



PENNSYLVANIA STATE
ASSOCIATION OF
TOWNSHIP SUPERVISORS



PSATS
95th Annual

EDUCATIONAL

Conference & Trade Show

April 23-26, 2017
Hershey Lodge, Hershey, PA

Exhibit Show Runs April 23-25, 2017

The **LARGEST** Municipal
Show in Pennsylvania

Total attendance of close to 4,000!

**Exhibitors:
Reserve Your
Space Starting
January 17!**



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.

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!

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 23. 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
- Code officials



SHOW DATES & HOURS

SUNDAY

April 23, 2017
Noon to 5 p.m.

MONDAY

April 24, 2017
7:30 a.m. to 4 p.m.

TUESDAY

April 25, 2017
7:30 a.m. to 1:30 p.m.

INDOOR SETUP

Saturday, April 22
3 p.m. to 8 p.m.

or

Sunday, April 23
8 a.m. to Noon

OUTDOOR SETUP

Saturday, April 22
11:30 a.m. to 3:30 p.m.

or

Sunday, April 23
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 25
starting at 1:30 p.m.

No exhibitor may tear down before 1:30 p.m. Violation may result in ineligibility for the 2018 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. 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. All exhibitors will receive an email about this in March.

Outdoor Space

▶ **Number of spaces available** — The outdoor exhibit area has 65 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 22, 11:30 a.m. to 3:30 p.m.

From 11:30 a.m. to 3:30 p.m. on Saturday, April 22, 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 23, 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 2017 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.



"Best organized trade show we attend."

– E.M. Kutz, Inc.

"Well-done! Always well-organized and easy to attend. Fun to be a vendor here."

– UniqueSource Products & Services

"Very organized from set-up to registration. Friendly staff. Pleasurable experience."

– Signature Information Solutions

"Our first time at this event. Well-organized, well-attended. We will return next year."

– Topcon Solutions Store

"Everything ran very smoothly, and exhibitors and sponsors really got their money's worth."

– ARRO Consulting, Inc.

"We had a very positive response, made lots of contacts, and got lots of leads." – TAPCO

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 23

7:15 AM - 9 AM
Conference Registration
Confection Lobby (downstairs)

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

8 AM - 6 PM
Exhibitor Registration
Great American Hall Lobby

Information Desk
Chocolate Lobby

8:30 AM - 4PM
Best Practices for Code Officials
(separate registration is required at code.psats.org)
Magnolia A

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

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 & Outside

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

2 PM - 4 PM
Roadmasters Roundtable
Cocoa Suite 5

4:15 PM - 5:15 PM
Grassroots Lobbying Network Reception
Aztec Room

5 PM
Exhibits Close

5:15 PM - 6 PM
First-Time Attendees ("New-bees") Meet and Greet
Cocoa Terrace

6 PM
Conference and Exhibitor Registration Closes

6 PM - 8 PM
Welcome Reception
Chocolate Ballroom
(additional \$25 registration fee)

MONDAY/APRIL 24

7 AM - 5:30 PM
Conference Registration
Chocolate Lobby

Information Desk
Chocolate Lobby

7 AM - 4:30 PM
Exhibitor Registration
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 - 9 AM
Visit with the Exhibitors

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)
Magnolia A

9 AM - 10:45 AM
General Session – Opening Ceremony, Call to Order, Executive Director's Report, Awards, Keynote Speaker
Chocolate Ballroom

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

10:55 AM - 12:05 PM
Workshop Session #1

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

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

4 PM
Exhibits Close

4:15 PM - 5:25 PM
Workshop Session #4

4:30 PM
Exhibitor Registration Closes

5 PM - 6:30 PM
PSATS Legislative Reception
(preregistration is required)
Keystone Building, State Capitol Complex

5:30 PM
Conference Registration Closes

TUESDAY/APRIL 25

7 AM - 5 PM
Conference Registration
Chocolate Lobby

Information Desk
Chocolate Lobby

7 AM - 2 PM
Exhibitor Registration
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 - 9 AM
Visit with the Exhibitors

7:30 AM - 1:30 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)
Magnolia A

9 AM - 11:30 AM
General Session – President's Report, Committee Reports, Elections, Resolutions Voting
Chocolate Ballroom

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

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:
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

8:15 PM
Entertainment – Comedian Jeff Allen
Chocolate Ballroom

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

- ArcGIS: A Fast Track to Building Smart Communities
- Best Practices for Enforceable Ordinances
- Challenging Personalities: Keeping It Professional
- Checklists for Quick and Easy Office Administration
- Communicate to Your Audience Online
- Cyber "Wargames"
- Dancing with the Devil: Partnering with Private Developers to Create Better Communities
- Dazed and Confused: Drugs, Alcohol, and the ADA
- Economic Development: Chart Your Own Course
- Employee Misconduct Investigations and Discipline Essentials
- EMS and Townships: Helping Each Other
- Getting the Most Out of Your Technology
- How to Protect Against Cyber Fraud
- How to Save Money by Buying through COSTARS
- Identifying Hazardous Chemicals in the Workplace
- Increase Revenue by Maximizing Delinquent Collections
- Keeping Township Ordinances Current in a Changing Legal Landscape
- Labor and Employment Law Potpourri
- Legal Cannabis, Weed, & Work: A "Highly" Thorny Situation for Employers
- Pension Plan Options Available through the Trustees Insurance Fund
- Prepare Now for Your 2018 MS4 Permit
- QuickBooks: It's All in the Set-Up
- Right-to-Know Law: Staying on Top of Open Records Requirements
- Secrets of the Township Code and Other Laws
- Show Me the Money: Learn How to Get State Grants and Funding
- Smart Ideas to Control Energy Expenses
- Stormwater: What Your Municipality Needs to Know

Strategic Planning for Police Negotiations

- Taking the Complexity Out of Technology
- The Secrets to Successful Real Estate Tax Collection
- Understanding Your Community's Stormwater Obligations
- Using Google & Social Media in Research and Investigations
- Video Surveillance in the Workplace: What's Acceptable and What's Not
- What Can We Do About Off-Duty Employee Conduct?

Planning

- 120-Foot Cell Towers in Your Rights of Way?
- Agricultural Security Areas: Preserving Pa.'s Farmland
- Creative Municipal Mapping
- Downloading Your Township's Future: How to Improve Internet Service for Your Residents
- Hazard Mitigation Planning: What Do You Get for Your Money?
- How Townships Can Regulate Digital Billboards
- New or Renew? Lessons Learned in Building Township Facilities
- Planning for Shale Gas Infrastructure
- Potential Bias Issues in Zoning and Land Development
- Recent Planning and Land Use Laws and Court Decisions
- Repositioning the Suburbs Through Public-Private Partnerships
- Surfing the Silver Tsunami: Preparing Your Township for an Aging Population
- The Good Community: What It Is and How to Create It

Public Safety

- An Innovative Approach to Financing Local EMS
- Cooling Down Hot Heads at Meetings
- Managing Municipal Police Departments
- Media Relations for Municipal Officials
- Preparing Hazard Mitigation and Disaster Recovery Plans
- Workers' Compensation and Volunteer Fire Companies

Public Works

- Communicating the Benefits of Recycling
- Cutting-Edge Solutions: Choosing the Right Snowplow Blade
- DEP MS4 Update
- Design Considerations for Maintenance-Free Road Stream Crossings
- Dust Suppression and Road Stabilization
- GIS on a Budget
- How Parks and Trails Can Address Stormwater Issues
- How to Calculate Stormwater Fees
- LED Street Light Options for a Brighter Township
- Maximizing Your Limited Road Budget with Pavement Management
- MS4 Outfall Screening and Monitoring: Dry Weather vs. Wet Weather
- One Township's Experience with a Stormwater Authority
- Partnering with Homeowners Associations on Public Works Projects
- Public-Facing Maps: Using GIS as a Community Outreach Tool
- Road Maintenance and Repair Options
- Spending \$228,000 to Save \$8 Million: When I&I Investment SAVES Money
- Taking on Blight: Strategies to Get the Upper Hand
- Wetlands and Waterways: Compliance and Management

* **Note: This list is not complete at this time.**

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 17.



DON'T MISS THE WELCOME RECEPTION

Celebrate the red, white, and blue in a fun atmosphere of American-inspired food, music from the '50s and '60s, and nostalgic activities that harken back to some memorable times in America's past. **(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 26

8 AM - 11 AM
PSATS Cyber Corner
Cocoa Suite 6

8 AM - NOON
Conference Registration
Conference Office
Chocolate Lobby

Information Desk
Chocolate Lobby

8:30 AM - 9:30 AM **NEW**
Workshop Session #8
Aztec, Nigerian, & Trinidad Rooms

9:30 AM - NOON
General Session — Leaders Forum,
Closing Speaker
Chocolate Ballroom

NOON
Conference Adjourns
Distribute Attendance Certificates

Easy Online Registration and Hotel Reservation Process!

JANUARY 17
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 14 premium end cap spaces highlighted in blue on page 8 are **\$250 additional.**

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 17

The PSATS Conference registration will officially open on **January 17, 2017, 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. **The PSATS Help Desk can assist with hotel reservations after 9 a.m. on January 17, 2017.**

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 18. **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.**

Register and Make Hotel Reservations at the Same Time

Once again, 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.**

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:

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 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 17 9 a.m. - 4:30 p.m.
January 18 8 a.m. - 4:30 p.m.
January 19 8 a.m. - 4:30 p.m.
January 20 8 a.m. - 4:30 p.m.

January 23 - April 19 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 17.**

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 18 are subject to a \$140 administrative fee.

After April 18, 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 information about this 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*) in the self-service business office 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 25. 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 23-25.

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 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 the Hershey Lodge 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 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, 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.

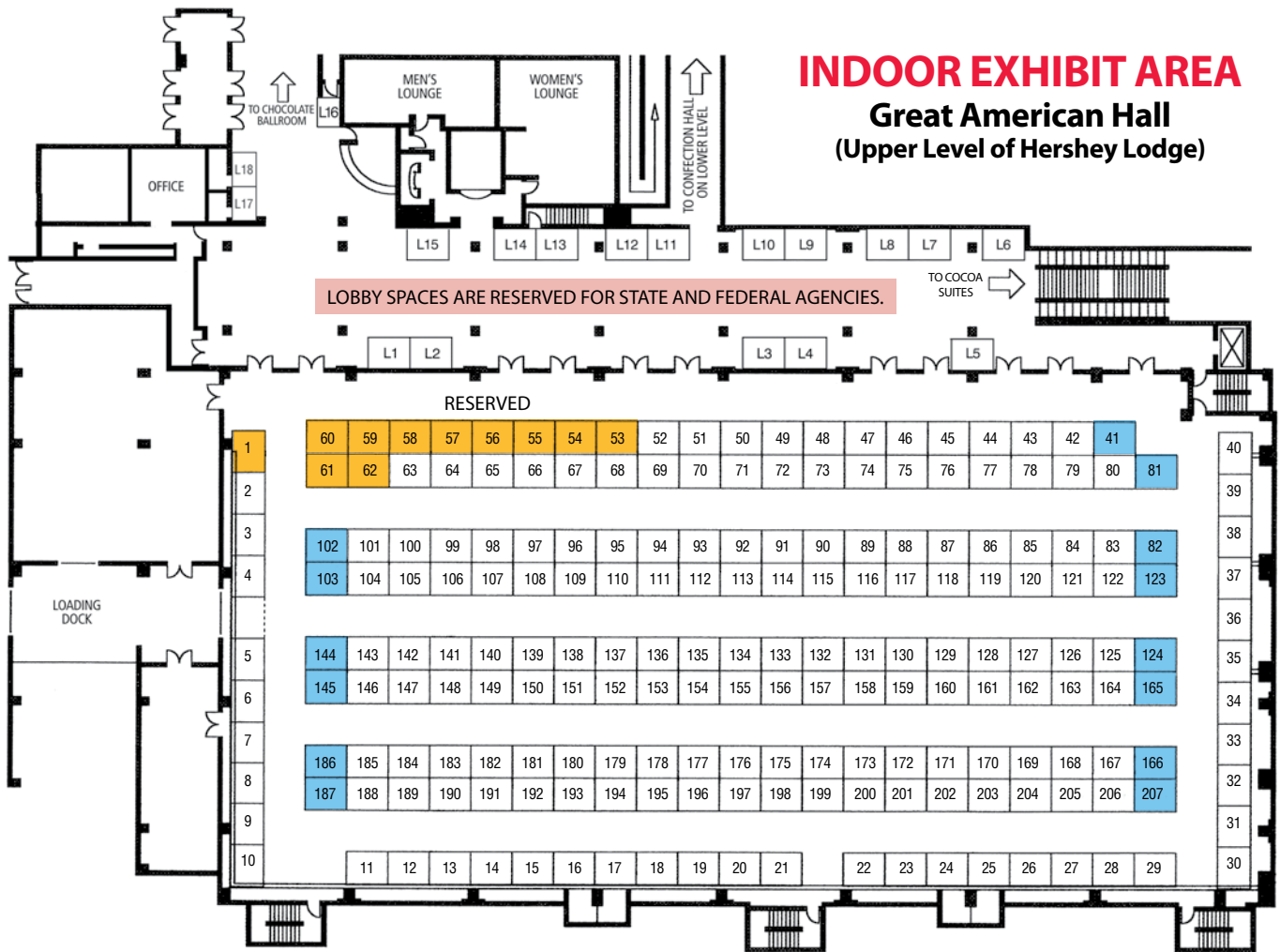
Questions?

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



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)

