

September 18-20, 2024
Historic Hotel Bethlehem, Bethlehem, PA

CONFERENCE & TRADE SHOW



INVITATION TO
EXHIBIT & SPONSOR

REGISTER ONLINE AT
www.PENNBOC.org

Pennsylvania Building Officials Conference
PO Box 82 | Bethlehem, PA 18016
(717) 730-6036 | www.PENNBOC.org

2024

You're Invited to Exhibit at the 2024 PENNBOC Conference & Trade Show!

PENNBOC's Conference is the right place -- a neutral place -- to reach many building code professionals in one place. In recent years, we have averaged over 140 participants.

The 2024 Conference and Trade Show will be held on **September 18-20, 2024**, at the Historic Hotel Bethlehem, Bethlehem, PA (move-in Sep 17th.)

Exhibiting your products and services in a non-confrontational environment benefits your company, your customers, and the code officials you will meet on the job site. As an exhibitor, you receive one full meal package and may attend any of educational sessions to build your knowledge of

codes, their application and enforcement. Additional options include conference and event-specific sponsorships.



Exhibitor Deadlines

Registration Deadline: Sep. 8th

Ad Copy/Sponsor Logo Due By: Sep. 8th

Refund Deadline: Sep. 8th

CONFERENCE VENUE

Historic Hotel Bethlehem

437 Main Street
Bethlehem, PA 18018
Reservations: (888) 231-9320
Hotel Phone: (855) 264-2598
www.hotelbethlehem.com



Named the **Nation's #1 Best Historic Hotel** by *USA Today* Readers' Choice Awards three years in a row, the Historic Hotel Bethlehem is nestled amongst three centuries of history in downtown Bethlehem, PA.

Restored to its original 1922 grandeur, Hotel Bethlehem is ideally located with quaint shops, unique eateries, and interesting museums just steps from the hotel's front door. Setting a historic tone, the Central Moravian Church can be seen from the large windows that line the front of the hotel on Main Street. The hotel is surrounded by the first National Registered Historic District in Pennsylvania which dates to the settlement of Bethlehem by the Moravians in 1741.

Experience world-class service, charming guest accommodations, elegantly appointed lobby and common areas, award winning cuisine, and beautiful meeting facilities.

PENNBOC conference goers can receive a special room rate of \$189 per night. Use the Group Name: **PENNBOC** when making your guest reservations. The hotel group block rate is available until **Sep 3rd**.

EXHIBITOR & SPONSOR REGISTRATION FORM

Company Name: _____

Billing Contact: _____

Product/Service Description: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Primary Booth Contact: _____

SPONSORSHIP OPPORTUNITIES *(does not include booth rental)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Platinum Sponsor - \$2000 | <input type="checkbox"/> Gold Sponsor - \$1500 | <input type="checkbox"/> Silver Sponsor - \$1250 |
| <input type="checkbox"/> Wed Breakfast - \$750 | <input type="checkbox"/> Thu Breakfast - \$750 | <input type="checkbox"/> Fri Breakfast - \$750 |
| <input type="checkbox"/> Wed Lunch - \$1,000 | <input type="checkbox"/> Thu Lunch - \$1,000 | |
| <input type="checkbox"/> Wed Eve Welcome Reception - \$1,000 | <input type="checkbox"/> The Eve Reception - \$1,000 | |

BOOTH RENTAL

Booth Rental - \$550 *(Booth rental includes one full meal package for the Primary Booth contact)*

- | | |
|---|--|
| <input type="checkbox"/> Additional Booth Personnel: Name(s): _____ | <input type="checkbox"/> Full Meal Package - \$195 |
| _____ | <input type="checkbox"/> No Meals- \$75 |
| _____ | <input type="checkbox"/> Full Meal Package - \$195 |
| | <input type="checkbox"/> No Meals- \$75 |

CONFERENCE PROGRAM ADVERTISING

- | | |
|--|---|
| <input type="checkbox"/> Full Page B&W - \$300
<i>(5" x 8")</i> | <input type="checkbox"/> 1/2 Page B&W - \$200
<i>(5" x 4")</i> |
| <input type="checkbox"/> Back Cover Color - \$500
<i>(5" x 8") - only one available</i> | <input type="checkbox"/> Inside Back Cover Color - \$400
<i>(5" x 8") - only one available</i> |

HOLD HARMLESS AGREEMENT

By registering as a sponsor and/or exhibitor, the company and all company representatives agree to indemnify, save, defend and hold harmless the Pennsylvania Building Officials Conference and the host hotel, their respective 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 injuries to any and all persons or property caused by the exhibitor's property, display, and/or the actions of his agents, employees, or representatives.

PAYMENT *(Return form & payment to: PENNBOC, PO Box 82, Bethlehem, PA 18016)*

- TOTAL AMOUNT DUE: \$ _____
- | | |
|---|---|
| <input type="checkbox"/> Check Enclosed, or | <input type="checkbox"/> Pay by Credit Card |
| | Circle: VISA MASTERCARD DISCOVER AMEX |
| | Name: _____ |
| | Card No. _____ |
| | Expiration ____/____ CCV # _____ |

Save Time: Register & Pay Online at www.PENNBOC.org

EXHIBITOR INFORMATION (Subject to change)

GENERAL INFO

- Spaces are assigned first come, first served based on the date of payment received. Booth assignment will be emailed approximately one week prior to the conference.
- The Exhibit Area is co-located with the conference breaks & meals.
- Spaces are approximately 8' wide with one 6' skirted table & 2 chairs. Carpeted floor. Electric service included. No pipe/drape.
- Deliveries should be coordinated with hotel catering office in advance. Ensure exterior label references PENNBOC conference & is marked to the attention of Lynn Logg at Hotel Bethlehem.
- Each space includes one complete meal package. Extra meal packages can be purchased for additional booth personnel. All booth personnel must be registered.
- The Exhibit Area must be cleared no later than noon on Friday.

EXHIBITOR SCHEDULE

Tuesday, September 17th

3:00pm Exhibitor Set-up (until 6pm)

Wednesday, September 18th

7:00am Exhibitor Set-up (extra time)
7:30am Attendee Check-in & Breakfast
8:30am Morning Seminars
12:00pm Lunch Meeting
1:30pm Afternoon Seminars
5:00pm Welcome Reception

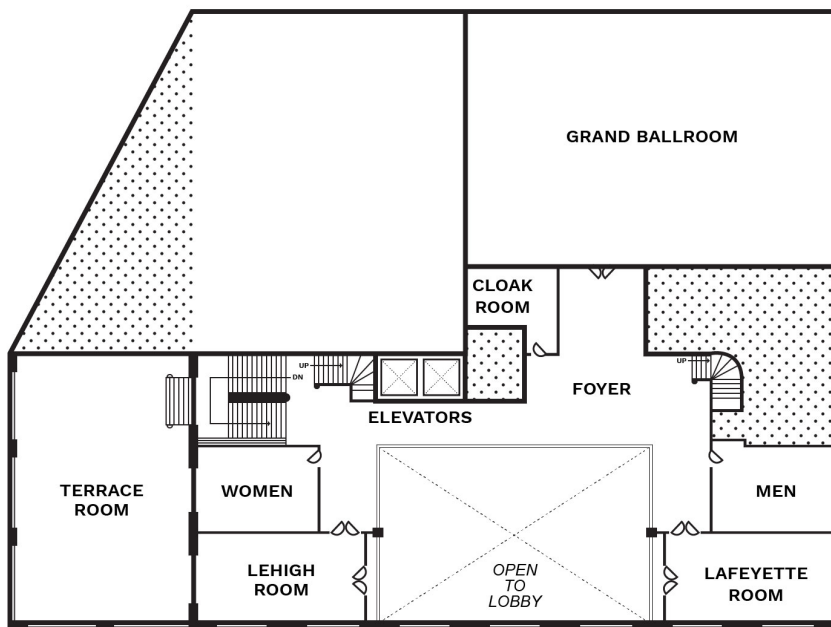
Thursday, September 19th

7:30am Attendee Check-in & Breakfast
8:30am Morning Seminars
12:00pm Lunch Meeting
1:30pm Afternoon Seminars
5:00pm Happy Hour Reception

Friday, September 20th

7:30am Attendee Check-in & Breakfast
8:30am Morning Seminars
11:00am Exhibitor Move-out
12:00pm Conference Ends

EXHIBITOR AREA LOCATION / LAYOUT



The Exhibit Area will be in the Grand Ballroom located on the hotel's mezzanine level.

Vendor tables will be arranged around the perimeter of the ballroom and assigned by PENNBOC.

In the event demand exceeds available space inside the Grand Ballroom, vendor tables may be placed in the foyer area located immediately outside the ballroom.

Layout subject to change.

SPONSORSHIP BENEFITS (Subject to change)

Increase your company's exposure with attendees by purchasing one of these sponsorship opportunities. Sponsorships do not include booth rental. Limited sponsorships will be sold per each opportunity. Check with the PENNBOC office to verify the sponsorship you want is still available (admin@pennboc.org). All artwork, logos, and ad copy is due by September 8th -- send print ready graphics to admin@pennboc.org.

Platinum Conference Sponsor - \$2,000

Only two available

Deliver a 5-minute presentation to attendees from the conference dais during Wed or Thu lunch service; sales literature distributed to attendees during their check-in; signage at conference desk; logo included in conference email communications; 60-second pre-recorded video commercial posted on PENNBOC website for 30 days, posted on PENNBOC Facebook page, emailed to all 550+ PENNBOC members, and broadcast to virtual (webinar) participants; full page advertisement in conference program; and, recognition from podium.

Gold Conference Sponsor - \$1,500

Only two available

Sales literature distributed to attendees during their check-in; signage at conference desk; logo included in conference email communications; 60-second pre-recorded video commercial posted on PENNBOC website for 30 days, posted on PENNBOC Facebook page, and emailed to all 550+ PENNBOC members; full page advertisement in conference program; and, recognition from podium.

Silver Conference Sponsor - \$1,250

Only two available

Sales literature distributed to attendees during their check-in; signage at conference desk; logo included in conference email communications; 60-second pre-recorded video commercial posted on PENNBOC website for 30 days, and posted on PENNBOC Facebook page; half page advertisement in conference program; and, recognition from podium.

Breakfast Sponsor - \$750

Wed, Thu & Fri available - only two available per day

Distribute your sales literature at the meal tables over breakfast; signage at food service station; half page advertisement in the conference program; and, recognition from podium.

Lunch Sponsor - \$1,000

Wed or Thu - only one available per day

Distribute your sales literature at meal tables over lunch; signage in food service station; logo included in conference email communications; full page advertisement in the conference program; and, recognition from podium.

Evening Reception Sponsor - \$1,000

Wed or Thu - only one available per day

Distribute your sales literature at meal tables over the evening's happy hour and reception. Your company logo printed on complimentary drink tickets provided to all attendees. 20 complimentary drink tickets for your sales team to distribute to attendees at your discretion. Signage at bar area; logo included in conference email communications; full page advertisement in the conference program; and, recognition from podium.

Raffle Item - FREE!

Option only available to exhibitors or sponsors

Increase your company's profile at the conference by donating something of value to be raffled off during Thu's Lunch Meeting (e.g., gift cards, electronic devices, etc.). Your company will be recognized as the raffle item donor at the time of the drawing. Bring your raffle items to the conference registration desk by Thu morning.

Conference Program Advertising Options

The Conference Program Booklet is a great way to put your information in attendees' hands. The Booklet's overall dimensions are 5.5" x 8.5". The cover pages are printed in color and the inside pages are black & white. Only one ad space is available for each of the program cover options. See order form for pricing & exact ad dimensions.

All logos and ad copy files are due by **Sep 8th**.

Email your hi-res, print-ready PDF or graphic files to admin@pennboc.org. Questions? Call us at (717) 730-6036.

Save Time: Register online at www.PENNBOC.org



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September 8th



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