



# 64<sup>th</sup> Annual PAPA Conference

## The Hotel Hershey | Hershey, PA

### January 15-17, 2024

#### Monday, January 15, 2024

- 9:00 am Set up begins for your Exhibitor Booth.
  - Attendee registration begins.
- 2:00 pm Associate Member Committee Meeting – Rose Garden
  - **Feel free to join the meeting!**
- 3:00 pm Booth set up must be completed.
- 4:30 pm Exhibits Open,
  - Welcome Reception begins.
  - Annual Black Diamond Cornhole.
  - Exhibitor BINGO.
- 6:30 pm Exhibits close.

#### Tuesday, January 16, 2024

- 7:00 am Attendee Registration reopens.
  - Exhibits reopen.
  - Continental breakfast.
- Noon **Dessert with Exhibitors**
- 4:30 pm President's Reception will take place throughout all exhibit areas.
  - Food stations, beverage areas, and games of skill.
- 6:30 pm Exhibitor Tear down can begin.
- 8:00 pm All exhibits must be completely down.

- *Arrangements MUST be made through The Hotel Hershey to have any boxes or equipment stored overnight or shipped from The Hotel Hershey (see next page).*
- *If you have a large piece of equipment or display, AND have a special electrical need, PAPA and The Hotel Hershey will use their discretion in possibly assigning a different Exhibit Table number to accommodate the Exhibitor.*

#### 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.
- The following are included in the exhibitor registration:
  - 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").
  - The exhibit table includes white tabletop linen and skirted linen.
  - One 110 electrical outlet

Email [donna@pa-asphalt.org](mailto:donna@pa-asphalt.org) if you can provide an EXHIBITOR BINGO prize!

- **(wine and spirits are NOT permitted per The Hotel Hershey Policy)**

EXHIBITOR



- **Shipping Instructions:** (Applies to UPS, FedEx, US Mail, etc.) Materials shipped to The Hotel Hershey will be accepted **no earlier than 1/12/2024**. 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.  
ATTN: Donna Martinez

**The following must be included in the shipping information:**

Attn: 64<sup>th</sup> Annual 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 1/12/2024**. 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.** Prior to deliveries, The Hotel Hershey must be notified of the following information: the name of the carrier, the tracking number, and telephone number of the carrier. Please use the above address information in the Shipping Instructions for all deliveries. The Hotel Hershey will not move or handle any deliveries; vendors are solely responsible.
- **General Shipping Rules:** All exhibit items MUST BE REMOVED from the exhibit area by 8:00 p.m., Tuesday, January 16, 2024.
  - ✓ 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.