



# 2025 EXHIBITOR INFORMATION

We are excited to offer 30 Exhibitor Tables for **PAPA Members** at the **65th Annual PAPA Conference**. Exhibitor space considerations are done on a first come, first served basis. Please note, you must be a member in good standing to reserve an Exhibitor Booth.

### INSTRUCTIONS:

- Review the Exhibitor Booth Layout for table number and table location.
- Complete the below information and email to [donna@pa-asphalt.org](mailto:donna@pa-asphalt.org).
- You will be notified via email of your awarded booth and space number.
- Booth assignment will not be guaranteed without payment.
- Click [HERE](#) to make your one-time payment of \$1100. Please note when paying on-line, your invoice number is your company name.

### TABLETOP EXHIBIT SPACE INCLUDES:

- 1 attendee registration. Additional attendees must register online at the [PAPA website](#).
- 1-6' exhibit table draped and skirted; 2 chairs; wastebasket; vendor name sign, and white tabletop linen and black skirted linen.
- Your company logo will be displayed throughout the exhibit areas on the continuously running screens during the conference and placed in future social media, advertisements, and website.

### DETAILS:

- Email your company logo to [donna@pa-asphalt.org](mailto:donna@pa-asphalt.org) as a JPG file with a minimum resolution of 300 dpi.
- Exhibitor Set Up: Monday, January 20, 2025 from 9:00 am-3:00 pm.
- Exhibitor booths must be staffed during the exhibit hours: January 20, 2025 from 4:30 pm - 6:30 pm and on January 21, 2025 from 7:00 am to 6:30 pm.
- Exhibitor Tear Down: Tuesday, January 21, 2025 from 6:30 pm to 8:00 pm.

### Please Complete and Return the Following

Company Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Booth Number (1-30)

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Please indicate if you need a 110 electric outlet with my booth. \_\_\_\_ YES \_\_\_\_ NO

I would like to donate a prize for Exhibitor Bingo. \_\_\_\_ YES \_\_\_\_ NO

If yes, will you have it shipped to the PAPA Office or bring it to the conference?

*(Please note: wine and spirits are NOT permitted as door prizes per The Hotel Hershey policy)*





## 2025 EXHIBITOR INFORMATION

### Monday, January 20, 2025

- 9:00 am Set up begins.
  - Exhibitor Booths.
  - Attendee Registration.
- 1:30 pm Associate Member Committee Meeting at Rose Garden Meeting Room.
  - **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 begins and all other games start.
  - Exhibitor Bingo.
- 6:30 pm Exhibits close.

### Tuesday, January 21, 2025

- 7:00 am Attendee Registration reopens.
  - Exhibits reopen.
  - Continental breakfast.
- 12:00 pm Lunch Buffet Fountain Lobby and **Desserts with Exhibitors.**
- 4:30 pm President's Reception through 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 PAGE 2.**
- **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 Exhibitors.**

### Reminders:

- Email your company 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 20" - total space approximately 3'x6.5").
  - White tabletop linen and black skirted linen.
  - Company name signage.
  - ELECTRICAL OUTLETS MUST BE ORDERED ON THE SIGN UP SHEET.

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

**(wine & spirits are not permitted per The Hotel Hershey Policy)**





# 2025 EXHIBITOR INFORMATION

## SHIPPING INFORMATION

- Applies to UPS, FedEx, USPS, etc., Material shipped to The Hotel Hershey will be accepted no earlier than 1/17/2025 . 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: 65th PAPA Annual Conference  
Hold for (insert Your Company Name)  
Mark your boxes! 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 1/17/2025. 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.
- telephone number of the carrier.

Email [dmartinez@hersheypa.com](mailto:dmartinez@hersheypa.com) the above information and reference the 65th PAPA Annual Conference. 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

All exhibit items MUST BE removed from the exhibit area by 8:00 pm on Tuesday, January 21, 2025.

- 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/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.

*Items shipped to The Hotel Hershey should be delivered to your booth. If not, please stop by the Registration Office.*

# Thank you for Exhibiting!



Email  
**[donna@pa-asphalt.org](mailto:donna@pa-asphalt.org)** if you have questions or concerns.

Electric

# Garden Terrace Ballroom

