



2019

Annual Conference

Growth through Collaboration

May 8 - 10, 2019

Wyndham Garden Hotel, State College, PA

The PAEP Conference is Your Opportunity to Make Connections

Get High Visibility as a Sponsor

From a Platinum sponsorship of \$1,500 to a Friend of PAEP sponsorship of \$500, PAEP offers opportunities to fit the needs and budget of any business. Sponsorship opportunities are made available on a first-come, first-served basis through submission of PAEP's official Sponsor/Exhibitor Agreement. You will be contacted if your selected sponsorship opportunity has already been confirmed or you can check with the PAEP Business Office for availability of sponsorship opportunities and benefit information. Sign up early to be included on speaker announcements as they are confirmed.

Win New Customers as an Exhibitor

Exhibitors can take advantage of numerous opportunities to network, educate, and interact with conference attendees on a regular basis. In addition, the exhibitor package offers a single Conference registration.

Important Notice

Sponsor benefits apply as stipulated below, provided that all information and a commitment for payment are received by PAEP no later than Wednesday, March 27, 2019. Sponsors are responsible for providing an electronic/digital copy of their company logo. You will not receive proper recognition on the website, signage, or in other acknowledgements until PAEP has received the sponsor's logo. Sponsorship opportunities are made available on a first-come, first-served basis by submitting the PAEP Sponsor/Exhibitor Agreement. PAEP will contact you if your selected sponsorship opportunity is not available. You may contact the PAEP Business Office at info@paep.org or 814-355-2467 to check the availability of sponsorship opportunities and to discuss sponsorship benefits.

Exhibit Area will be Available Wednesday, May 8 through Friday, May 10

Exhibit Package Fee: \$450 (PAEP members) and \$600 (non-PAEP members) for each exhibit package (Platinum, Gold, Silver, and Bronze sponsors are entitled to one free exhibit package.)

The Exhibit Package: The package includes a single tabletop exhibit space with a draped and skirted 6' X 30" table, one chair, and a tent card sign, as well as one full conference registration for one Exhibitor staff. Discounted conference registration of \$180.00 is available for one additional Exhibit staff, all others must pay the regular fee.

Contract and Payment

Table locations are assigned on a first-come, first-served basis, and only upon receipt of the contract and payment in full. **Payment is due by Wednesday, April 10, 2019.** Exhibit space will be assigned once payment has been received.

Exhibitor Schedule (Times and events are subject to change)

Wednesday, May 8: Set-Up – 2:00 - 6:00 pm; Welcome Reception – 6:30 - 7:30 pm

Thursday, May 9: Exhibit Area Open – 8:00 am - 6:00 pm; Lunch – 12:00 - 1:30 pm; Reception – 5:15 – 6:00 pm; Morning/Afternoon Breaks – TBA

Friday, May 10: Breakfast – 8:00 - 10:00 am; Tear-Down – begins at 10:00 am; ends at 11:30 am

Set-Up and Tear-Down

Exhibits must be operational by 6:00 pm on Wednesday, May 8 so that they are ready for the Welcome Reception. All exhibits must remain in place until tear-down, which will begin at 10:00 am on Friday, May 10. The exhibit area must be completely cleared no later than 11:30 am on Friday.

Cancellation Policy

Cancellations received by Wednesday, April 17 will result in a refund of 75%; PAEP will retain 25% for administrative services. No refunds will be given after April 17. For all questions on sponsoring or exhibiting, contact PAEP's Business Office at info@paep.org or 814-355-2467.



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Bellefonte, PA 16823
Phone: 814-355-2467
Fax: 814-355-2452
E-mail: info@paep.org
Web site: www.paep.org

PAEP 2019 Annual Conference

Sponsorship/Exhibit Form Wyndham Garden Hotel, State College, PA May 8 – 10, 2019

Please Provide the Requested Information Below (please print clearly)

Select one or more levels and one of the available events for that level. In the event of multiple selections for the event, PAEP will contact you for shared events. See below for benefits at each level.

Platinum Level @ \$1,500 (Includes logo on conference give-away, one exhibit space, one full-registration for one company representative, full page advertisement in conference program, signage throughout conference, and opportunity to speak at Welcome Reception for five minutes).

Gold Sponsor @ \$1,250 (Includes one exhibit space, one full-registration for one company representative, 3/4-page advertisement in conference program, signage throughout conference, and opportunity to speak at sponsored event for three minutes).

Select one item below to Sponsor:

- Welcome Reception – Wednesday, May 8
 Awards Program – Thursday, May 9

- Keynote Presentation – Thursday, May 9
 Reception – Thursday, May 9

Silver Sponsor @ \$1,000 (Includes one exhibit space, one full-registration for one company representative, signage throughout conference, and 1/2-page advertisement in conference program).

Select one item below to Sponsor:

- Breakfast – Thursday, May 9 Speaker Thank-You Gifts Breakfast – Friday, May 10

Bronze Sponsor @ \$750 (Includes one exhibit space, one full-registration for one company representative, signage throughout conference, and 1/4-page advertisement in conference program).

Select one item below to Sponsor:

- AM Break – Thursday, May 9 PM Break – Thursday, May 9 AM Break – Friday, May 10

Friend of PAEP @ \$500 (Includes signage throughout conference, and 1/8-page advertisement in program).

Please accept my \$100 donation to support the Student Scholarship Program (Includes recognition during Thursday Luncheon Awards Program).

Complete this section **ONLY** if your Sponsorship includes a complimentary exhibit space:

- Yes, we will use our complimentary exhibit space.
 Our exhibit is a floor display.
 Our exhibit is a table-top display.
 We will need electricity (\$25 surcharge).
 Name of person staffing our booth: _____.

PAEP 2019 Annual Conference Sponsorship/Exhibit Form (Continued)

We wish to exhibit at the conference:

- \$450 PAEP Member – One full conference registration for person staffing exhibit is included.
- \$600 Non-PAEP Member – One full conference registration for person staffing exhibit is included.

Company Name: _____

Company Representative: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

We are a member of PAEP: Y N

PLEASE NOTE: March 29, 2019 is the DEADLINE to submit registrations and logos so that conference program ad placement can be guaranteed and all signage can be printed.

Each Exhibit Package Includes:

A single 6-foot table, one chair, and access to all food functions and educational sessions for one attendee.

One registration is available for all Exhibitors for one additional individual needed to staff the exhibit for a discounted registration of \$180. Please list additional registrant here:

TOTAL PAYMENT Due: _____

Method of Payment: Check/Money Order Enclosed Payment by Credit Card Please invoice us

MAIL both pages of the agreement with a check or money order payable to PAEP to:

PAEP Business Office:
174 Crestview Drive
Bellefonte, PA 16823
814-355-2467

Please email me a receipt for my payment.

FED ID # 03-0373556

FAX the agreement with credit card info to **814-355-2452**

EMAIL the completed pages to: info@paep.org

Credit Card Information: Visa MC AMEX Discover (circle one)

Account #: _____ exp. date: _____

3 or 4-Digit Security Code: _____

Name on card (print): _____

Signature: _____

Please email me a receipt for my payment.