

# Exhibitor Set Up Information

## TIMELINE

### Monday, January 16, 2023:

- 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!*
- 3:00 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

### Tuesday, January 17, 2023

- 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.
- 8:00 pm All exhibits must be completely down.

- *Arrangements MUST be made through The Hotel to have any boxes or equipment stored overnight or shipped from The Hotel (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 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.
- 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.
- 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 1/13/2023**. 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 also needs to be included in the shipment information:**

Attn: 63<sup>rd</sup> PAPA Annual 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 1/13/2023**. 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. The Hotel Hershey will not move or handle any deliveries. Vendor is solely responsible.

• **General Shipping Rules:**

All exhibit items **MUST BE REMOVED** from the exhibit area at 8:00 p.m. Tuesday January 17, 2023.

- ✓ 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.