



**Exhibitor's Contract for 2018 Trade Show at Holiday Inn Harrisburg, Grantville, PA**

November 15-16, 2018

Please Print or Type-

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Exhibitor's Name for Name Tag \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Booth Prices: \$190 per single 6' table  
\$300 per two 6' table

**\*\*Trade Show/Exhibits  
Registration Deadline is  
October 28, 2018\*\***

Number of tables to reserve: \_\_\_\_\_

Amount enclosed: \$\_\_\_\_\_ (Checks payable to PBEA)

Electricity required (\$25 additional charge): Yes \_\_\_\_\_ No \_\_\_\_\_

**ASSIGNMENT OF SPACE:** PBEA reserves the right to assign booth placement for all exhibits. **NO BOOTH SPACE WILL BE RESERVED OR ASSIGNED UNTIL PAYMENT IN FULL IS RECEIVED.**

**EXHIBIT HOURS:** Exhibitor Setup will be 6-10 p.m. on Thursday, November 16. Trade Show hours will be 7 a.m.-4 p.m. on Friday, November 17. The exhibit space must be cleared by 5 p.m. on Friday, November 17.

**SHIPPING PROCEDURE:** The Holiday Inn Harrisburg will accept advance shipments of materials to be used for exhibits. Please note that the materials **MAY NOT** arrive before the conference date if not sent with ample time remaining prior to the conference and must be clearly marked:

**HOLD FOR:**

**PBEA Annual Conference, Marianne Witmer, Conference Chair**  
**Name of Company or Organization Exhibiting/Name of On-Site Person Claiming Materials**  
**Dates of Conference: November 16-17, 2017**

**MATERIALS SHOULD BE SHIPPED TO:**

HOLIDAY INN HARRISBURG, 604 Station Road, Grantville, PA 17028

**HOLIDAY INN "HOLD HARMLESS" CLAUSE:** "The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any all such losses, damages, and claims."

**PLEASE SEND ALL COMPLETED CONTRACTS AND PAYMENT TO:**

Ms. Kristin Snyder  
Exhibits Coordinator  
North Penn-Liberty High School  
8675 Route 414  
Liberty, PA 16930

Email- ksnyder@southerntioga.org

**\*\*NO REFUNDS WILL BE GRANTED AFTER CONTRACT AND PAYMENT ARE RECEIVED\*\***

**PLEASE CONSIDER ONE OR MORE OF THE FOLLOWING:**

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My company/organization will help **sponsor a refreshment break** for the 2017 PBEA Conference.

- Red-Level Sponsor – \$500       White-Level Sponsor – \$300       Blue-Level Sponsor – \$150

Please enclose a check payable to PBEA for the amount of your sponsorship. Thank you!

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My company/organization will **donate** an item/items for the “**Scholarship Auction**” and/or the “**Silent Auction.**”

Item(s) \_\_\_\_\_

These items should be something that could be bid on in an auction setting, perhaps specialized computer books, software or collectables with your logo. PBEA would like to know in advance what the items would be so they may be included in promotional materials for the conference.

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My company/organization would like having a **link placed on the PBEA web site.**

Yes \_\_\_\_\_ No \_\_\_\_\_

Our URL is http:// \_\_\_\_\_

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I/We would like to attend the **PBEA Awards Luncheon** on Friday, November 17. The cost is \$30.00 per meal.\*\*

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the number of meals requested \_\_\_\_\_

Please enclose payment with your completed contract. Meal choices will be requested with your confirmation letter.

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**\*PLEASE HELP PBEA HELP FUTURE BUSINESS EDUCATORS\***