

Host Guidelines and Expectations

Park Development and Operations Symposium: A “Hands-On” Experience.



Park Development and Operations Symposium: A “Hands-On” Experience

Mayfair Park

5720 Clark Avenue, Lakewood, CA 90712

March 13, 2018

The Development and Operations Section is looking for skilled and knowledgeable partners to be speakers and provide educational sessions/stations at the Annual Symposium. Vendors, Suppliers and Consultants serving the public park and recreation industry with products or services associated with the park planning, design, construction and maintenance are encouraged to participate as a means to introduce themselves, and their products and services to the Development & Operations Section membership.

Workshop Format

Speakers/Station Hosts will be given the opportunity to present themselves, members of their team or organization, and introduce the products or services they provide. Their presentation will be used as an educational resource to the members of the Development and Operations Section for one or both of the two tracks that will be offered. Track One will focus on Development and Track Two will focus on Operations and Maintenance.

Each 25 minute to 40 minute station should be composed of a presentation which includes experiential learning and audience participation where possible. Included in the 25/40 minute station should be five minutes for discussion and questions/answers. Five minutes will be provided for moving between stations. The topic and content of the workshop must relate to Park Development or Operations topics as listed below, or one that you submit for approval by the Development and Operations Symposium Committee. Final stations and timeframes will be determined based upon the number and quality of the Learning Station Applications received.

Preliminary Workshop Topic List – Track One (Development) and Track Two (Operations and Maintenance)

Workshop Stations may include the following topic areas:

- Synthetic Field Development and Maintenance
- Turf Maintenance - Seed Selection, Fertilizers, Weed Abatement & Aeration
- Irrigation Development and Maintenance
- Recycled Water Conversion and Maintenance
- Urban Forestry Development and Maintenance
- California Native Plant Conversion and Maintenance
- Playground Development and Maintenance
- Outdoor Fitness Equipment Development and Maintenance
- Hand Equipment Demonstrations and Products Overview
- Large Equipment Demonstrations

Workshop Location

This year the Symposium will be held at Mayfair Park in Lakewood, California. The complex consists of Athletic Fields, Facilities, Infrastructure, Trees, Plants, Natural Turf, Irrigation, Lighting, Park Amenities, etc. An Aerial Photo of the Park is attached.

Workshop Logistics

Each Station Host will be given a six (6) foot table and two chairs placed in the Equipment/Product/Services Showcase Area to serve as a location for the showcase of products and services materials. The space is unsecured. The exhibitor assumes all responsibility for setting up, staffing and dismantling of displays. Development and Operations assumes no liability for any lost, missing or damaged materials pertaining to exhibitor displays, products, samples or materials.

Equipment/ table set up will begin at 7:00 a.m. on the day of the event unless arrangements are made for earlier arrival.

Proposal Submittal

Proposals should be submitted by email on the **Park Development and Operations Symposium: A “Hands-On” Experience Participant Application**. All required information must be completed for a proposal to be considered. Proposals must be submitted electronically to Raquel Zepeda at rzepeda@cityofglendora.org by November 30, 2017.

Proposals will be accepted from any individuals or organizations serving the public parks and recreation industry. If the volume of proposals exceeds the number of scheduled Stations available, preference will be given to CPRS members.

Station workshops can have more than one presenter. However, the person completing the online application will be considered the “lead presenter”. Any additional presenters will be considered “co-presenters.” The co-presenter does not need to complete the workshop proposal submission form. All Station Hosts will be given two admission tickets to the event. Any additional company representatives must register and participate in the Symposium.

To book your Station Host opportunity, please complete the accompanying forms, and submit according to the instructions provided. Station and partnering opportunities are reserved quickly, so please act early.

For more information, please contact Raquel Zepeda at rzepeda@cityofglendora.org.

MAYFAIR PARK
5720 CLARK AVENUE, LAKEWOOD, CA 90712

