



2025 EXHIBITOR INFORMATION

Monday, January 20, 2025

- 9:00 am Set up begins.
 - Exhibitor Booths.
 - Attendee Registration.
- 1:30 pm Associate Member Committee Meeting at Rose Garden Meeting Room.
 - **Feel free to join the meeting!**
- 3:00 pm Booth set up must be completed.
- 4:30 pm exhibits open.
 - Welcome Reception begins.
 - Annual Black Diamond Cornhole begins and all other games start.
 - Exhibitor Bingo.
- 6:30 pm Exhibits close.

Tuesday, January 21, 2025

- 7:00 am Attendee Registration reopens.
 - Exhibits reopen.
 - Continental breakfast.
- 12:00 pm Lunch Buffet Fountain Lobby and **Desserts with Exhibitors.**
- 4:30 pm President's Reception through Exhibit areas.
 - Food stations, beverage areas, and games of skill.
- 6:30 pm Exhibitor tear down can begin.
- 8:00 pm All exhibits must be completely down.

- **Arrangements must be made through The Hotel Hershey to have any boxes or equipment stored overnight or shipped from The Hotel Hershey, 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 Exhibitors.**

Reminders:

- Email your company logo to donna@pa-asphalt.org.
 - Logo should be sent as a JPG file with a minimum resolution of 300 dpi.
- The following are included in the exhibitor registration:
 - 1 attendee registration. Additional attendees must register online at the PAPA Website.
 - 1 exhibit table (6' long table, depth 20" - total space approximately 3'x6.5").
 - White tabletop linen and black skirted linen.
 - Company name signage.
 - ELECTRICAL OUTLETS MUST BE ORDERED ON THE SIGN UP SHEET.

Email donna@pa-asphalt.org if you can provide an EXHIBITOR BINGO Prize!

(wine & spirits are not permitted per The Hotel Hershey Policy)





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SHIPPING INFORMATION

- Applies to UPS, FedEx, USPS, etc., Material shipped to The Hotel Hershey will be accepted no earlier than 1/17/2025 . 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 must be included in the shipping information:
ATTN: 65th PAPA Annual Conference
Hold for (insert Your Company Name)
Mark your boxes! 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 1/17/2025. 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. Prior to deliveries, The Hotel Hershey must be notified of the following information:

- the name of the carrier.
- the tracking number.
- telephone number of the carrier.

Email dmartinez@hersheypa.com the above information and reference the 65th PAPA Annual Conference. Please use the above address information in the Shipping Instructions for all deliveries. The Hotel Hershey will not move or handle any deliveries; vendors are solely responsible.

GENERAL SHIPPING

All exhibit items MUST BE removed from the exhibit area by 8:00 pm on Tuesday, January 21, 2025.

- 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/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.

Items shipped to The Hotel Hershey should be delivered to your booth. If not, please stop by the Registration Office.

Thank you for Exhibiting!



Email
donna@pa-asphalt.org if you have questions or concerns.

Electric

Garden Terrace Ballroom

To Formal Garden East

To Formal Garden East

West

East

STAGE

GAMES

GAMES

Food

Food

27

30

28

29

water station

water station

Charging Station

Beer, Wine, Soda BAR

AV

vice

est

20

21

Food

22

23

24

25

26

Food

CORN HOLE

CORN HOLE

Garden East

Fountain Lobby

service

elevators

17

18

19

16

15

14

pantry

To Pantry

10

11

12

13

1

2

To Pantry

Food

Food

Food

Food

9

8

7

6

5

4

3