

Pennsylvania School Bus Association 2019 Annual Convention & Trade Show

Sunday, June 23, 2019 - Tuesday, June 25, 2019



WYNDHAM GETTYSBURG - GETTYSBURG, PA

Exhibitor Information

“Stars, Stripes & Safety”

The Pennsylvania School Bus Association was founded in 1980 and consists of over 350 school bus contractors and industry partners who have come together to be a strong voice for school bus safety and the school bus contracting industry. Join your fellow contractors, industry experts and business partners at one of the premier school bus industry events!



Why Should You Exhibit?

Maximize Your Time & Budget

The PSBA Convention is the single largest gathering of school bus contractors in the state. In 2018, over 275 contractors and their company teams attended.

Meet the Decision Makers

Spend exclusive time with owners and their key staff people.

Grow Your Customer Base

Meet with new customers while reconnecting with current clients.

Presentation Opportunities

Increase your visibility. Suggest a workshop session for a future convention.

Expand Your Professional Network

Link up with other exhibitors a
Industry professionals.



Exhibit Schedule

Set Up: Sunday, June 23 (1:00pm - 5:00pm)

Set Up: Monday June 24 (7:00am - 11:00am)

Exhibitor Lunch: Monday June 24
(11:00am - 12:00pm)

Breakdown: Monday, June 24 (7:00pm- 9:00pm)

Breakdown: Tuesday, June 25 (7:00am-9:00am)

Show Dates and Hours

Outdoor Bus Display & Welcome Reception

Sunday, June 23 (5:00pm - 6:30pm)

Trade Show

Monday, June 24 (1:00pm - 5:00pm)

Vendor Cocktail Hour

Monday June 24 (5:15pm - 6:30pm)

Reach Beyond the Booth

PSBA is committed to helping you reach customers in the Pennsylvania school bus community. In addition to your exhibit booth, we offer other ways you can increase your visibility to the Association members.

Sponsorship Opportunities are available for several events, and at various levels, but opportunities are limited! Make sure to review our Sponsorship Booklet for more information

Hype Your Booth to the PSBA members by placing an ad in our monthly PSBA Newsletter. Let them know you will be at the Annual Convention showcasing your awesome products and services. Email the PSBA office at office@paschoolbus.org for more information.

Deliver a Door Prize for the Trade Show/Meet The Vendor event on Monday Afternoon. Read more about this event & opportunity below in the 'Events' section.

Exhibitor Lunch

Mark your calendar for Monday, June 24 at 11:00 am for the Exhibitor Lunch and Informational Session.

This is a great opportunity to hear new information about this years convention and discuss changes in exhibit area/schedule. **Make the most of your time at the 2019 Annual Convention & Trade Show!**

Events

- ★ **Theme** This year's theme while we are in Gettysburg will be **"Stars, Stripes & Safety"**! Make sure to show your American Pride by wearing Red, White and Blue!
- ★ **Welcome Reception** This pre-dinner function is a wonderful way to showcase your vehicles and mingle with contractors and fellow vendors. This casual reception will take place in the outdoor bus display in a "no pressure" environment. Get ready to show off your vehicles, because this event is a favorite among all attendees. If you are bringing vehicles for the outside display, they will need to be in position before event. Event takes place from 5:00pm to 6:00pm.
- ★ **Sunday Evening Dinner** An extension of the Welcome Reception, Sunday Dinner gives you the opportunity to continue the networking over a delicious meal. There is an additional charge for dinner, and you must pre-register.
- ★ **Vendor Lunch/Trade Show/Meet The Vendor** One of the premier highlights of the year, this event is all about you, the vendor! This a prime opportunity to get in front of the decision-makers. All the networking on Sunday evening will pay off - now is the time to show those connections your products and services! Vendor Lunch will be served at 11:00am so that vendors can be in place for your potential and current customers at noon.
- ★ **Vendor Cocktail Party** The cocktail takes place between the Trade Show and Annual Banquet. This is a great opportunity to share a drink and network with fellow attendees, and even potential clients.
- ★ **Annual Banquet** On Monday evening, we recognize family owned businesses who have provided student transportation for 25, 50 and 75 years of continuous service. This is a great time to learn more about the people and culture of the association over a delicious served dinner.
- ★ **Community Hospitality Suite** Monday night brings everyone together to mingle and enjoy the company of customers and friends.

Become An Exhibitor

Company Registration

PSBA Associate Member (includes 6x8 inside booth)

\$435 per person

Company registration includes: One (1) company representative registration fee, exhibit space as described, registration materials, Sunday Welcome Reception, all breaks on Monday, the Monday luncheon, Sponsorship of Vendor Dinner Reception on Monday evening, and the Annual Banquet Dinner. *A non-PSBA member registration fee includes the above and a one (1) year membership to the Pennsylvania School Bus Association.*

Company Representative - Individual

PSBA Associate Member

\$175 per person

A company representative is a person representing your company and will be present during the trade show hours. The company must be registered first before adding individual attendance. Registration fee includes the same as Company Registration.

Other Attendees

Spouse and/or Guests

\$125 per person

A spouse, guest or child (13 and older) is a person whom is attending the conference functions but not the workshops. Fee includes: Sunday Welcome Reception, Monday lunch, annual banquet, and scheduled coffee breaks.

Children (3-12)

\$55 per person

Fee includes: Same as above.

To Register

Step 1: Go to www.paschoolbus.org

Step 2: Click the *Education & Events* tab

Step 3: Click on *PSBA Annual Convention & Trade Show* page

Step 4: Click to register



Lodging

Attendees will make their reservations at the **Wyndham Gettysburg** on an individual basis by calling **717-339-0020**. Attendees must ask for the PSBA group block. Reservations by attendees must be received by May 24, 2019. Room rate: \$149.00 per room, per night, plus tax. This rate is for either single or double occupancy. After the cut-off date, rooms can be booked at the group rate if available.

Pennsylvania School Bus Association 2019 Annual Convention & Trade Show

Sunday, June 23, 2019 - Tuesday, June 25, 2019



Pennsylvania School Bus Association

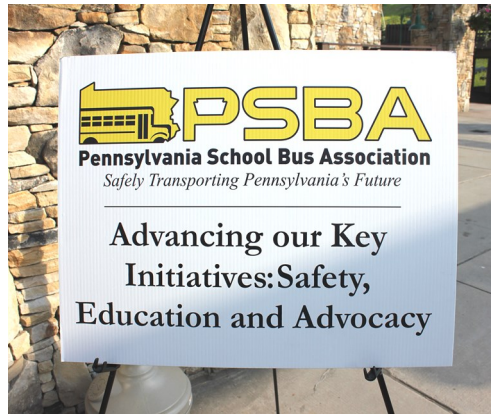
Safely Transporting Pennsylvania's Future

WYNDHAM GETTYSBURG - GETTYSBURG, PA

Sponsorship Opportunities

“Stars, Stripes & Safety”

Reach the decision makers at Pennsylvania's premier school bus industry trade show. Don't miss this opportunity to showcase your products & services to more than 450 expected attendees.



SPONSORSHIP MENU

Breaks and Events

Sunday - Refreshment Break at Registration: \$2,500

- ✓ Sponsor sign at Break
- ✓ 1/2 page ad in Annual Convention Workbook
- ✓ Listing w/link on website Sponsor Recognition Page

Sunday – Welcome Reception: \$2,500

- ✓ Sponsor sign at Reception
- ✓ 1/2 page ad in Annual Convention Workbook
- ✓ Listing w/link on website Sponsor Recognition Page

Monday – Exhibitor Luncheon: ~~\$8,000~~ **RESERVED**

- ✓ Corporate Banner at the luncheon (to be provided by sponsor)
 - ✓ Sponsor sign at Luncheon (if no banner can be provided)
 - ✓ Full page ad in Annual Convention Workbook
 - ✓ Listing w/link on website Sponsor Recognition Page
 - ✓ Recognition at Luncheon
 - ✓ Full-page ad to all contractor members
- *exclusive*

Monday – Afternoon Break: \$2,500

- ✓ Sponsor sign at Break
- ✓ 1/2 page ad in Annual Convention Workbook
- ✓ Listing w/link on website Sponsor Recognition Page

Tuesday – Networking Breakfast: \$2,500

- ✓ Sponsor sign at Break
- ✓ 1/2 page ad in Annual Convention Workbook
- ✓ Listing w/link on website Sponsor Recognition Page

Tuesday – Morning Break: \$2,500

- ✓ Sponsor sign at Break
- ✓ 1/2 page ad in Annual Convention Workbook
- ✓ Listing w/link on website Sponsor Recognition Page

Annual Banquet

The Annual Banquet is held on Monday night and is attended by over 300 stakeholders, family and friends of the school bus industry. Included in the night's festivities are special recognitions of members.

Gold Level: \$5,000

- ✓ Sponsor sign
- ✓ Full page ad in Annual Convention Workbook
- ✓ Listing w/link on Sponsor Recognition webpage
- ✓ Recognition at Annual Banquet

Silver Level: \$2,500

- ✓ Sponsor sign
- ✓ 1/2 page ad in Annual Convention Workbook
- ✓ Listing w/link on Sponsor Recognition webpage
- ✓ Recognition at Annual Banquet

Bronze Level: \$1,000

- ✓ Sponsor sign
- ✓ 1/4 page ad in Annual Convention Workbook
- ✓ Recognition at Annual Banquet

Community Hospitality Suite

Following the Annual Banquet, members can dress down, unwind and share in fellowship at our Annual Community Hospitality Suite.

Big Bus Sponsorship: \$1,500

- ✓ Sponsor Banner (provided by sponsor)
- ✓ 1/2 page ad in the Annual Convention workbook
- ✓ Recognition at Annual Banquet

Half Bus Sponsorship: \$750

- ✓ Sponsor sign
- ✓ 1/4 page ad in the Annual Convention workbook
- ✓ Recognition at Annual Banquet

Little Bus Sponsorship: \$250

- ✓ Recognition during the event on signage
- ✓ 1/8 page ad in the Annual Convention workbook
- ✓ Recognition at Annual Banquet



OPPORTUNITY ELECTION FORM

Company: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Please place a check mark at the event you would like to sponsor. Sponsorships are accepted on first come basis. The PSBA office will contact you if your selection has already been reserved.

Break/Event Sponsorships

- _____ Sunday—Refreshment Break at Registration: \$2,500
- _____ Sunday— Welcome Reception: \$2,500
- _____ Monday- Exhibitor Luncheon: \$8,000
- _____ Monday - Afternoon Break: \$2,500
- _____ Tuesday— Networking Breakfast: \$2,500
- _____ Tuesday- Morning Break: \$2,500



Annual Banquet Sponsorships

- _____ Gold Level: \$5,000
- _____ Silver Level: \$2,500
- _____ Bronze Level: \$1,000

Community Hospitality Suite Sponsorships

- _____ Big Bus: \$1,500
- _____ Half Bus: \$750
- _____ Small Bus: \$250

**You can reserve your
sponsorship online!
Visit the Annual Convention
page on the PSBA website at
www.paschoolbus.org.**

Advertising Opportunities

3 Exclusive Opportunities!

- _____ Trifold: \$500 (schedule of events in every name badge) **RESERVED**
- _____ Hotel Key Imprint: **2 year sponsorship**, \$1,500/year, **RESERVED**
- _____ Annual Convention Workbook: \$400 (inside front cover 8 1/2" x 11") **RESERVED**

and Annual Convention Workbook (please check size of ad)

- _____ Full Page (8 1/2" x 11") -- \$250
- _____ 1/4 Page (3 3/4" x 4") -- \$125
- _____ 1/2 Page (7 1/2" x 4 3/4") -- \$150
- _____ Business Card (3 3/4" x 2") -- \$100

*****Advertisement must be submitted by May 15*****

Please remit to: **PSBA Billing Office, 623 North Broad Street, Lansdale PA 19446** or email **office@paschoolbus.org**

_____ **TOTAL** _____ Check or Money Order enclosed _____ Major Credit Card (Visa, MasterCard, and Discover)

Name on Card: _____ Credit Card #: _____

Billing Address: _____ Exp. Date: _____



Schedule of Events

School Bus Driver Safety Competition

June 21 - June 22, 2019

Mt. Nittany Middle School

State College, PA

PSBA Annual Convention & Trade Show

June 23 - June 25, 2019

Wyndham Gettysburg

Gettysburg, PA

October 21 - 25, 2019

School Bus Safety Week

Theme: My School Bus, The Safest
Form of Student Transportation!



2019 CONFERENCE EXHIBITORS FORM

Deadline is May 20, 2019 (SIGN UP ONLINE! WWW.PASCHOOLBUS.ORG)

Exhibitor Company Name:

Contact Name:

Street Address:

PO Box:

City:

State:

ZIP Code:

Phone:

Email:

LET'S TALK ABOUT YOUR AWESOME EXHIBIT

☐ 6 x 8 Inside Booth (Includes table, chairs) \$435.00

☐ Outside Bus Display – Total number of vehicles to be displayed _____ and type: _____

CALCULATE YOUR PAYMENT (EXHIBITORS MUST BE ASSOCIATE MEMBERS TO PARTICIPATE)

Number (from page 2)	Type of Attendee	Cost	Total Fee
	Associate Member Company Registration (includes 1 Attendee)	\$435.00/6x8 booth display	
	Associate Member Annual Dues for 2018-2019 (unsure if your dues are due? Call the office)	\$455.00	
	Additional Exhibitor Attendee	\$175.00 each	
	Spouse/Guests Attendee	\$125.00 each	
	Children (3-12) Attendee	\$55.00 each	
	**Adults for Sunday Dinner	\$55.00 each	
	**Children for Sunday Dinner (3-12)	\$45.00 each	
	**Tuesday Breakfast/Annual Membership Meeting	\$12.00 each	
	**Sunday Trip 1 – Leadership Program	\$225.00 each	
	**Sunday Trip 2 – Family Battlefield Tour	\$25.00 each	

Total Cost for Exhibiting at the Premier School Bus Industry Event in PA (priceless!)

I can't wait to come to convention! I will be paying by:

☐ Check or Money Order Enclosed (Payable to Pennsylvania School Bus Association)

☐ Major Credit Card (Visa/Master Card/Discover)

Name on the card

Billing Address

Card Number

Expiration date

Annually we ask vendors exhibiting at the Trade Show to provide a **PRIZE for drawings**. The gift can be displayed at your booth and throughout the Trade Show hours, but this year, winners will be picked and displayed at the PSBA Booth prior to the **Meet the Vendors**, allowing you more time to connect with contractors during exhibit hours. Your name and logo will be displayed at the PSBA booth as well if you choose to bring a prize. We are allowing one gift per exhibitor and the prize should be valued between \$100 and \$200. Please bring the gift with you to the convention. If you are interested in participating in this year's gift give-away, please indicate below.

☐ **Yes, of Course!** I am all over that amazing opportunity and will bring a door prize to be drawn prior to **Meet the Vendors!**

PLEASE BE SURE TO COMPLETE BOTH PAGE 1 AND PAGE 2 OF THIS REGISTRATON FORM - THANK YOU!



2019 CONFERENCE EXHIBITORS FORM PAGE 2

DEADLINE IS MAY 20, 2019 (SIGN UP ONLINE! WWW.PASCHOOLBUS.ORG)

Exhibitor Company Name:

Contact Name:

Phone:

Email:

TELL US WHO WILL BE ATTENDING!

#1 Exhibitor [] Spouse/Guest [] Child [] Name:

#2 Exhibitor [] Spouse/Guest [] Child [] Name:

#3 Exhibitor [] Spouse/Guest [] Child [] Name:

#4 Exhibitor [] Spouse/Guest [] Child [] Name:

#5 Exhibitor [] Spouse/Guest [] Child [] Name:

#6 Exhibitor [] Spouse/Guest [] Child [] Name:

#7 Exhibitor [] Spouse/Guest [] Child [] Name:

The more the merrier! ...If more room is needed please copy and complete a second sheet

FOOD GLORIOUS FOOD!

Your registration fee covers all meetings, but to get a better count for reservation purposes, we need to know if you are attending any of the following functions. Put a check on the line for the events that each attendee will be attending.

	1	2	3	4	5	6	7
Sunday Welcome Reception							
Sunday Dinner <i>(Addl Fee – \$55)**</i>							
Monday Break							
Monday Exhibitor Luncheon							
Monday Afternoon Break							
Monday Vendor Cocktail Hour							
Monday Evening Annual Banquet							
Tuesday Breakfast/Annual Membership Meeting <i>(Addl Fee – \$12)**</i>							
Tuesday Morning Break							

Send this form and Payment to: **Pennsylvania School Bus Association**
623 North Broad Street Lansdale PA 19446

NOTE: Please indicate for each registrant their attendance accordingly for each event. If the meeting attendance section is left blank, the registrant will be considered as not attending the event. If you have more registrants attending than there is space provided on this form, please copy this form and complete for the remaining registrants and submit to the PSBA with payment.

Have questions? We are here to help – just pick up the phone and call the PSBA at 717-975-1951
We can't wait to see you at the Annual Convention!

We will do our best to accommodate exhibitor registrations received after the deadline but cannot guarantee space or inclusion in collateral material after the deadline. A late fee of \$150 will be assessed on exhibitor application received after the deadline of May 20, 2019. Thank you for your logistical understanding and your early registration!



Important Exhibitor Information

(Please read carefully, sign and return with a copy
of your Certificate of Insurance)

PSBA's Trade Show will be held on Monday, June 24. The Trade Show will open at noon with a luncheon for all attendees in the exhibit area. In the evening we have scheduled a cocktail reception to be held in the exhibit area.

If you have additional questions please contact the PSBA Office at 717-975-1951 or office@paschoolbus.org.

Set-Up and Dismantling

Exhibitors will be able to set-up exhibits on Sunday, June 23 (1:00pm - 5:00pm), and Monday June 24 (7:00am - 11:00am). Exhibits can be dismantled on Monday, June 24 (7:00pm - 9:00pm) and Tuesday, June 25 (7:00am - 9:00am)

Booth Assignments

Availability of booths will be on a first come, first served basis. Exhibit space will consist of a 6' x 8' booth display, one (1) draped table, a trashcan and two chairs.

Shipping and Receiving and Booth Electric

An Electrical Service form is included with this mailing. If you would like any of these services you will need to complete the necessary form and return them with appropriate fees to the address on the form. PSBA will not be responsible for electrical service or shipping and storage services.

Bus Displays

School buses and school vehicles will be parked outside the Exhibit Hall. Please provide the size of vehicle to Moira@paschoolbus.org.

Refunds and Cancellations

If you must cancel your exhibit registration, you may do so until May 26, 2019 for a complete refund of the meeting registration. There will be no refunds after May 26, 2019. Cancellations of hotel reservations are covered by the hotel policies.

Indemnity and Insurance

Exhibitor agrees to provide a **certificate of liability insurance** acceptable to PSBA with this registration form and/or prior to setting up at the trade show. To the fullest extent permitted by law, Exhibitor agrees to indemnify, hold harmless, and defend PSBA and PSBA's consultants, independent contractors, members, officers, directors, agents, and employees (Indemnitees) from and against any and all claims, injuries, and/or damages arising from Exhibitor's conduct and/or from the joint conduct of Exhibitor and Indemnitees but Exhibitor shall not be responsible for the sole negligence of Indemnitees or others.

Thank you!

The Pennsylvania School Bus Association is supported by many Associate Members that provide services and products to the school bus transportation industry and our membership. We have over forty Associate Members who represent a wide range of business to business relationships. We want to take this opportunity to thank our Associate Members for their loyal partnership and their individual expertise. As a group, contributions from our Associate Members allow the PSBA to deliver high quality educational experiences and information such as our Annual Conference. Thank you again, for your partnership and support, we look forward to seeing you at this year's Convention!

By signing this form, I _____ have read and understand the information outlined above.

Name (print)

Signature

Date



EXHIBITORS/VENDORS FORM

Terms of Service: PLEASE FAX TO ATTN: CONVENTION SERVICES/CATERING OFFICE - 717-334-0456

The Wyndham Gettysburg has provided this document in order to assist with equipment and service requests for your use during your scheduled function time. **In order to service you properly, please read the form in its entirety, select the services as needed, verify form of payment and submit fourteen (14) days prior to your event start date to your group contact. Forms received after ten (10) business days may be subject to additional service charges up to 10% of the listed item price or possibly unavailable.** All items and services are subject to a taxable 19% service charge and 6% state tax. Please contact the Wyndham Gettysburg at (717) 339-0020 with questions or custom packages.

INSTRUCTIONS TO GROUP CONTACT: Please compile all vendor request forms received and mail or fax in a single bulk shipment a minimum of 14 business days prior to the scheduled vendor show start date to Wyndham Gettysburg at 95 Presidential Circle, Gettysburg, PA 17325 or (717) 334-0456. Wyndham Gettysburg will be responsible for charging individual vendors applicable costs based on requested AV/Communication items when request forms are received. Please ensure a form of payment is noted on each vendor request form prior to sending to Wyndham Gettysburg.

PLEASE COMPLETE (Highlighted Areas)

Event Name:	
Event Start Date:	
Event End Date:	

Your Company Name:	
Contact Name:	
Service Start Date:	
Service End Date:	
Telephone #:	
Email Address:	
Mailing Address:	

BOOTH #	**Group Contacts: Please Assign Booth Number Prior to Sending Forms to Wyndham Gettysburg**
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VENDOR (Please fill in)

Item/Service	Fee	x	Quantity	x # of Days	Total
(1) 6' Table; 2 Chairs	\$25.00				\$0.00
Sub-Total					\$0.00

ELECTRICAL (Please fill in)

Item/Service	Fee	x	Quantity	x # of Days	Total
120 volt 20amp circuit	\$25.00				\$0.00
Dedicated Panel w/Power Strip	\$250.00				\$0.00
Power Strip	\$15.00				\$0.00
Electrical Extension Cord	\$10.00				\$0.00
Sub-Total					\$0.00

Communication (Please fill in)

Item/Service	Fee	x	Quantity	x # of Days	Total
Phone Line (Direct Dial)	\$100.00				\$0.00
Telephone	\$25.00				\$0.00
Polycom Soundstation	\$95.00				\$0.00
Wired Internet Connection	\$100.00				\$0.00
Wired Internet Connection (Each Additio	\$75.00				\$0.00
Sub-Total					\$0.00

Audio Visual (Please fill in)

Item/Service	Fee	x	Quantity	x # of Days	Total
LCD Projector & Screen Package	\$390.00				\$0.00
Super VHS & Monitor	\$295.00				\$0.00
DVD & Monitor	\$295.00				\$0.00
40" Monitor	\$149.00				\$0.00
Flip Chart with Pad & Markers	\$40.00				\$0.00
Easel	\$15.00				\$0.00
Masking Tape (For Purchase)	\$2.00				\$0.00
Sub-Total					\$0.00

Shipping & Handling (Please fill in)

Item/Service	Fee	x	Quantity	x # of Days	Total
20lbs or less	\$3.00				\$0.00
21-60 lbs	\$5.00				\$0.00
61lbs or more	\$10.00				\$0.00
Sub-Total					\$0.00

Sum of All	\$0.00
20% Service Charge	\$0.00
6% PA State Tax	\$0.00
TOTAL OF ALL	\$0.00

Form of Payment

Cash Amount:		Check #:		Amount:	
Credit Card Type:		Credit Card #:			
Expiration Date:					

By signing below I authorize the services, charges, and payments as stated in this form. I understand that services are limited to date of request(s) and equipment/service availability.

Signature of authorization:	
Date of authorization:	



SHIPPING AND HANDLING CONVENTION SERVICES

WEIGHT	FEE	IMPORTANT NOTES
20 LBS or less	\$3.00 per box	
21 – 60 LBS.	\$5.00 per box	
Over 60 LBS.	\$10.00 per box	
Pallets		Arrangements for pallets must be handled by client. Hotel does not provide pallet jack or have sufficient space for storage Please call for more information if required

**Hand trucks availability must be confirmed through hotel convention service department.*

SHIPPING INSTRUCTIONS:

1. Shipment and handling fees must be confirmed with hotel, prior to shipping. Contact the Catering/Convention Services Department at the Wyndham Gettysburg (717) 339-0020 for more information.
2. The Wyndham Gettysburg does not accept any responsibility in delayed, mislabeled, previously damaged or cash on delivery shipments.
3. Full payment is due (3) business day prior to delivery, unless otherwise contracted.
4. Shipments must not be delivered any earlier than (3) three days prior to event date.
5. Due to limited storage, un-retrieved or left shipment(s) may be discarded by hotel at no fault, if shipment(s) are not claimed within (75) seven days of the event date. Pallets must be retrieved immediately (cannot be stored).
6. Return shipments are not the responsibility of the Hotel. Return shipments must be confirmed by client.
7. Shipping supplies (postage, boxes, labels, tape, bubble wrap, etc.) – are subject to additional fees at current rate of supply.
8. Shipping insurance, tracking services, damage insurance is at the sole discretion of the client. The hotel does not provide shipping insurance nor accepts responsibility in shipping/delivering.
9. All shipments should be labeled accordingly;
 - **Group Name/Event Name**
 - **Event Date (if space provided)**
 - **Your Name and organization**
 - **Your Contact Information**
 - **c/o Convention Service Manager (His/Her Name)**
 - **Wyndham Gettysburg, 95 Presidential Circle, Gettysburg, PA 17325**
 - **Handling instructions if apply**