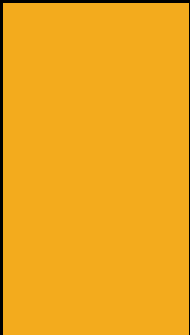




Network



PENNSYLVANIA STATE
ASSOCIATION OF
TOWNSHIP SUPERVISORS



Market



Educate



PSATS 94th Annual
EDUCATIONAL
Conference & Trade Show
April 17-20, 2016
Hershey Lodge, Hershey, PA
Exhibit Show Runs April 17-19, 2016

Exhibitors:
Reserve Your
Space Starting
January 12!

The **LARGEST** Municipal
Show in Pennsylvania
Total attendance of close to 4,000!

New This Year:

Book Your Hotel Room at the Same Time
You Register for the Conference!

Almost 300 indoor and outdoor exhibits.



If your company offers...

- ▶ **Road Equipment & Supplies**
- ▶ **Computer Hardware & Software**
- ▶ **Tax Collection Services**
- ▶ **Engineering, Consulting, Planning, & Architectural Services**
- ▶ **Mowing & Brush-Cutting Equipment**
- ▶ **Concrete Products & Services**
- ▶ **Drainage Products**
- ▶ **Financial Management Services**
- ▶ **Alternative Energy Solutions**
- ▶ **Legal Services**
- ▶ **Publishing & Website Consulting**
- ▶ **Code Enforcement Services**
- ▶ **Recreation Equipment**
- ▶ **Codification Services**
- ▶ **Traffic Control Devices**
- ▶ **Waste Management Services & Products**
- ▶ **Other Products & Services of Interest to Township Government**

...you will reach your market at this conference!

You Are Invited to Attend and Exhibit

THE PSATS TRADE SHOW IS THE LARGEST MUNICIPAL SHOW in Pennsylvania with almost 300 indoor and outdoor exhibit spaces available to interested vendors, suppliers, and state and federal agencies.

Close to 4,000 township officials and guests from all over Pennsylvania attend the association's Annual Educational Conference and Trade Show.

Many of these officials are the elected township supervisors, who have the authority to make purchasing decisions for the township.

If townships are currently among your customers or clients — or if you want them to be — there is no more cost-effective way of marketing your product or service than by exhibiting at the association's Annual Conference and Trade Show.

For state and federal agencies, the trade show is an ideal way of promoting your agency and informing township officials of what your agency has to offer in the way of publications, training, and technical and financial assistance.

PSATS' Annual Trade Show runs two and a half days of the four-day conference and opens promptly at noon on Sunday, April 17. Because space is limited and the show always sells out, you should **make your reservations early**.

The Pennsylvania State Association of Township Supervisors represents Pennsylvania's 1,400-plus townships of the second class and is committed to preserving and strengthening township government and securing greater visibility and involvement for townships in the state and federal political arenas.

Townships of the second class represent 5.5 million Pennsylvanians — more than any other type of political subdivision in the commonwealth.

Townships of the second class are governed by a board of three or five supervisors — or council members if home rule — who are elected at large for a six-year term by the voters of the township. The board of supervisors is entrusted with making all the policy and purchasing decisions for the township.

Each spring, the supervisors gather in Hershey for a four-day conference to learn and share ideas on important local government issues, listen to speakers, adopt resolutions to establish association policy in the legislature, and visit with the vendors and agencies attending the trade show.

Who attends?

Close to 4,000 township officials from across Pennsylvania attend the conference, including:

- Township board members, many of whom are also township roadmasters
- Township secretaries, treasurers, managers, and other employees
- Township solicitors
- Township engineers
- Township planners
- Township emergency management professionals



SHOW DATES & HOURS

SUNDAY

April 17, 2016
Noon to 5 p.m.

MONDAY

April 18, 2016
7:30 a.m. to 4 p.m.

TUESDAY

April 19, 2016
7:30 a.m. to 1:30 p.m.

INDOOR SETUP

Saturday, April 16
3 p.m. to 8 p.m.

or

Sunday, April 17
8 a.m. to Noon

OUTDOOR SETUP

Saturday, April 16
11:30 a.m. to 3:30 p.m.

or

Sunday, April 17
8 a.m. to Noon

OPENING OF SHOW

All exhibitors must have their exhibit space set up by **noon Sunday** and ready to open promptly at noon.

TEAR-DOWN

Tuesday, April 19
starting at 1:30 p.m.

No exhibitor may tear down before 1:30 p.m. Violation may result in ineligibility for the 2017 Conference.

SUGGESTION: If you wish to have a hotel room to freshen up in before the show begins at noon Sunday, we suggest you reserve a room for Saturday night so you will have access to the room Sunday morning before the show. If your reservation is for Sunday, instead of Saturday, your room will not be ready until 4 p.m. Sunday.

EXHIBIT SPACE DETAILS

Indoor Space

▶ **Number of spaces available** — The indoor exhibit hall, located on the upper level of the Hershey Lodge (*see floor plan on back page*), can accommodate 225 exhibits, 18 of which are located in the lobby outside the main exhibit hall. These lobby spaces are for state and federal agencies only.

The spaces measure 8' deep x 10' wide.

▶ **What booth includes** — Each indoor booth rental includes back and side rails and drapes, a 2' x 6' table, two chairs, and a sign. The entire hall is carpeted.

▶ **Additional furniture** — If you need any furniture other than what is supplied, you will have to order it through the exposition service on forms provided by the association. All exhibitors will receive these forms before the conference.

Outdoor Space

▶ **Number of spaces available** — The outdoor exhibit area has 62 exhibit spaces. Please see the diagram of the outdoor exhibit area on the back page for exact measurements of the spaces.

▶ **What booth includes** — Each outdoor booth includes a sign. If you would like a table and/or two chairs for your outdoor booth, please indicate your preferences when you register. You do not have to pay extra for a table and two chairs.

▶ **Equipment must fit in space** — Outdoor exhibitors should bring no more equipment than what will fit in their space(s). If you need more than one space to accommodate your equipment, you must purchase more than one space. Any outdoor exhibitor who brings more equipment than will fit in their space must move the excess equipment off the Hershey



Lodge property. There will be no exceptions to this policy.

▶ **No equipment to be displayed on flatbeds** — Because of strict space limitations, equipment may not be displayed outside on flatbed trucks in your exhibit space unless you receive permission from PSATS.

When You Can Bring Equipment for Outdoor Exhibit Area

Saturday, April 16, 11:30 a.m. to 3:30 p.m.

From 11:30 a.m. to 3:30 p.m. on Saturday, April 16, you may bring your equipment to the Hershey Lodge and put it in its assigned space.

All of the spaces will be numbered and marked off. Be sure to park your equipment in your assigned space. Association staff will be available in the outdoor exhibit area to help you find your space.

Please be sure to observe the boundaries of your space and do not encroach on another exhibitor's space.

Sunday, April 17, 8 a.m. to Noon

If you do not bring your equipment Saturday, you must bring it Sunday and have it in your space **by noon**. Association staff will be available in the outdoor exhibit area to help you find your space.

EXHIBIT SPACE RENTAL FEES

The rental fees for exhibit space are as follows, depending on your classification:

ADVERTISER RATE

You advertise in the *Pennsylvania Township News*. (You are considered a *Township News* advertiser if you sign a 2016 ad contract to run a minimum of \$775 in ads.)

NON-ADVERTISER RATE

You do not advertise in the *Pennsylvania Township News*.

\$1,425 per space ← **PRICE FOR ONE SPACE** → **\$2,000** per space

Payment for all booth rentals must accompany your registration.

Register online at **conference.psats.org**.

Note: Indoor and outdoor rates are the same.

Large selection of educational sessions.



Invited Speakers



Clockwise from top left:

- Gov. Tom Wolf
- U.S. Congressman Lou Barletta
- Pa. Secretary of Agriculture Russell Redding
- Pa. Secretary of Environmental Protection John Quigley

PLEASE NOTE: All workshops listed here are **tentative and subject to change**. Please consult the *Township News* or **conference.psats.org** in the coming months for the most current listing of workshop topics. You may also look to the Schedule-at-a-Glance provided at the conference for correct times, locations, and any event changes.

SUNDAY/APRIL 17

8 AM - 4 PM
Workshop Registration Open
Confection Lobby (downstairs)

8 AM - 6 PM
Exhibitor Registration Open
Great American Hall Lobby

Information Desk Open
Chocolate Lobby

8:30 AM - 4 PM
Building Codes Workshop
(separate registration is required at paconstructioncodesacademy.org)

9 AM - 4 PM
TEMA Emergency Management Forum
(separate registration is required at tema.psats.org)

9 AM - 6 PM
Conference Registration Open
Chocolate Lobby

10:30 AM - 11:30 AM
Worship Service
Cocoa Terrace

NOON - 1 PM
Secretaries-Managers Thank-You Luncheon
Aztec Room (\$10 for secretaries and managers; \$25 for others)

NOON - 5 PM
Exhibits Open
Great American Hall and Outside

1 PM - 5 PM
PSATS Cyber Corner Open
Cocoa Suite 6

2 PM - 4 PM
Roadmasters Roundtable
Cocoa Suite 5

4:30 PM - 5:30 PM
Grassroots Lobbying Network Reception
Aztec Room

5 PM
Exhibits Close

5:30 PM
First-Time Attendees (New-"bees") Meet and Greet
Cocoa Terrace

6 PM
Conference and Exhibitor Registration Closes

6 PM - 8 PM
Oktoberfest in April
Chocolate Ballroom
(additional \$30 registration fee)



MONDAY/APRIL 18

7 AM - 5:30 PM
Conference Registration Open
Chocolate Lobby and Confection Lobby (downstairs)

Information Desk Open
Chocolate Lobby

7 AM - 4:30 PM
Exhibitor Registration Open
Great American Hall Lobby

7:30 AM - 8:15 AM
Donuts with Dave – Morning Refreshments with PSATS Executive Director David Sanko
Cocoa Suites 4 and 5

7:30 AM
Breakfast with the Exhibitors – Coffee and Pastries
Great American Hall

7:30 AM - 4 PM
Exhibits Open
Great American Hall & Outside

8 AM - 5 PM
PSATS Cyber Corner Open
Cocoa Suite 6

8:30 AM - 11:30 AM
Engineers Seminar
(separate registration is required at engineers.psats.org)
Wild Rose Ballroom

8:30 AM - 10:30 AM
General Session – Opening Ceremony, Call to Order, Speakers, President's Report, Executive Director's Report
Chocolate Ballroom

9:30 AM - 3:30 PM
Solicitors Seminar
(separate registration is required at solicitors.psats.org)
On-site registration begins at 10 a.m.
Hotel Hershey Blue Mountain Room

10:45 AM - NOON
Workshop Session #1

10:45 AM - 1:15 PM
Visit the Indoor and Outdoor Exhibits!

1:15 PM - 2:30 PM
Workshop Session #2

2:45 PM
Bus Leaves for First State Capitol Tour
(\$10 preregistration fee is required)
Chocolate Lobby Portico

2:45 PM - 4 PM
Workshop Session #3

3:15 PM
Bus Leaves for Last State Capitol Tour
(\$10 preregistration fee is required)
Chocolate Lobby Portico

4 PM
Exhibits Close

4:15 PM - 4:30 PM
Bus Leaves for PSATS Legislative Reception
(free, but preregistration is required)
Chocolate Lobby Portico

4:15 PM - 5:30 PM
Workshop Session #4

4:30 PM
Exhibitor Registration Closes

TUESDAY/APRIL 19

7 AM - 5 PM
Conference Registration Open
Chocolate Lobby and Confection Lobby (downstairs)

Information Desk Open
Chocolate Lobby

7 AM - 2 PM
Exhibitor Registration Open
Great American Hall Lobby

7:30 AM - 8:15 AM
Donuts with Dave – Morning Refreshments with PSATS Executive Director David Sanko
Cocoa Suites 4 and 5

7:30 AM
Breakfast with the Exhibitors – Coffee and Pastries
Great American Hall

7:30 AM - 1:30 PM
Exhibits Open
Great American Hall

8 AM - 5 PM
PSATS Cyber Corner Open
Cocoa Suite 6

8:30 AM - 11:30 AM
General Session – Committee Reports, Elections, Resolutions Voting
Chocolate Ballroom

8:30 AM - 11:30 AM
Engineers Seminar
(separate registration is required at engineers.psats.org)
Wild Rose Ballroom

11:30 AM - 1:30 PM
Visit the Indoor and Outdoor Exhibits!

1:15 PM - 2:30 PM
Workshop Session #5

1:30 PM
Exhibits Close

2:45 PM - 4 PM
Workshop Session #6

4:15 PM - 5:15 PM
Workshop Session #7: Roundtable Discussions

- Township Population Under 2,000
- Township Population 2,001 to 5,000
- Township Population 5,001 to 10,000
- Township Population Over 10,000

5 PM
Conference Registration Closes

8 PM - 10 PM
Entertainment
The Mahoney Brothers
Chocolate Ballroom

5 PM - 6:30 PM
PSATS Legislative Reception
Keystone Building, State Capitol Complex

5:30 PM
Conference Registration Closes

6:30 PM
Bus Leaves Harrisburg for Return to Lodge
(Note: The hotel shuttles will be available to take you from the Lodge back to your hotel.)

WORKSHOPS:

These workshops will be held during the Monday and Tuesday workshop sessions. Exact days and times will be assigned later and published in upcoming issues of the *Township News* and on the PSATS web-site and conference app.

- 4th Amendment Implications of Zoning and Code Enforcement
- 20 Best Management Practices for Your Township
- 21st Century Economic Development and Townships
- Administration, Police and Public Works, Oh My!
- Agriculture: A Cost-Effective Greening Solution to MS4s and TMDLs
- Amping Up Advocacy: Becoming an Effective Grassroots Network Member
- Bad Cops. What Are You Going to Do?
- Balancing Your Insurance Needs Through the Trustees Insurance Fund
- Best Practices in Accounting and Fraud Prevention and Detection
- Best Practices in Permit Management
- Beyond Accessibility: A Higher Level of Inclusive Play
- Bring-Your-Own-Device-to-the-Workplace Policies
- Building Cash Balances and Improving Credit Ratings
- Chesapeake Bay Update
- Communicate to Your Audience Online
- Community Surveys: What Are Your Options?
- Compressed Natural Gas and Your Municipal Fleet
- Conflict: When Residents and Ordinances Clash
- Culvert Structure Analysis and Rehabilitation
- Current Stormwater Management Practices
- Cyber Liability and Municipal Risk Management
- Delinquent Township Collections: Collect More for Less
- DEP Pipeline Infrastructure Task Force Report
- Environmental Law Requirements Impacting Municipalities
- Finding, Attracting, and Landing Large Developments
- Fire and EMS Services in Your Township: A Panel Discussion
- Geosynthetic Reinforced Soil Bridge Success
- Growing Greener Grants: Project Ideas and How to Apply
- Heading Off Failing Septic Systems with a Sewage Management Plan
- How to Find Your Way through the DCNR Grant Jungle
- How to Get More Revenue and Benefits from Your Cable Company
- How to Improve the Collection of Act 101 Recyclables
- Innovative Bridges Using Act 13 Impact Fees
- Issues in Modern Policing: How Did We Get from There to Here?
- Just Some of the Interesting Ways an Employee Can Get Fired
- Keeping PennDOT Projects Running Smoothly
- Labor and Employment Law Potpourri
- Land Use and Zoning Law Update
- LED Street Lights: Maximize the Energy Benefits for Your Community
- Legal Issues Involving Dash Cams, Body Cams, Drones, and Cell Phones
- Liquids in Snow and Ice Control: What, When, Why, and How
- Local Roads: Design, Construction, and Maintenance
- Long-Term Road Maintenance Planning and Stormwater Inventory
- Making Your Roads Safer by Complying with the MUTCD
- Maximizing the Benefits of Technology in Public Works Inspections
- Maximizing Utility Rebates from Act 129
- Methods for Sharing GIS Maps and Data
- Modernizing Intergovernmental Agreements and Practices
- MS4 Housekeeping Best Practices for Municipal Facilities
- MS4 Pollutant Planning and Removal Requirements
- Municipal Risk Management
- Next-Generation Wireless Facilities and How to Protect Your Township
- NPDES MS4 2018: Up an Impaired Creek without a Paddle
- Overview of Stormwater Regulations for Municipal Officials
- PA DCNR Parkland Conversions: The Legal Implications
- Paving Fabric: Sustaining Township Roads and Budgets
- Pension Plans: What Options Are Available Through the Trustees Insurance Fund
- Planning 2.0: How to Deal with Changing Economies and Expectations
- Planning for Agriculture
- Practical Legal Advice on Fighting Blight
- Protecting Your Township from Undesirable Outdoor Lighting
- Reducing Sewer System Inflow and Infiltration
- Responding to Violent Intruders
- Responsibilities of a Bridge Owner
- Roller-Compacted Concrete (RCC) for Streets and Local Roads
- Social Media Sites for Townships
- Stormwater Landscape in Pennsylvania: What Your Municipality Needs to Know
- Stormwater Permits: Keeping Stormwater in Check
- Stormwater Post-Construction Best Management Practices
- The Benefits and Procedures for Codification of Your Municipal Regulations
- The Impact of *Reed v. Town of Gilbert* on Municipal Sign Ordinances
- The Perils of Workplace Bad Actors
- The Right Kind of Development
- The Township Parks 5-in-1 Toolkit
- Three Human Resource Issues Facing Townships Today
- Township Supervisors' Role in Subdivision and Land Development Plans
- Traffic Calming for Municipalities
- Understanding Payments to Municipalities from Shale Gas Development
- Understanding the Fair Labor Standards Act
- Understanding Your Community's Stormwater Obligations
- USDA Rural Development Programs for Townships
- Using Electronic Document Management to Help Townships Run Smarter
- Using the Treasurer's Report to Negotiate Police Contracts
- What a Public Employer Needs To Know
- What to Do When Your Receptionist Shows Up with Face Piercings and Tattoos

* This list is not complete.

EXHIBITORS MUST REGISTER ONLINE

All exhibitors must register online at conference.psats.org.



DON'T MISS "OKTOBERFEST" SUNDAY, APRIL 17!

Help us open the conference during our "Oktoberfest in April" Sunday evening from 6 to 8. Enjoy a traditional Oktoberfest meal and polka dancing. **(See the enclosed flyer for more information.)**

BACK BY POPULAR DEMAND:

Delegate/Exhibitor Breakfast Mixer

Monday and Tuesday Mornings in the Exhibit Hall

A Light Breakfast Will Be Served

Exhibitors, be sure to mix and mingle with the delegates starting at 7:30 a.m. Monday and Tuesday during our "Breakfast with the Exhibitors." This sponsored social event will provide exhibitors and delegates with an informal opportunity to mingle and enjoy a light breakfast before the start of the morning general sessions.



WEDNESDAY/APRIL 20

8 AM - 11 AM
PSATS Cyber Corner
Cocoa Suite 6

8 AM - NOON
Conference Registration Open
Chocolate Lobby

Information Desk Open
Chocolate Lobby

8:30 AM - NOON
General Session — Leaders Forum,
Leadership Awards, Keynote Speaker
Chocolate Ballroom

NOON
Conference Adjourns

Distribute Attendance Certificates

New Registration Process!

JANUARY 12
9:00 a.m.

**Conference Registration
and Hotel Reservation
Open for Everyone!**

RESERVE YOUR SPACE ONLINE

All exhibit space rentals must be made through the association's online registration process. No spaces will be reserved unless your reservation is accompanied by your exhibit fee. **Absolutely no spaces may be reserved by phone.**

If you have a booth location preference, please indicate your first, second, and third choices when registering. **Because many exhibitors often want the same exhibit spaces, we cannot guarantee your choice of space.**

The sooner you register, however, the greater your chances are of getting the space you want. **Advertisers in the Pennsylvania Township News are given preference over non-advertisers in assigning space.**

END SPACES

PLEASE NOTE that the premium end cap spaces highlighted in blue on page 8 are **\$250 additional.**

Conference Registration Opens January 12

The PSATS Conference registration will officially open on **January 12, 2016, at 9 a.m.** At that time, you will be able to go online at **conference.psats.org** to register. No registrations will be accepted until that time.

We have prepared a short instructional video to help with registration. Go to **conference.psats.org** and look for the "Registration Demo Video."

Registration Fees

In addition to their booth rental, **EXHIBITORS must also pay \$25 per person for badge registrations.** The fee increases to \$50 beginning April 12. ***Exhibitors who add any registrants on-site during the conference will be charged \$50 per registrant.***

VENDORS WHO ARE NOT EXHIBITING must pay a registration fee of \$200 per person.

All registered exhibitors, vendors, and their guests will receive a badge upon arrival at the Hershey Lodge. You must wear your registration badge to enter the exhibit hall. **There will be a \$25 fee for reprinting misplaced or lost badges.**

Hotel Reservations – Now You Can Make Them at the Same Time You Register for the Conference!

Once again, exhibitors and vendors will be able to make their own hotel reservations online through the PSATS hotel reservation system, but this year, you will be able to book your lodging **immediately after registering. After you have registered and paid, you will simply click on the link for the hotel reservation system.**

Like last year, you will have complete control over booking or changing a room, as well as immediate confirmation of where you will be staying. You will be able to see photos of the hotel rooms before making a reservation, receive your lodging confirmation immediately, change reservation details yourself at any time before the conference, and check on room availability at other facilities even after booking your reservation.

BOOKING ROOMS AT THE HERSHEY LODGE:

The **first 60 exhibitors** to register for the conference who need hotel accommodations will be able to book only ONE room at the Hershey Lodge, if desired. The remainder of exhibitors must book rooms at the other facilities.

If the hotel reservation system is used for more than one Hershey Lodge reservation, all reservations will be void.

MAKING HOTEL RESERVATIONS: Reservations must be made online through the PSATS room reservation system. PSATS will operate a Hotel Reservation Help Desk with extended hours to assist those without Internet access in making hotel reservations. The Hotel Reservation Help Desk can be reached at (717) 763-0930, ext. 190.

Hotel Reservation Help Desk Hours:

January 12	9 a.m. - 5 p.m.
January 13	8 a.m. - 5 p.m.
January 14	8 a.m. - 5 p.m.
January 15	8 a.m. - 5 p.m.

January 19 - April 13 normal business hours:
8:30 a.m. - 4:30 p.m.

CONFIRMATIONS: An immediate confirmation will be generated by the room reservation system to the email address provided. Each hotel must follow up with a confirmation by **March 11.**

DEPOSIT: Room deposits will **not** be required for hotel reservations. A credit card, however,

will be required to guarantee the reservation. Check acceptance policies differ for each hotel. Refer to the confirmation from the facility for their check requirements in order to guarantee your reservation.

HERSHEY LODGE AND HOTEL HERSHEY RESERVATION POLICIES:

A minimum two-night stay is required to book rooms at both the Hershey Lodge and the Hotel Hershey.

ROOM AND BOOTH CANCELLATION POLICY:

All booth cancellations through April 12 are subject to a \$140 administrative fee.

After April 12, no refunds will be granted on any booth rental fees, registrations, meals, or events. Cancellation policies differ for each hotel and will be noted on the confirmation received from the hotel.

Please note that a conference cancellation does not cancel any hotel reservations you may have made. Refer to the PSATS room reservation system for hotel cancellations.

STAFFING OF EXHIBIT BOOTHS: PSATS requires all exhibitors to have someone staffing their booths at all times during show hours. If you cannot have someone at your booth **all three days**, you may not exhibit at this show. We ask for your cooperation in observing this policy. It will be to your advantage, as well as that of our members who attend the show.

IMPORTANT DETAILS

Exhibit Hall Access

The exhibit hall has ground-level access to the parking/unloading area through a 12'x18' door. If you have a dolly, we recommend that you bring it for transporting your exhibit into the exhibit hall. Dollies and flatbeds are available but are in very limited supply.

Floor Loading and Carpeting

There is no floor loading limit in the exhibit area. The entire area is carpeted, and the floor-to-ceiling height measures 22 feet.

Shipping

All exhibits that are being shipped must be sent to Hershey Expositions. Exhibitors will receive the necessary forms in March. Also, if you leave anything behind in your exhibit space, the Hershey Lodge will charge you for any costs incurred in returning those items to you.

Smoking Policy

Smoking is prohibited in all indoor areas of the Hershey Lodge. There are designated smoking areas outside.

Copying Service

Exhibitors who need to make copies may do so at any time using automated machines (available 24 hours a day) at the bottom of the escalators and paying by credit card.

Copies can also be made for a nominal charge at the Business Center in the Convention Services Office on the Confection Hall (lower) level of the Hershey Lodge. The hours are 7 a.m. to 5 p.m. Monday through Friday and 8 a.m. to noon on Saturday. The Lodge also has two self-service business centers that are open 24 hours a day.

Door Prizes

Exhibitors may hold drawings at their booth for door prizes. If you plan to hold a drawing, you will need to bring plenty of forms, plus pens and a container to hold the forms.

The association will post the winners of drawings on a message board in the Chocolate Lobby starting at 10 a.m. Tuesday, April 19. Exhibitors are also encouraged to post the winners of their drawings at their booth and are responsible for delivering door prizes.

Hotel Information

See the enclosed Conference Housing Directory for more information on the conference host hotels.

Reserving Hospitality Suites

PRICE RANGE — Hospitality suites are available at the Hershey Lodge and range in price from \$200 to \$500 per night. **These reservations must be made directly with PSATS on the enclosed suite reservation form.**

ASSIGNMENT OF SUITES — Because the number of suites is limited, the association will assign hospitality suites in the following order of preference:

- Exhibitors who advertise in the *Pennsylvania Township News*
- Exhibitors who do not advertise in the *Pennsylvania Township News*
- *Pennsylvania Township News* advertisers who do not exhibit

If you have a preference for the location of a suite, please indicate the room numbers in the space provided on the suite reservation form. We will try to accommodate your request if possible.

SUITE HOURS — Any vendor who reserves a hospitality room must use that room for its intended purpose in the evenings and must have the suite open every evening Sunday, Monday, and Tuesday, April 17-19.

Please note that the Hershey Lodge has a policy requiring "quiet time" after 11 p.m. for suites and other guest rooms.

FOOD & BEVERAGES FOR HOSPITALITY SUITES

— The Hershey Lodge requires a minimum \$150 per day food and/or beverage purchase from those reserving hospitality rooms and does not permit outside food and beverage items to be brought into these rooms. The Lodge will contact you upon the assignment of your suite to make arrangements for food and beverages.

Hosting Special Activities/Receptions

If your company is interested in hosting special meal functions, receptions, or other activities at the Lodge during the conference, please call James Wheeler at PSATS at (717) 763-0930, ext. 128.

Furniture/Forklifts/Etc.

If you need extra furniture, forklifts, rigging services, or labor, you must order these from the exposition service on forms the association will send to all exhibitors in March.

If you will be bringing unusually heavy or unwieldy items that require special unloading or moving attention, you will need to contact the exposition service by completing these forms to make sure your needs are met. Do not wait until the day of the conference.

Electric and Internet Service

All arrangements for electrical hook-ups and Internet service must be made directly with the Hershey Lodge on forms the association will send to exhibitors a month before the conference.

Audiovisual Equipment Rentals

If you will need audiovisual equipment and do not intend to bring it yourself, you may order it directly through PSAV, located at the Lodge, by calling (717) 534-8608.

If you will be running AV equipment in your booth, please monitor the volume level to make sure it is not interfering with your neighbor's conversation or comfort level.

More Information to Follow

All exhibitors will receive their space assignments, more details about the trade show, and all forms referred to in this flyer before the conference. Please be sure to read this information carefully when you receive it and complete and return all necessary forms immediately.

Don't Forget!

Don't forget to bring with you those often overlooked items you might need to set up your exhibit such as dollies, masking tape, scotch tape, scissors, and containers for drawings.

Be sure to order extra tables and chairs and an electrical hook-up if you will need them. We will supply you with the forms to order extra furniture, electric service, and an Internet connection closer to the conference.

Questions?

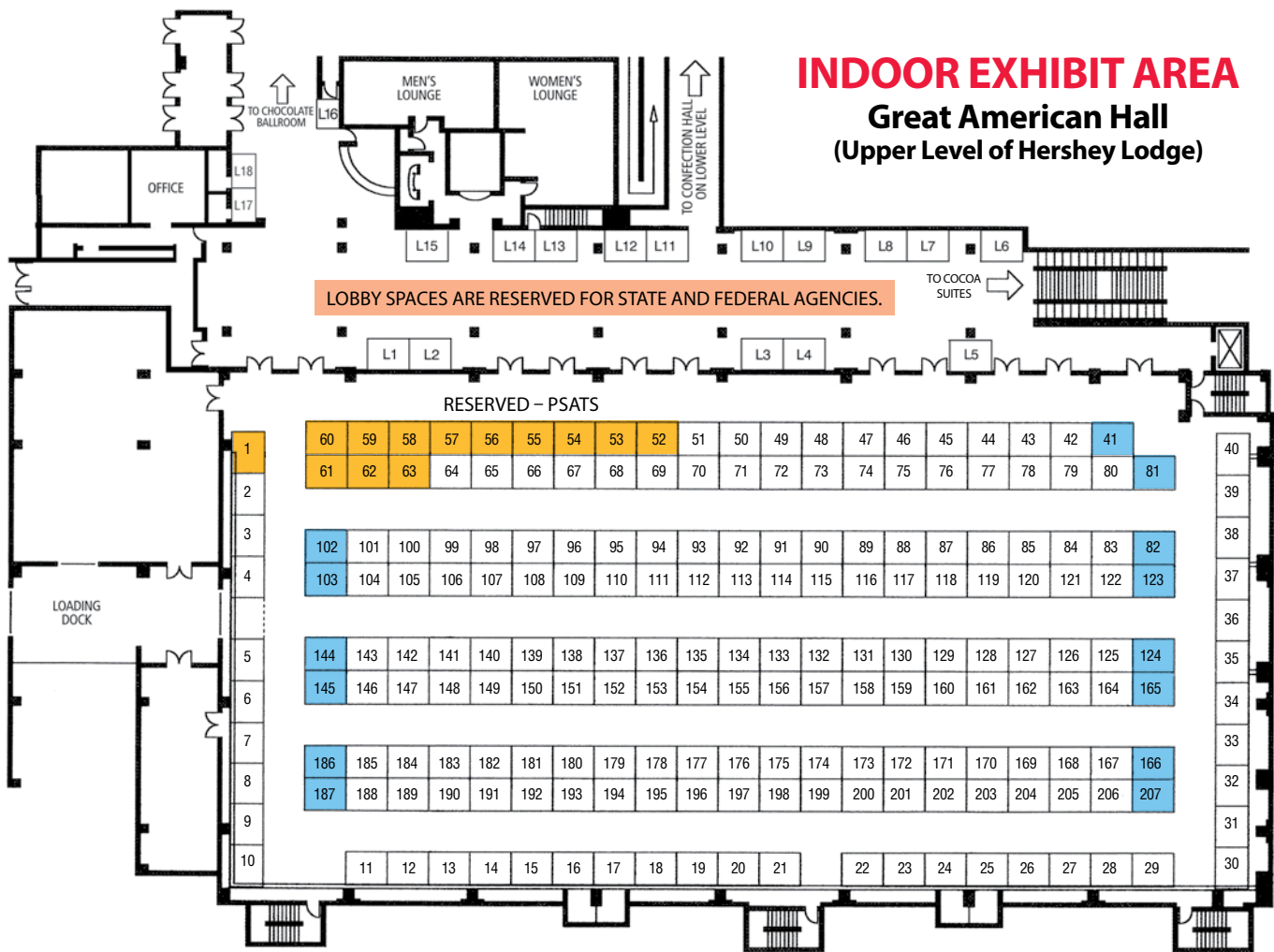
Call Ginni Linn, Trade Show Coordinator, at (717) 763-0930, ext. 127.



The exhibit show runs April 17-19, 2016

INDOOR EXHIBIT AREA

Great American Hall
(Upper Level of Hershey Lodge)



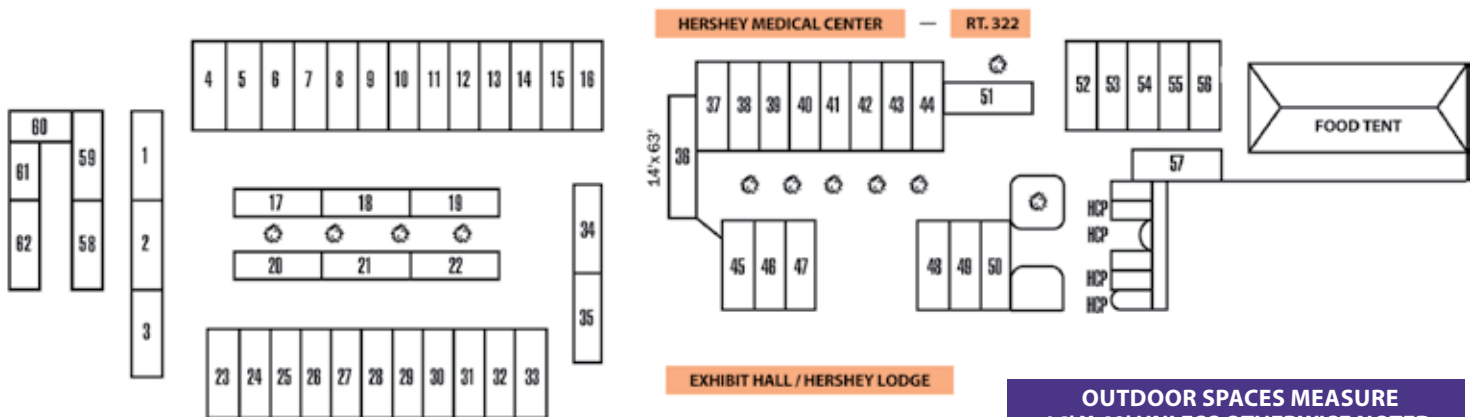
Reserve Your Exhibit Space Today!

Please note: Premium spaces, highlighted in blue, are \$250 extra.

INDOOR SPACES MEASURE 8' DEEP X 10' WIDE

OUTDOOR EXHIBIT AREA

(Exit from front of Hershey Lodge on upper level)



OUTDOOR SPACES MEASURE 14' X 40' UNLESS OTHERWISE NOTED.



PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS
4855 Woodland Drive • Enola, PA 17025 • (717) 763-0930 • Fax: (717) 763-9732 • www.psats.org
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