

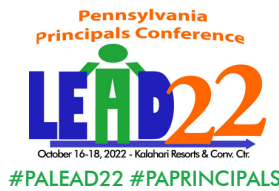
Pennsylvania Principals Conference



October 16-18, 2022 - Kalahari Resorts & Conv. Ctr.

[#PALEAD22](#) [#PAPRINCIPALS](#)

Exhibitor Information



Dear Exhibitor:

The **Pennsylvania Principals Association**, with approximately 3,500 members statewide, is holding its **LEAD22 Conference, October 16-18, 2022, at Kalahari Resorts & Convention Center, Pocono Manor, Pa.** On behalf of the association, we would like to extend an invitation to have you exhibit at this conference. **Payment must be received before your booth space is reserved. A booth number will be assigned by the PA Principals' staff in August after the deadline and sent to you via email at a later date. Please note our state office address change in bullet number 8 below.**

Please note the following information regarding exhibits has been revised from previous years to meet your needs. We hope that you'll be pleased with these changes!

- 1. This year's fee (for an 8'x10' area consisting of a 8' covered table – no pipe and drape – with two chairs and a wastebasket) will be available at a fee of \$450.**
- 2. Exhibits are scheduled for a HALF DAY on Monday, October 17, 2022 from 7:30 a.m. to 1:00 p.m. in Salons ABGH.** Set-up time begins at **6:00 a.m. (no exceptions)**. Tear down is after **1:00 p.m.**
- 3. We have reduced the total number of booths to allow for more interaction. First come, first served - so sign up early!**
- 4. Kalahari will provide exhibit set-up, including AV/electric and shipping. Please contact them directly regarding your specific needs. Click here for the AV/Electric form. Click here for the Shipping form.**
- 5. Any charges for electric, phone or data lines from the hotel are in addition to your registration fee (even for our sponsors).**
- 6. In order to ensure adequate traffic through the vendor area, our association will do the following:**
 - As per your evaluation suggestions, we've created a new arrangement with tables around the perimeter of the room and also located toward the center of the room (*no booths facing a wall*).
 - A breakfast will be held in the vendor area for all conference attendees and vendors.
Please Note: Participant vendor visit cards will not be used this year.
 - A longer a.m. break will be held in the vendor area.
 - Lunch will also be served in the exhibit area. *No sessions are scheduled during this time to maximize traffic in the vendor area. Breakfast, lunch and an a.m. break are provided to exhibitors as part of the discounted registration fee.*
 - **See page 2 for a NEW networking opportunity for vendors!**
- 7. To register, complete the attached form on page 4.** As the contact person, please indicate on the form if you are attending or coordinating the representative(s) who will attend the conference. *The contact person is responsible for distributing any/all pertinent information provided by the PA Principals Association prior to the conference.*
- 8. Once the registration form is completed, mail it along with your payment to the PA Principals Association office (please note address change): 122 Valley Road, Enola, PA 17025, Attention: Sheri.** Reservation forms and remittance must be sent as soon as possible, **but on/before August 31, 2022** (*if you want an early booth assignment and to be named on our conference app*).
Please Note: Registrations are NOT FINAL and a booth number WILL NOT BE ASSIGNED until payment is received.
- 9. Vendors may purchase an ad on our Conference App at a discounted rate. (Info. to come later).**
- 10. For hotel reservations, please call Kalahari Resorts & Convention Center for assistance by dialing: 1-877-KALAHARI (525-2427), direct at 570-580-6000 or click here to make a reservation online. Important: Specify you are with the Pennsylvania Principals Association group when making your reservation. The group rate of \$167, plus tax per night is only being held until Tuesday, Sept. 13, 2022 (based on availability). Guest room rates may vary by room style and availability. Rooms are limited!**

We look forward to your participation at our conference.
Questions? Please Sheri Thompson at sherit@papprincipals.org

ATTENTON VENDORS: NEW NETWORKING OPPORTUNITY!

In order to provide our vendors/sponsors with a variety of ways to network with participants, we encourage you to make arrangements to take a group to dinner on Monday evening (as dinner is on your own). This is how it would work: Vendor makes a dinner reservation at a Kalahari restaurant (in advance - we recommend you do this as soon as possible) for a certain number of participants. Vendor will then have a sheet at booth for participants to “sign up” for the dinner.

PLEASE NOTE: Any costs incurred for the dinner are the responsibility of the vendor.

We ask that vendor notify us no later than Monday, Oct. 3, 2022, via email at sherit@paprincipals.org, if you are interested in taking a group to dinner, along with the restaurant name, time of the event and number of participants to be invited. *Upon request, we will share our participant list with email addresses to get a head start on your invitation (of registrants up to that date).*

[Click here for a list of Kalahari dining establishments and reservation info.](#)

[Click here for a list of other local dining options and activities.](#)

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 space.

Dismantling: The exhibitor agrees not to dismantle or do any packaging before the final closing of the exhibition at **1:00 p.m. on Monday, October 17, 2022.**

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.

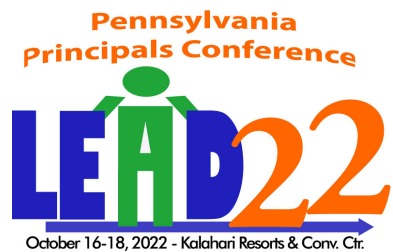
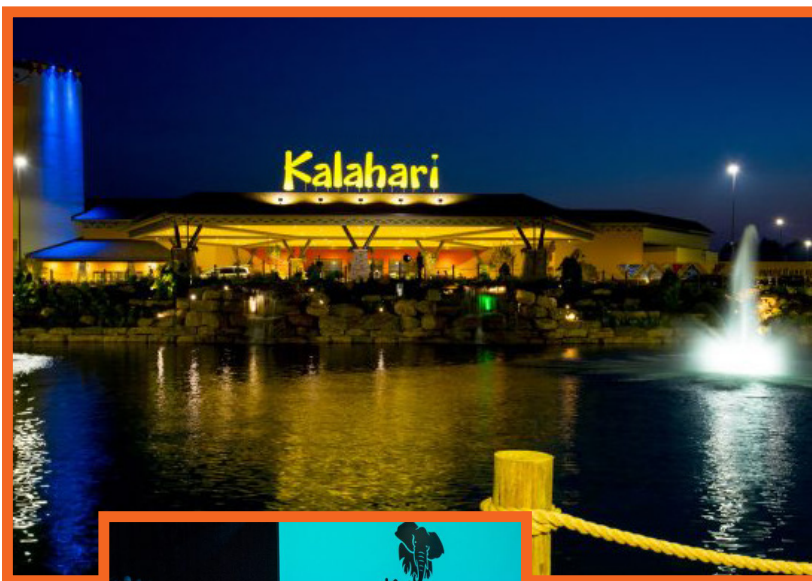
Kalahari Resorts & Convention Center

The exhibit area is tentatively scheduled to be in **Salons ABGH of Kalahari's Ballroom**. It is an expansive space that can accommodate meetings, large banquets and public displays and exhibitions. This facility is a total of four adjoining Salons with a combined seating of over 1,000+ guests. **Multiple drop-off/porte cocheres are adjacent to the Exhibit Hall making it extremely convenient for the vendors.** Below are several photos of the facility.

[Click here](#) for Kalahari floor plan. *(Please note there are multiple entrances along the North Foyer for loading and unloading.)*

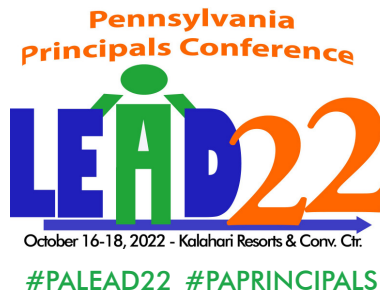
[Click here](#) for a Shipping and Delivery form from Kalahari.

We hope to see you there!



PA Principals Association Exhibit Reservation Form

For Monday, October 17, 2022



Please reserve _____ 8'x10' booth area(s) at **\$450.00 each** consisting of an **8' covered table (no pipe & drape), two chairs and a wastebasket**. 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. **PLEASE NOTE: Credit card payments are not accepted.**

NAME OF COMPANY/ORGANIZATION _____

TYPE OF BUSINESS _____

CONTACT PERSON* _____ ATTENDING () or COORDINATING ()

ADDRESS _____

PHONE _____ FAX _____

EMAIL ADDRESS _____

(Needed for Booth Confirmation)

THERE WILL () WILL NOT () BE SOMEONE FROM OUR ORGANIZATION STAYING OVERNIGHT AT KALAHARI _____

(Please list names if known)

SIGNATURE _____

***Please notify Sheri Thompson at PA Principals (sherit@paprincipals.org) if contact info. changes no later than August 31, 2022 to assure you receive all information necessary for conference - especially booth assignment.**

The contact person is responsible for distributing any/all pertinent information provided by the PA Principals Association prior to the conference.

FOR YOUR INFORMATION

- ◆ **Cancellation Policy:** more than 60 days before – refund all but a service charge of **\$50.00**; between 30-60 days out – **refund \$225.00**; between 15-30 days out – **refund \$125.00**; and less than 15 days – **No Refund**.
- ◆ **Not included in exhibitor fee is shipping and receipt of materials to the hotel, electricity, additional chairs and tables, data lines or other services. (See page 1 for a link to the Kalahari's form.)**
- ◆ Reservation forms w/remittance must be sent as soon as possible, but **on/before Aug. 31, 2022**, if you want an early booth assignment and named in the conference pocket guide. **If event is sold out, your check will be returned.**
- ◆ Make checks payable to: **PA PRINCIPALS ASSOCIATION**. **Please Note: We do not accept credit card payment at this time, only checks will be accepted as payment for a table/booth area.**
- ◆ Please mail **registration and total remittance fee** to: **Sheri Thompson, c/o PA Principals Association, 122 Valley Road, Enola, PA 17025. (Please note address change.)**

For additional services and/or information, please contact Sheri Thompson at sherit@paprincipals.org