

Exhibitor, Sponsor and Advertiser Conference Information



The

Pennsylvania Building

Officials Conference

35th Annual Conference

Harrisburg, PA

October 7-9, 2009

Held over for 2009...2006 prices!



Don't introduce your products to the building officer in the field!

Exhibit at PENNBOC's Annual Conference!

October 7- 9, 2009

Holiday Inn, Harrisburg East- Harrisburg, PA

There are many benefits to exhibiting, sponsoring conference events, advertising in the conference program and donating door prizes or items for the registration packets. The next few pages offer ideas on **how you can best benefit your company and your customers while bringing new knowledge and product awareness to building officials.**

The field is a terrible place for a building officer to meet your products for the first time! *PENNBOC's Conference is the right place to introduce your products to the people who will be inspecting them.* The Conference Exhibit area is neutral turf. There are no permits at stake and no jobs that can be slowed while an inspector takes time to learn a new or unfamiliar product or method. **There is no other place where you can reach so many building officials in one place at one time!**

Exhibitors will be recognized on the PENNBOC website.

Don't plan a meeting in the field when you can meet us in the Exhibit Area! Join us at the Conference!

Be an Exhibitor

Exhibitor Registration Form

(Copies of this form are acceptable. Please print neatly.)

Company Contact _____

Company _____

Product / Service _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail _____

Web Site _____

Indicate first 3 space preferences: #1 _____ #2 _____ #3 _____

List booth personnel if different from company contact: _____

*Complete & send electric service form (in this package)
directly to the hotel.

Exhibit Space @ \$350*	\$350
Programs ad	\$ _____
Additional meal packages @ \$140	\$ _____
Balance due (check or credit card)	\$ _____

CREDIT CARD PAYMENT

I / we allow PENNBOC to charge the Balance indicated above to this credit card:

Printed Name _____

Title _____

Card Address _____

City/St/Zip _____

Authorized Signature _____

Circle Card Type **MASTERCARD** **VISA** **DISCOVER**

Card No _____

Expiration Date: _____ MM/YY

CVV # _____ (last three digits in the signature line on the back of your card)

Nowhere else can you reach so many building officials in one place, at one time!



Exhibitor Spotlight!



New Exhibitor Opportunity!

Wednesday morning, EVERY EXHIBITOR will have 4 minutes to tell participants about their products or services. Use your time in the spotlight to encourage a one-on-one visit during the conference and set yourself apart. The spotlight will be on YOU!!!

All breaks, lunches and dinners will be in the exhibit hall.

Donate a Prize, Sponsor a Lunch or a Lanyard!

Looking for another great way to promote your business? PENNBOC accepts door prizes and items for inclusion in the conference attendees' registration packages. You could even supply conference lanyards! Door prizes will be awarded during a PENNBOC food event in the exhibit area and can be delivered at the conference. Items for the registration packages must be received in advance. You may even want to sweeten the deal by sponsoring a dessert or break!

Questions? Contact Gil Longwell at 717-730-6036 or by e-mail: paseo1@verizon.net. Be sure to put "PENNBOC Conference" in the subject heading.

Location and Lodging

All conference activities are at the Holiday Inn Harrisburg East. The hotel is located on Lindle Road, off I-283, 2 miles N. of the PA Turnpike's Harrisburg East exit (#247). Single occupancy rooms - \$109; double occupancy rooms - \$117. The rate includes breakfast following each night's stay. Applicable taxes are additional. Make your reservation by calling the hotel at 717-939-7841. Ask for the "PA Building Convention" block. For information on suites, contact the hotel directly.

Hold Harmless Agreement

Hold Harmless Agreement - this form MUST be completed to set up an exhibit.

Please read, then sign below signifying that you have read, understood, and agree to be bound by the following:

The exhibitor identified below agrees to indemnify, save, defend and hold harmless the Pennsylvania Building Officials Conference, the Pennsylvania College of Technology, their employees, contractors, and officers against any or all damage to property or personal injury or loss caused by the exhibitor, his agents, employees, representatives or their personal property.

The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property caused by the exhibitor's property, display, and/or the actions of his agents, employees, or representatives.

I certify that I am authorized to bind the named organization to this agreement and, if not, pledge my personal assets to fulfill this agreement.

Exhibitor's Business Name _____

Print your name: _____ Sign* your name: _____

Your title: _____

***YOU ARE NOT REGISTERED UNLESS THIS FORM IS SIGNED.**

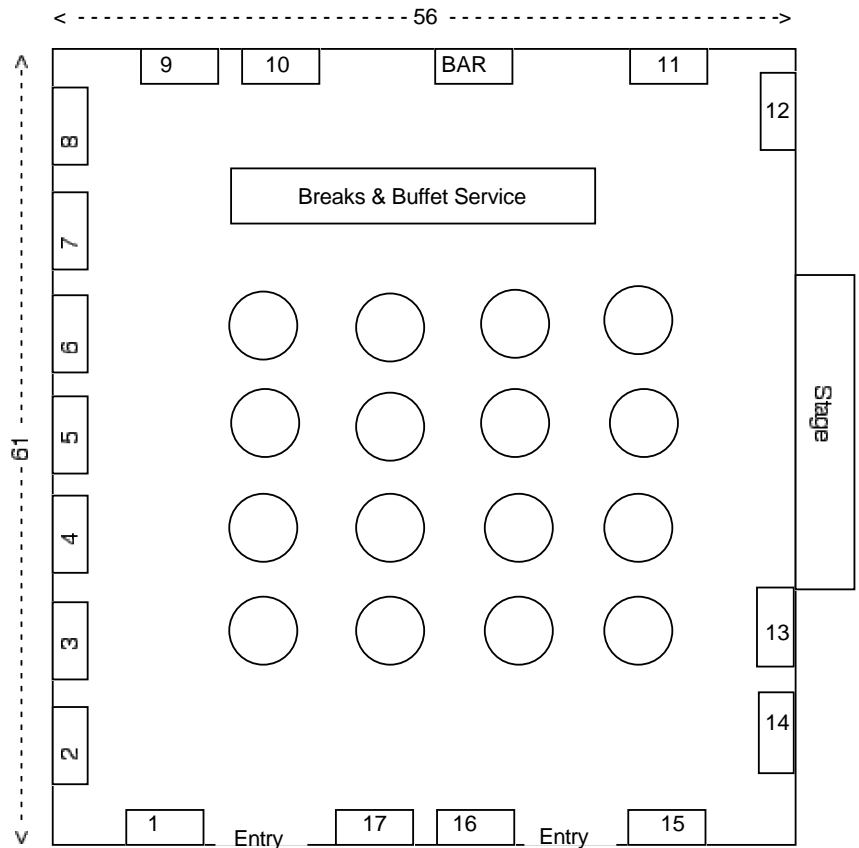
Send this form to PENNBOC, #269, 4902 Carlisle Pike, Mechanicsburg, PA 17050 or fax it to 717-730-9300.

Exhibits

- Exhibit spaces are provided for a cost of \$375.00 per space. Booths are assigned based on the date payment is received.
- Spaces are approximately 8' wide with a 6' skirted table. Electrical service and telephone and computer lines are available through the hotel. Ordering information is part of this package.
- Each booth includes one complete meal package. Additional meal packages for additional booth personnel can be purchased for \$140 per person. This package includes all conference meals EXCEPT breakfast (lodging includes breakfast).
- Exhibitors are welcome to attend all onsite conference education seminars*.
- Exhibits may be set up on Tuesday evening, October 6, after 6 PM or Wednesday, October 7th from 6 AM till 8:45 AM. The exhibit hall must be cleared on Thursday, October 8th, by 10 PM.

Questions?

Contact Gil Longwell at 717-730-6036 or e-mail paseo1@verizon.net. Be sure to put "PENNBC Conference" in the subject heading.



Upper Level Lobby

SCHEDULE OVERVIEW

Wednesday, 10/7

6 AM	Exhibit set-up	
8 AM	Registration	
9 AM	Annual Meeting	
11 AM	EXHIBITOR SPOTLIGHT Exhibits open	
Noon	Lunch - exhibit hall	
1 - 5 PM	Seminars*	
5:30	Cash bar - exhibit hall	
6:30	Dinner - exhibit hall	

Thursday, 10/8

7 AM	Registration Coffee w/ the Exhibitors
8 AM	Seminars*
Noon	Lunch in exhibit hall
1 PM	Seminars continued
6 PM	Cash bar in exhibit hall
7 PM	President's Dinner Presentations Awards & door prizes
10 PM	Exhibit hall clear

Friday, 10/9

8 AM	Seminars* - OR - Field Trips
Noon	Conference ends

BREAKS • BREAKS • BREAKS - in the exhibit area

Wednesday 2:30 - 3:30 PM

Thursday 7:00 AM - 8:00 AM • 9:30 AM - 10:30 AM • 2:30 - 3:30 PM

* Exhibitors are welcome to attend all onsite conference education seminars. See Conference flyer attached for details.

The field is a terrible place for a building officer to meet your products for the first time!®

Conference Program Advertisement Form

The PENNBOC Conference program is a cost-effective way to educate code enforcement officers about your products and services. The Conference program is a great way to put your information in their hands and, at the same time, support the organization that provides quality training for regulators and practitioners of the construction trades. Your ad will be seen by Code Officials, Inspectors, Plan Review Personnel, Fire Marshals, and other Government and Construction Officials.

<u>Size</u>	<u>Price</u>	<u>Size</u>	<u>Price</u>
Full page* (4.75w x 7.25h)	\$300	Back Cover (full color) (4.75w x 7.25h)	\$700
1/2 page* (4.375w x 3.725h)	\$200	Back Cover (black only) (4.75w x 7.25h)	\$500
1/4 page* (4.375w x 1.375h)	\$125	Inside Back Cover (full color) (4.75w x 7.25h)	\$600
		Inside Back Cover (black only) (4.75w x 7.25h)	\$400

* Inside ads can only be printed in black. All art work must be ready to go. Art charges may be incurred if get-ready work is necessary.

More information is available at PENNBOC.org. For information regarding electronic ad submission, or if you have any other questions, please contact PENNBOC at 717-730-6036 or paseo1@verizon.net. Ads must be received by September 15.

**All advertisements, forms and payment must be submitted together and sent to:
PENNBOC, #269, 4902 Carlisle Pike, Mechanicsburg, PA 17050**

(Copies of this form are acceptable.)

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail _____

PENNBOC member selling ad: _____ Total Enclosed \$ _____

Size of ad being purchased (circle one):

Full page \$300	Back Cover \$700 (Full Color)	Inside Back Cover \$600 (Full Color)
1/2 page \$200	Back Cover \$500 (Black)	Inside Back Cover \$400 (Black)
1/4 page \$125		

PRESENTATIONS WANTED!!

PENNBC is seeking **EDUCATIONAL PRESENTATIONS** about building products, materials or services for municipal code officials.

Presentations by **qualified speakers** must focus on building products manufacturing, testing, applications, use and code compliance. Presentations **shall not constitute an advertisement, promotion or solicitation for use of a specific product** although limited references to a product to illustrate teaching points may be incorporated.

Opportunities are available at both regional and state-wide events and venues. The duration of a presentation can vary from 1 to 16 hours and will be cooperatively determined based on the venue, subject and related factors.

Tours of building materials manufacturing facilities in Pennsylvania offer unique educational opportunities for code officials.

Use the response card below to tell PENNBC about the opportunities for partnering with your organization.

The field is a terrible place for a building officer to meet your products for the first time![®]

TRAINING PARTNERSHIP PROPOSAL*

Partner Information

Company Name _____
Contact Person _____ Title _____
Voice line (____) _____ email _____ Website www. _____

Presentation Details

Product or service presentation will discuss _____

Duration of presentation ___ 1 hour (min.) ___ 3 hrs ___ 4 hrs ___ 6 hrs ___ 8 hrs ___ other

Presenter's name _____

Presenter's qualifications _____

Presentation methods: ___ Lecture ___ Class discussion ___ Small Group Activities ___ Video ___ PPT

Support equipment PENNBC must supply _____

Are you offering a presentation and a tour of your manufacturing facility? ___ Y ___ N

Estimated cost/participant PENNBC will incur \$ _____

* If this information is available in another document, send that document in lieu of this form. Be sure all requested information is provided.

Please send this information to PENNBC....

FAX (717-730-9300), **MAIL** (PENNBC, #269, 4902 Carlisle Pike, Mechanicsburg, PA 17050) **EMAIL** paseo1@verizon.net



Electrical Request Form

Provided that we receive your electrical requests prior to _____, the Holiday Inn Harrisburg East will do our best to accommodate **all** of the needs for your group on _____.

Line Service	# Required	Charge
120 Volt, Single pole services:		
Up to 1000 watts, mostly for large scale exhibits, where no single exhibitor has large power requirements		\$20.00
Up to 2000 watts: a 20 amp service		\$20.00
Up to 30 amps		\$35.00
Up to 40 amps		\$45.00
Up to 50 amps		\$55.00
220 Volts, Single & Three (3) phase:		
15 amps, Single phase		\$25.00
20 amps, Single phase		\$30.00
30 amps, Single phase		\$45.00
40 amps, Single phase		\$55.00
50 amps, Single phase		\$65.00
20 amps, Three (3) phase		\$40.00
30 amps, Three (3) phase		\$50.00
40 amps, Three (3) phase		\$60.00
50 amps, Three (3) phase		\$70.00
CIRCLE: TELEPHONE / T-1 INTERNET Service needed (Maximum of 10 phone lines available at a cost of \$55.00 per line) (Additional phone lines/Internet T-1 will cost \$100.00 per line)		\$55.00/\$100.00

TOTAL COST OF THE ABOVE: _____
(Please include 6% PA State Sales Tax to the above prices)

DATE(S) NEEDED: _____

NAME OF EVENT: _____

EXHIBITOR NAME/ADDRESS: _____

BOOTH NUMBER: _____

EXHIBITOR NAME/SIGNATURE: _____

Credit Card number: _____ Exp Date _____

*Please send this form with payment to: Holiday Inn Harrisburg East, 4751 Lindle Road,
 Harrisburg, PA 17111 (Attn: AnnMarieKnorr)*

Send this form and payment directly to the Holiday Inn.