).

Live showcasing information will be sent out within the next week to those members who qualify to submit an application.

The Social A'Fair and Auction will be held again on Saturday evening. Associate members are welcome to attend and participate. Proceeds from the auction are used to fund legislative and promotional efforts by the AIF for the fair industry in Iowa. Hopefully you will support this again by either donating an item with at least a \$50 value or by purchasing an item at the auction. And a silent auction will again be held this year. The theme for the Social A'Fair is to wear your company shirt. The food for Social A'Fair will feature several food stations, serving a variety of tasty food items that are typically found at county fairs. Dress to the theme of you wish. This is always great FUN!

Again, if you are not utilizing the on-line forms, please send the attached completed forms with a check to cover the fees to the AIF via first class mail only. Faxed forms are not accepted, nor are forms without payment of fees included. Deadline for all forms is October 15.

We are looking forward to seeing you in December! Questions or comments please contact me.

Respectfully,



Thomas Barnes, Executive Director