

# PSATS 97<sup>th</sup> Annual Educational Conference & Exhibit Show

April 14-17, 2019  
Hershey Lodge, Hershey, PA

Show Runs April 14-16

The **LARGEST** Municipal  
Show in Pennsylvania

*Total attendance of close to 4,000!*

Exhibitors:  
Reserve Your  
Space Starting  
January 14!



PENNSYLVANIA STATE  
ASSOCIATION OF  
TOWNSHIP SUPERVISORS







## 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 EXHIBIT 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 Exhibit 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 Educational Conference and Exhibit Show.

For state and federal agencies, the exhibit 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 Exhibit Show** runs two and a half days of the four-day conference and opens promptly at noon on Sunday, April 14. 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 exhibit show.

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### 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
- Code officials
- Zoning hearing board and planning commission members



## SHOW DATES & HOURS

### SUNDAY

April 14, 2019  
Noon to 5 p.m.

### MONDAY

April 15, 2019  
7:30 a.m. to 4 p.m.

### TUESDAY

April 16, 2019  
7:30 a.m. to 1:30 p.m.

### INDOOR SETUP

Saturday, April 13  
3 p.m. to 8 p.m.

or

Sunday, April 14  
8 a.m. to Noon

### OUTDOOR SETUP

Saturday, April 13  
11:30 a.m. to 3:30 p.m.

or

Sunday, April 14  
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 16  
starting at 1:30 p.m.

**No exhibitor may tear down before 1:30 p.m. Violation may result in ineligibility for the 2020 Conference.**

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

## 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 223 exhibits, 16 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. All exhibitors will receive an email about this in March.

### Outdoor Space

▶ **Number of spaces available** — The outdoor exhibit area has 69 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 13, 11:30 a.m. to 3:30 p.m.**

From 11:30 a.m. to 3:30 p.m. on Saturday, April 13, 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 14, 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 2019 ad contract to run a minimum of \$800 in ads.)

**\$1,475** per space  
(includes two badges per exhibitor)

PRICE FOR ONE SPACE

### NON-ADVERTISER RATE

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

**\$2,050** per space  
(includes two badges per exhibitor)

Payment for all booth rentals must accompany your registration.

Register online at [conference.psats.org](http://conference.psats.org).

Note: Indoor and outdoor rates are the same per space.



# Large selection of educational sessions.



*"Thank you to everyone at PSATS for this exceptional conference and for continuing to be such a great partner with PennDOT."*

– B.W., PennDOT

*"We had a great first show. The PSATS team did a great job organizing the whole event."*

– J.B., Savvy Citizen

*"Another successful year! We look forward to exhibiting again next year."*

– R.R., Pennoni

*"Everything went off without a hitch. The conference was a huge success."*

– A.O., BCWSA

*"This is a well-run, well-put-together event. Great job once again!"*

– N.H., Trius Inc.

*"Lots and lots of leads!"*

– B.W., Advantage Resource Group

**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 14

**8 AM - 4 PM**  
Pre-Conference Workshop Check-in  
Confection Lobby (downstairs)

**8 AM - 5:30 PM**  
Exhibitor Check-in  
Great American Hall Lobby  
Information Desk  
Chocolate Lobby

**9 AM - 4 PM**  
TEMA Emergency Management Forum  
(separate registration is required at [tema.psats.org](http://tema.psats.org))  
Empire Ballroom

**9 AM - 4 PM**  
Tips and Tricks for QuickBooks  
(separate registration is required at [connect.psats.org](http://connect.psats.org))  
Magnolia A

**9:30 AM - 6:30 PM**  
PSATS Store & Member Lounge  
Cocoa Suite 1 and Cocoa Terrace

**10 AM - 4 PM**  
Pa. Association of Zoning Officials Spring Educational Forum  
(separate registration is required at [PAAZO.org](http://PAAZO.org))  
Wild Rose A

**10 AM - 7 PM**  
Conference Check-in  
Chocolate Lobby

**10:30 AM - 11:30 AM**  
Worship Service  
Cocoa Suite 6

**NOON - 5 PM**  
Exhibits Open  
Great American Hall & Outside

**NOON - 10 PM**  
Hotel Shuttle Buses  
Chocolate Lobby Portico

**12:30 - 4:30 PM**  
PSATS Leadership Development Series: Creating Effective Teams and Managing Conflict  
(separate registration is required at [connect.psats.org](http://connect.psats.org))  
Magnolia C

**2 PM - 4 PM**  
Roadmasters Roundtable  
Crystal A

**4:15 PM - 5:15 PM**  
Grassroots Advocacy Network Reception  
Aztec Room

**5:30 PM - 6:30 PM**  
First-Time Attendees ("New-bees")  
"Swarm"  
Empire B, C, & D

**6:30 PM - 8:30 PM**  
Conference Welcome Reception  
Chocolate Ballroom  
(additional \$25 fee)

**7 PM**  
Conference Check-in Closes



## MONDAY/APRIL 15

**7 AM - 5:30 PM**  
Conference Check-in  
Chocolate Lobby  
Information Desk

**7 AM - 4:30 PM**  
Exhibitor Check-in  
Great American Hall Lobby

**7 AM - 5:30 PM**  
PSATS Store & Member Lounge  
Cocoa Suite 1 and Cocoa Terrace

**7 AM - 10 PM**  
Hotel Shuttle Buses  
Chocolate Lobby Portico

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

**8:30 AM - 10:30 AM**  
General Session – Governor's Welcome, Executive Director's Report, Excellence Awards Ceremony, and Opening Speaker  
Chocolate Ballroom

**8:30 AM - 11:30 AM**  
Engineers Seminar  
(separate registration is required at [engineers.psats.org](http://engineers.psats.org))  
Magnolia A

**9:30 AM - 3:30 PM**  
Solicitors Seminar  
(separate registration is required at [solicitors.psats.org](http://solicitors.psats.org))  
Hotel Hershey Garden Terrace East Room

**10:45 AM - 11:55 AM**  
Workshop Session #1

**1:15 PM - 2:25 PM**  
Workshop Session #2

**1:15 PM - 2:25 PM**  
Managers Roundtable



**2:45 PM - 3:55 PM**  
Workshop Session #3

**4:15 PM - 5:25 PM**  
Workshop Session #4: Workshops & Population Committee Roundtables

**5:30 PM**  
Conference Check-in Closes

**8 PM - 9 PM**  
Dessert Reception  
Cocoa Suites 4 & 5

## TUESDAY/APRIL 16

**7 AM - 5 PM**  
Conference Check-in  
Chocolate Lobby  
Information Desk

**7 AM - 2 PM**  
Exhibitor Check-in  
Great American Hall Lobby

**7 AM - 5 PM**  
PSATS Store & Member Lounge  
Cocoa Suite 1 and Cocoa Terrace

**7 AM - 11 PM**  
Hotel Shuttle Buses  
Chocolate Lobby Portico

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

**8:30 AM - 11:30 AM**  
Engineers Seminar  
(separate registration is required at [engineers.psats.org](http://engineers.psats.org))  
Magnolia A

**8:30 AM - 11:30 AM**  
General Session – Legislative Leadership (invited); Business Session: Committee Reports, Elections, and Resolutions Voting  
Chocolate Ballroom

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

**NOON - 1 PM**  
Secretaries-Managers Thank-You Luncheon  
Empire Ballroom (\$10 for secretaries and managers; \$25 for others)  
**Note:** The luncheon will be followed by the Secretary/Manager Q&A in Workshop Session #5

**1:15 PM - 2:25 PM**  
Workshop Session #5

**1:30 PM**  
Exhibits Close

**2:45 PM - 3:55 PM**  
Workshop Session #6

**4:15 PM - 5:25 PM**  
Workshop Session #7: Population Committee Roundtables

**8:30 PM**  
Entertainment – Rick K. and the Allnighters  
Chocolate Ballroom

Please note that the Monday afternoon Legislative Reception at the Capitol complex will not be held during PSATS' 97th Annual Conference because the legislature will not be in session.

**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 website and conference app.

**Administration**

- 20 Great Story Ideas for Your Township Website & Newsletter
- An Update on the Right-to-Know Law
- Balancing Your Insurance Needs Through PSATS
- Communicating GIS Data on a Budget: Using Google Maps and GIS
- Community Conflict: Finding Middle Ground
- Creating Affordable Employee Retirement Plans
- Crisis Communications Planning
- First Amendment: Township Parks, Special Events, and Social Media
- Labor and Employment Potpourri
- Making an Impact in Your Community with Video
- Managers Roundtable
- Managing the Sharing Economy
- Negotiating to Win: Getting Everything While Giving Nothing
- Politicians and Residents Say the Darndest Things
- Preventing Fraud in Local Government
- Procurement Best Practices for Proven Results
- Real-Life Municipal Discipline
- Secretary/Manager Q&A
- Social Media for Supervisors
- The Challenge of Change
- The Nuts and Bolts of Collective Bargaining
- The Problem with Solving Problems
- Top 10 Labor/Employment Mistakes in Municipal Management
- Township Officials, Theft, Bribery, Ethics, and the Courts
- Understanding Municipal Real Estate Tax Collection
- What You Don't Know about the Heart and Lung Act Will Hurt You
- Words that Work and Words that Don't
- You May be Small, But You Can be Mighty!
- You're Thinking About Constructing a New Municipal Building?

**Planning/Zoning**

- Are You Ready for Short-Term Rentals in Your Community?
- Case Studies in Code Enforcement
- Finding Valuable Commercial Space under Parking Lots
- Getting Your Community Ready for the 2020 Census
- If Everyone Hates Sprawl, Why Does It Keep Happening?
- It's an Amazon World! Adjusting to the eCommerce Economy
- Land Use Law Update
- Leverage Federal, State, and Local Resources to Tackle Blight
- Planning, Financing, and Construction of Township Facilities
- The Mundane to the Monster: Conducting Land Use Hearings
- Three Parks: Same Grant Program, Different Styles

**Public Safety**

- Best Practices in Municipal Police Department Management
- Contaminants of Emerging Concern: Risks, Regs, and Residents
- Financing Emergency Medical Services
- Fire and EMS Issues in Your Township: A Panel Discussion
- Guidelines for Flood Preparedness and Stream Intervention
- Increasing Fire Department Performance Through Cooperation
- Quality Control in YOUR Police Department
- Workers' Compensation for Volunteer Fire Companies

**Public Works**

- ABCs of Liquid Fuels Tax Funds
- Act 26: Its Impact on Planning, Permitting, and O&M
- Biobased Erosion/Filtration Sock: DEP/PennDOT-Approved
- DEP MS4 Stormwater Update

- Effective, Affordable Bridge Management Systems
- Full-Depth Reclamation: Paving 2.0
- How to Build a Successful Funding Program
- Infrastructure Blind Spots: Plan, Coordinate, and Document
- Infrastructure Financing
- Local Critical Bridges
- Matching Transportation Projects to Grant Funding Sources
- Pavement Management for Local Government
- PennDOT Connects Support for Townships
- PennDOT's Revised PUB 221 for Local Posted and Bonded Roads
- Pennoni SmartPave: Road Conditions Assessment System
- Performing Stormwater Outfall Inspections for MS4 Compliance
- Project Bidding: Dotting the I's & Crossing the T's
- Pub 447 Approved Products for Low-Volume Local Roads
- Road Preservation and Mill and Fill Repair Options
- Row, Row, Row Your Boat... A Guide to Floodplain Management
- Stormwater Basin Rehabilitation: A Unique Collaboration
- Stormwater Compliance: What Your Municipality Needs to Know
- The Current State of Recycling in Pennsylvania: Markets, Collection, and Grants
- The Dirt of Conservation Districts
- The Do's and Don'ts of Stream Maintenance
- Understanding Your Community's Stormwater Obligations
- Vehicle Automation: Reimagining the Future of Transportation

\*List is incomplete.

**DON'T MISS THE OPENING RECEPTION**

It's time to get your groove on! Break out your tie-dye shirts and bell-bottom jeans (*c'mon, we know you still have 'em*) and join us for another fun start to the conference. Enjoy good food, great company, and some fun things to do. You won't want to miss it! **(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 17**

**8 AM - NOON**

**Conference Check-in**  
Chocolate Lobby  
Information Desk

**8 AM - 11 AM**

**PSATS Store & Member Lounge**  
Cocoa Suite 1 and Cocoa Terrace

**8:30 AM - NOON**

**Leaders Q&A and Keynote Speaker**  
Chocolate Ballroom

**NOON**

**Conference Adjourns**  
Distribute Attendance Certificates

Due to limited seating in workshops, children under the age of 12 will not be permitted into the workshop rooms.

**EXHIBITORS MUST REGISTER ONLINE**

All exhibitors must register online at **conference.psats.org** starting at 9 a.m. on January 14.



# Easy Online Registration and Hotel Reservation Process!

**JANUARY 14  
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 16 premium end cap spaces highlighted in blue on page 8 are **an additional \$300.**

If interested in reserving one of these spaces, you must select this option when you register. Once all are taken, you will not be able to select this option. These spaces sell out on the first day of registration.

## Conference Registration Opens January 14

The PSATS Conference registration will officially open on **January 14, 2019, at 9 a.m.** At that time, you will be able to go online at [conference.psats.org](http://conference.psats.org) to register. No registrations will be accepted until that time. **The PSATS Help Desk can assist with hotel reservations after 9 a.m. on January 14, 2019.**

### Registration Fees

In addition to their booth rental, **EXHIBITORS must also pay \$25 per person for badge registrations beyond the two free badges included in their exhibit fee.** The badge fee increases to \$50 beginning April 9. **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 \$210 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. **Your badge is your ticket. If you lose your badge, it will cost \$25 for a replacement.**

## Register and Make Hotel Reservations at the Same Time

Exhibitors and vendors will be able to register for the conference, reserve exhibit space, and make hotel reservations online through the PSATS hotel reservation system. **After you have registered and paid, you will simply click on the link for the hotel reservation system.**

You will have complete control over booking a room, as well as immediate acknowledgment of where you will be staying. You will be able to see photos of the hotel rooms before making a reservation, and your lodging confirmation will be generated from the room reservation system immediately.

### BOOKING ROOMS AT THE HERSHEY LODGE:

Because there is a limited block of exhibitor rooms at the Hershey Lodge, exhibitors who need hotel accommodations will be able to book **only ONE room at the Lodge**, if desired. Once this room block is taken, all other rooms must be booked at other facilities.

**If you use the hotel reservation system for more than one Hershey Lodge room, 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 14: 9 a.m. - 4:30 p.m.  
January 15 - April 10: Normal business hours of 8:30 a.m. - 4:30 p.m.

**CONFIRMATIONS:** An immediate acknowledgment will be generated by the room reservation system to the email address provided. Each hotel must follow up with a final confirmation by **March 8.**

**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 9** are subject to a \$140 administrative fee.

**After April 9**, 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. Call PSATS at (717) 763-0930, ext. 189, 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 information about this in March.**

### Smoking Policy

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

### Copying Service

The Lodge has two self-service business centers that are open 24 hours a day if you need to make copies for a nominal charge. One is located at the bottom of the escalators, and the other is located across from the meeting room, Wild Rose A. 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 2 p.m. on Saturday.

### 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 16. 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 14-16.

**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.

### FURNITURE MOVING FEE FOR SUITES

— Depending on what suite you reserve, the Hershey Lodge may charge you \$200 for moving furniture in that suite to set it up for a hospitality function. For questions about your suite and whether this charge will apply, call PSATS at (717) 763-0930, ext. 107.

### 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.

### Food/Beverage Distribution from Your Booth

Exhibitors are prohibited from distributing food and beverages from their booth unless they get permission from the Hershey Lodge. Please contact Dave McCabe, convention services manager, at (717) 534-8615 or dmccabe@hersheypa.com. **Exception:** Small pieces of candy.

### Furniture/Forklifts/Etc.

If you need extra furniture, forklifts, rigging services, or labor, you must order these

from Hershey Expositions before the show.

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 to make sure your needs are met. Do not wait until the day of the conference.

**More information about this will be sent to exhibitors in March.**

### Electric Service

All arrangements for electric service must be made directly with Hershey Expositions a month before the conference. **PSATS will send you information about this in March.**

### 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 exhibit show, and all forms referred to in this flyer in March. Please be sure to read this information carefully when you receive it, complete and return all necessary forms immediately, and take care of any special needs with Hershey Expositions.

### 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 information to order extra furniture, electric service, and other items closer to the conference.

### Questions?

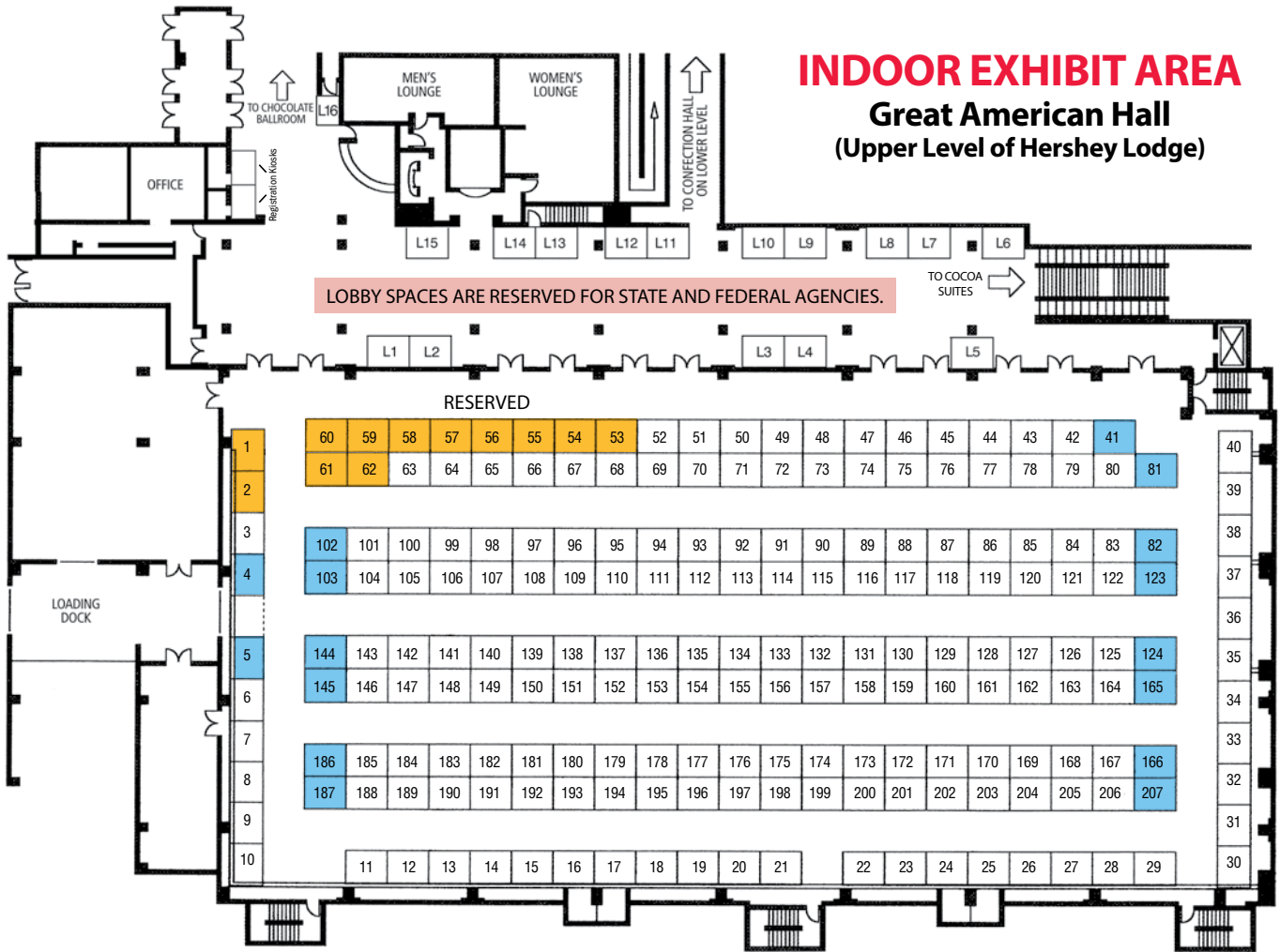
Call Ginni Linn, Exhibit Show Coordinator, at (717) 763-0930, ext. 127.



The exhibit show runs April 14-16, 2019

## INDOOR EXHIBIT AREA

Great American Hall  
(Upper Level of Hershey Lodge)



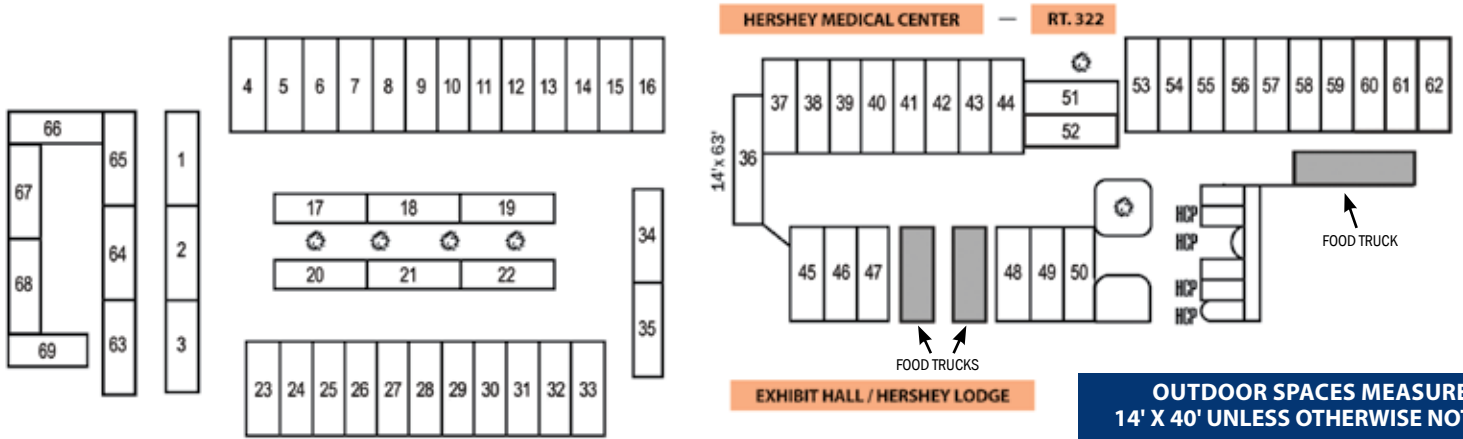
**Reserve Your Exhibit Space Today!**

**Please note:** Premium spaces, highlighted in blue, are \$300 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.**

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