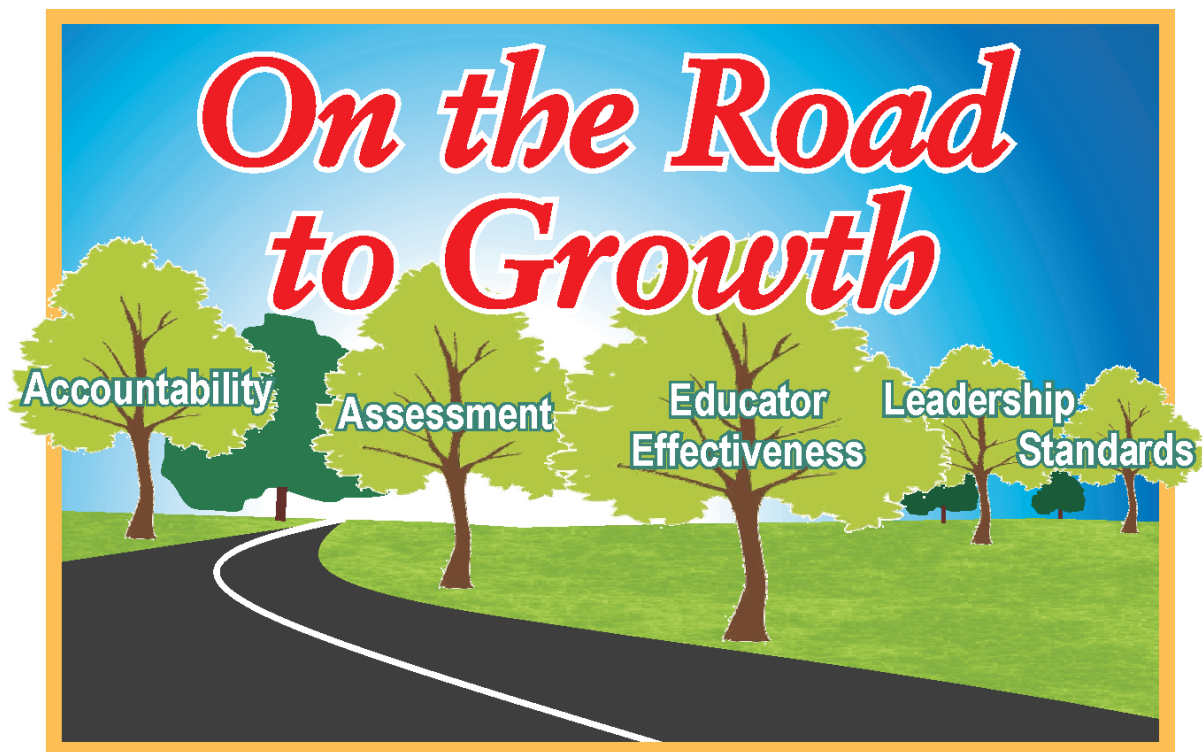


2017 PA Principals Association Conference

Exhibitor Information



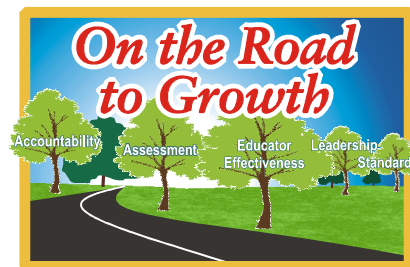
October 15-16, 2017

**DoubleTree by Hilton
Pittsburgh-Cranberry**

2017 State Conference

October 15 - 16, 2017

DoubleTree by Hilton Pittsburgh Cranberry
Cranberry Township, Pennsylvania



#PAPRINCIPALS17

Dear Exhibitor:

The Pennsylvania Principals Association which consists of approximately 3,800 members statewide, is holding its annual conference **October 15-16, 2017 at the DoubleTree by Hilton Pittsburgh-Cranberry (910 Sheraton Drive, Mars, PA 16046)**. On behalf of the association, we would like to extend an invitation to have you exhibit at this conference. **Only a limited number of booths are available this year, so we will take registrations on a first-come, first-served basis. Payment must be received before your booth number will be assigned.**

Please note the following information regarding exhibits has been designed to meet your needs.

1. Exhibits are scheduled for **Monday, October 16, 2017 from 7:30 a.m. to 3:30 p.m.** Set-up time begins at **6:00 a.m.** Tear down begins at **3:30 p.m.**
2. The PA Principals Association uses an external exhibit set-up company, **APA, Inc. Contact them directly regarding your specific needs: <http://www.apaexpo.com/>** or by calling **800-227-2746** or **412-681-3110**.
3. Any charges for electric, phone or data lines *from the hotel* are in addition to your registration fee.
4. In order to ensure adequate traffic through the vendor area, our association will do the following:
 - A breakfast will be held in the vendor area for all conference attendees and vendors. This will allow eating and meeting with you, the exhibitor.
 - Lunch will be served around noon in the exhibit area. *No sessions are scheduled during this time to maximize traffic in the vendor area.*
 - Breaks will be held in the exhibit area. The Vendor Door Prize Drawings will be held during the afternoon break.
 - Breakfast, lunch and two breaks are provided to exhibitors as part of the registration fee, allowing you to remain in close proximity to your booth.
5. The fee for an 8' X 10' booth (pipe and drape with two chairs and wastebasket consisting of an 8' backdrop and a 6' draped table) will be **\$625**.
6. In order to register, complete the attached **reservation form on page 4** and mail it along with your payment to the PA Principals Association office: **P.O. Box 39, 122 Valley Road, Summerdale, PA 17093, Attention: Mary**. Reservation forms and remittance must be sent as soon as possible, **but on/before August 18, 2017** (*if you want an early booth assignment and to be named in our conference materials*).
7. Information regarding the purchase of a **conference advertisement** will be sent in a later e-mail.
8. If hotel accommodations are required, please call **Hilton Reservations at 1-800-222-8733 (TREE)**. and refer to our reservation **Group Code: PPA**. To make your reservations online, **Click Here. Use the Group Code: PPA. The deadline to receive the group discount when making hotel reservations is September 21, 2017.**

We look forward to your participation at our conference. If you have any questions, please do not hesitate to contact Mary Snyder or Sheri Thompson at (717) 732-4999.

PA PRINCIPALS ASSOCIATION CONFERENCE VENDOR RULES

Contract for Space: It is understood that the PENNSYLVANIA PRINCIPALS ASSOCIATION will attempt to assign space(s) to fit your needs. Reservations are on a **first-come, first-served basis**.

Use of Space: All demonstrations or interviews must be confined to the limits of the exhibit booth.

Dismantling: The exhibitor agrees not to dismantle or do any packaging before the final closing of the exhibition at **3:30 p.m. on Monday, October 16, 2017**.

Liability: The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor, agents, representatives or employees.

ASCAP: The exhibitor is solely responsible to assure proper licensing and payment of royalties to ASCAP (American Society of Composers, Authors and Publishers) and BMI (Broadcast Music Incorporated) for any copyrighted music used by the exhibitor during the trade show. The exhibitor indemnifies and agrees to hold harmless the PENNSYLVANIA PRINCIPALS ASSOCIATION for any copyright infringement by the exhibitor and/or failure of the exhibitor to properly license copyrighted music.

Restrictions: The PENNSYLVANIA PRINCIPALS ASSOCIATION reserves the right, through its Executive Director, to restrict any exhibits which for any reason become objectionable, and also prohibit or remove any exhibit which in the opinion of the PENNSYLVANIA PRINCIPALS ASSOCIATION's Executive Director may detract from the general character of the exhibition. In the event of such restriction or eviction, the PENNSYLVANIA PRINCIPALS ASSOCIATION will not be liable for any refunds or rentals or other related exhibit expenses. These rules become part of the contract between the exhibitor and the PENNSYLVANIA PRINCIPALS ASSOCIATION. The PENNSYLVANIA PRINCIPALS ASSOCIATION respectfully asks the full cooperation of the exhibitors. All points not covered are subject to the decision of the PENNSYLVANIA PRINCIPALS ASSOCIATION's Executive Director.

Important Loading and Shipping Instructions

All Exhibitors and Vendors attending events at the DoubleTree by Hilton Pittsburgh Cranberry will unload and load their goods and display items at the Banquet loading dock or at the Ballroom entrance of the hotel. No items will be unloaded or loaded at the hotel's front entrance for any reason. Trucks equipped with a lift gate are needed at the Banquet Loading Dock.

Exhibitors may ship their booth materials directly to the DoubleTree by Hilton Pittsburgh-Cranberry. Materials shipped to the Hotel will be accepted 72 hours prior to your arrival. Materials received earlier than 72 hours may be refused or subject to a storage fee. Any materials left behind after the event will be charged a storage fee. **Please address all items being shipped to the Hotel as follows: NAME OF CONVENTION c/o The DoubleTree Pittsburgh-Cranberry, 910 Sheraton Drive, Mars, PA 16046 Attn: Banquet Department Hold for "Company Name" Box 1 of 2, Box 2 of 2, etc.**

OR

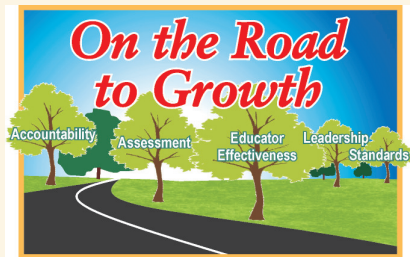
You may make arrangements with APA, Inc., to ship your materials. Go to <http://www.apaexpo.com/> or call 800-227-2746. Additional drayage may be obtained by visiting <http://www.apaexpo.com/> or by calling APA, Inc. You will receive a document via e-mail from APA in late summer with shipping labels and other important drayage and hotel information.

Thank You and See You at the Conference!

DoubleTree by Hilton Pittsburgh-Cranberry

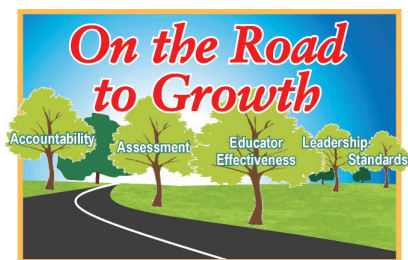
We are excited to hold our 2017 conference at a new site in western Pennsylvania: The DoubleTree by Hilton Pittsburgh-Cranberry, 910 Sheraton Drive, Mars, PA 16046. The hotel features the second largest hotel ballroom in Pittsburgh – *the Grand Ballroom*. The exhibits will be held in part of the Grand Ballroom and in the Pre-Function area. All Exhibitors and Vendors attending the conference will unload and load their goods and display items at the Banquet Loading Dock or at the Ballroom entrance of the hotel. Below are several photos of the facility.

We hope to see you there!



PA Principals Association Exhibits Reservation Form

For Monday, October 16, 2017



2017 PA Principals Association Conference

Sunday, October 15 - Monday, October 16, 2017

DoubleTree by Hilton Pittsburgh-Cranberry

Mars, Pennsylvania

Please reserve _____ 8' X 10' booth(s) at **\$625.00 per booth** (pipe and drape) consisting of an 8' backdrop and a 6' draped table, two chairs, a wastebasket and sign with exhibitor's name. By placing my signature below, I acknowledge and agree to follow the enclosed PA Principals Association conference vendor rules. **No booth(s)** will be reserved until a check is received.

NAME OF COMPANY/ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____

PHONE () _____ FAX () _____

E-MAIL ADDRESS _____

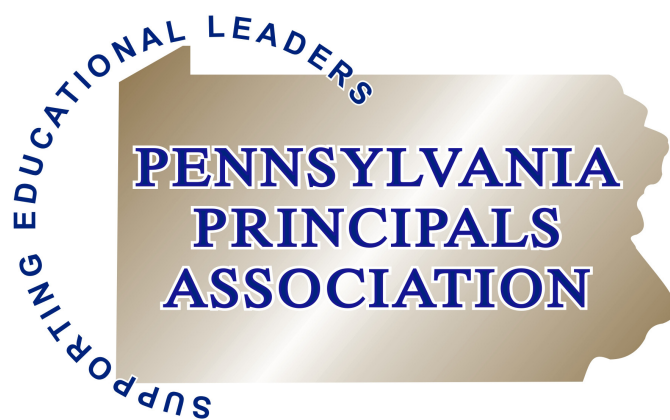
(Needed for Booth Confirmation)

SIGNATURE _____

FOR YOUR INFORMATION

- ◆ Part of your registration fee will be used for door prizes. Door prizes will be awarded only to conference attendees who enter the exhibit area and complete and return their Vendor Visit Cards.
- ◆ **Cancellation fee** – more than 60 days before - **\$50.00**; less than 60 days, but more than 30 days - **\$300.00**; more than 15 days, but less than 30 days – **\$400.00**; and less than 15 days - **No refund**.
- ◆ *Not included in exhibitor fee is shipping and receipt of materials to drayage company, electricity, additional chairs and tables, data lines or other services.*
- ◆ Reservation forms and remittance must be sent as soon as possible, but **on or before August 18, 2017**, if you want an early booth assignment and named in the conference program. If the event is sold out, your check will be returned.
- ◆ Make checks payable to: **PA PRINCIPALS ASSOCIATION CONFERENCE**.
- ◆ Please mail **registration** and **total remittance fee** to: **Mary Snyder, c/o PA Principals Association, 122 Valley Road, P.O. Box 39, Summerdale, PA 17093.**

**For additional services and/or information, call Mary Snyder or Sheri Thompson at (717) 732-4999.*



**P.O. Box 39
122 Valley Road
Summerdale, PA 17093
(717) 732-4999 (Office)
(717) 732-4890 (Fax)
www.papprincipals.org**