

PAAEL Annual Conference October 22 – 23, 2019

EXHIBIT SPACE FEATURES (EXHIBITION OCTOBER 22)

1. All EXHIBIT SPACES will include:
 - A 6' draped table
 - One (1) Exhibitor Badge (for representative identified on application)
 - o Additional Exhibitor registrations are available for \$125.00 each.
 - Two chairs
 - General overhead illumination
 - General Security
 - 2 Drink Tickets at Vendor Meet and Greet
 - Morning/Afternoon Refreshments Breaks
 - Breakfast and Lunch Buffet for registered Representative(s)
 - Mailing list of Registrants
 - 110 V electrical outlet
 - Your contact information will be included the attendees' handout materials
 - Parking fee
2. SPACE ASSIGNMENT. Spaces will be assigned on a first-come, first-served basis with the receipt of the signed application and fee, using the date of the postmark or scanned electronic timestamp to establish the order. PAAEL reserves the right to assign space as equitably as possible.
3. SHIPPING AND STORAGE. Some storage will be available from the hotel. Exhibitors have the prerogative to bring their own material to Crowne Plaza Harrisburg - Hershey exhibit area. You can also ship your materials. Details follow:

Exhibitor Shipping and Storage Rules and Regulations

Packages being brought into Crowne Plaza Harrisburg - Hershey and stored for PAAEL attendees should list contents of package(s) and should be labeled with the following information:

GROUP: PA Assoc. of Accredited Environmental Laboratories

BOOKED NAME: 2019 PAAEL Conference

SITE POINT OF CONTACT: Marykay Steinman

ACCOUNT MANAGER: Kathleen Rooker

DATE OF EVENT: 10/22/2019 – 10/23/2019

Crowne Plaza Harrisburg - Hershey cannot accommodate the handling of any items over 50 pounds. Crowne Plaza Harrisburg - Hershey reserves the right to add a service charge to packages that require extra or special storage needs. Packages may be delivered to Crowne Plaza Harrisburg - Hershey no more than three days prior to function date. Vendors must send tracking information, estimated delivery, and number of packages to Crowne Plaza Harrisburg - Hershey Account Manager, Kathleen Rooker at krOOKER@cpharrisburg.com. Upon receipt, Kathleen will notify the vendor. Boxes with no notations on the outside will not be opened, verified, or receive notification.



PAAEL

Pennsylvania Association of Accredited Environmental Laboratories

Exhibitor Application Form PAAEL Annual Conference October 22 – 23, 2019

I (we) hereby apply for space in the Exposition at the 2019 PAAEL Annual Conference to be held at Crowne Plaza Harrisburg - Hershey, Harrisburg, Pennsylvania on October 22, 2019.

A confirmation will be sent 7 -10 days before the event.

Exhibit space assignments cannot be made without this FORM and PAYMENT. Credit Card payments will include a 2% service fee.

Section 1: Exhibit Space*

Corporate Sponsor Exhibit Space at \$375.00 each (includes 1 Exhibitor Registration)	\$
Additional Exhibitor Registrations for Corporate Sponsors at \$125.00 each	\$
Non-Corporate Sponsor Exhibit Space at \$775.00 each (includes 1 Exhibitor Registration) *	\$
Additional Exhibitor Registrations for Non-Corporate Sponsors* at \$125.00 each	\$
Section 1 Total	\$

**Become a corporate sponsor in advance of the meeting to take advantage of reduced pricing. See www.paael.org for details and form.*

Section 2: Sponsorship Opportunities

<input type="checkbox"/> Morning/Afternoon Refreshment Break (logo on sign by refreshments) \$50.00	\$
<input type="checkbox"/> Breakfast/Lunch (logo on sign by buffet table) \$75.00	
<input type="checkbox"/> Vendor Meet and Greet (logo on sign by bar) \$250.00	
<input type="checkbox"/> Name Badge Sponsor <i>*only one available, first come, first served*</i> (your logo on all non-vendor name badges) \$350.00	
Section 2 Total	\$

Grand Total Due	\$
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Exhibitor Application Form Continued

To pay by Check - SEND this application form (both pages) with payment (remit check to PAAEL) to:
Marykay Steinman 244 Mountain Top Rd Reinholds, PA 17569.

To register online and pay by credit card - visit www.paael.org. Credit Card payments will include a 2% service fee.

**There will be a reception with the vendors on Tuesday afternoon, October 22 from 4:00 – 6:00 pm.
There will light hors d'oeuvres, 2 drink tickets, and raffle prizes.**

We will bring a raffle prize* worth at least \$25.00. ☐ Yes ☐ No

**Raffle prize will be awarded at Vendor Meet and Greet and will be listed on a large sign with your company name and booth number.*

Please send Exhibit Space Reservation Confirmation, Contract and additional information to:
(Note – this information will be used in the Conference handout materials to all attendees)

Company Name _____ Company URL _____

Address _____

Phone _____

Contact Name _____ Email _____

Name on 1st Exhibitor Badge _____

Will be eating breakfast? ☐ Yes ☐ No

Name on 2nd Exhibitor Badge _____

Will be eating breakfast? ☐ Yes ☐ No

Attach additional sheets if you have more than two Exhibitors