

# Exhibitor Information

## TIMELINE

### Monday, January 17, 2022:

- 9:00 am Set up begins for your Exhibitor Booth  
Attendee Registration Begins
- 2:00 pm Associate Member Committee Meeting – Rose Garden, *please feel free to join!*
- 4:00 pm Booth set up must be COMPLETED
- 4:30 pm Exhibits Open  
Welcome Reception  
Annual Black Diamond Cornhole  
Exhibitor BINGO
- 6:30 pm Exhibits Close – Dinner on your own



### Tuesday, January 18, 2022

- 7:00 am Attendee Registration Reopens  
Exhibits Reopen  
Continental Breakfast
- 4:30 pm President's Reception will be set throughout both rooms (food stations and bars)
- 6:30 pm Exhibitor Tear down can begin
- 9:00 pm All exhibits must be completely down and removed

*Arrangements MUST be made through The Hotel to have any boxes or equipment stored overnight Tuesday or shipped from The Hotel (see page 2).*

## REMINDERS:

- Email logo to [donna@pa-asphalt.org](mailto:donna@pa-asphalt.org).
  - Logo should be sent as a JPG file with a minimum resolution of 300 dpi.
- 1 attendee registration. (Additional attendees must register online at the PAPA website).
- 1 exhibit table (6' long table, depth is 20" – total space is about 3' x 6'5").
- 6' table includes white tabletop linen and a black skirted linen.
- 110 electric outlet included – all other electric service MUST be coordinated through The Hotel Hershey.
- Email Donna if you are willing to provide an **EXHIBITOR BINGO** prize!

***Thanks for your participation and for helping us make this year a success!***



## From The Hotel Hershey:

· **Shipping Instructions:** (Applies to UPS, FedEx, US Mail, etc.) Materials shipped to The Hotel Hershey will be accepted **no earlier than 1/14/2022**. Materials received earlier may be refused or subject to a storage fee.

**The hotel address for shipment is:**

c/o The Hotel Hershey  
100 Hotel Road  
Hershey, PA 17033.

**The following also needs to be included in the shipment information:**

Attn: 62<sup>nd</sup> PAPA Conference  
Hold for (Your Company Name)  
Box 1 of 2/Box 2 of 2, etc.

**The phone number for further assistance is 717-533-2171.**

· **Delivery instructions:** (Applies to Yellow Freight, Roadway, etc.) In the event you are having items delivered, materials will be accepted **no earlier than 1/14/2022**. Items delivered prior may be refused or subject to a storage fee. The Hotel Hershey requires an approximate drop-off and pick-up schedule.

· **Vendors will be solely responsible for pick-up arrangements.** The Hotel Hershey must be notified (prior to delivery) with the following information: the name of the carrier, the tracking number, and telephone number of the carrier. Please use the above address information (provided in the Shipping Instructions) for all deliveries.

· **General Shipping Rules:**

All exhibit items **MUST BE REMOVED** from the exhibit area at 7:00 p.m. Tuesday January 18, 2022.

- ✓ Individuals must arrange for shipping items off property.
- ✓ All boxes must be secured and taped closed.
- ✓ All boxes must be labeled with shipping information on packages.
- ✓ Any materials left behind after the event will be charged a storage fee of \$25.00 per day.  
Items left after one week will be discarded.
- ✓ Delivery trucks must be equipped with a lift gate for pick-up and delivery.
- ✓ The Hotel Hershey requires an approximate drop-off and pick-up schedule.



## EXHIBITOR BINGO

RSVP BY 1/12/2022

Details: Each conference registrant will receive 1 bingo sheet (sample follows for your reference) and 1 prize summary sheet listing prize and contributing company. Each exhibit table will be assigned a random number and will receive sticker sheets of this number at their table to hand out. Each registrant who successfully achieves bingo will be entered into a raffle to win a prize.

This continues to be a hit for all who participate! And this is where we ask for your help. Would you be willing to contribute a prize? **The more prizes, the more participation** we can expect. Here are a few ideas to get you thinking.

*Prize Examples:*

1. PA gift basket (compliments of 123 Company)
  2. Exhibitor product box (compliments of 456 Company)
  3. \$100 Visa gift card (compliments of 789 Company)
- etc.....

*We will again photograph the event to use in future promotions.*

*Thanks for your participation and for helping us make this event a success!*

### To participate:

- Send an email to [donna@pa-asphalt.org](mailto:donna@pa-asphalt.org) including what your prize is and if you are shipping/mailing to us, or bringing to The Hotel Hershey.
- Mail/ship prize to the PAPA office (must arrive by 1/12/2022)  
PAPA – 3544 N Progress Ave, Suite 100 – Harrisburg, PA 17110  
OR
- Bring the prize to the PAPA Conference Registration Desk on Monday 1/17/2022.

## Asphalt Pavement

<b>B</b>	<b>I</b>	<b>N</b>	<b>G</b>	<b>O</b>
1	6	11	16	21
2	7	12	17	22
3	8	Free	18	23
4	9	14	19	24
5	10	15	20	25

Prizes: Don't forget your prize sheet - available at the Registration Office.

Name

Company

### Bingo Rules:

- To Play: Ask each exhibitor for one of their numbered stickers - place on its appropriate numbered space on the reverse side of this sheet.
- Bingo consists of 5 spaces either horizontal, vertical, or diagonal - see example:

<small>Vertical</small>	<small>Horizontal</small>	<small>Diagonal</small>																																																																																										
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### When you achieve bingo:

1. Write your Name and Company on the sheet.
2. Place your bingo sheet into the appropriate box at the Registration Desk.
3. Winners will be drawn & announced during the 2nd half of President's Reception.