The Pennsylvania Association of School Business Officials

invites you to exhibit at the

PASBO Facilities Management/ Transportation Conference & Exhibits

in Partnership with SchoolDude

October 26-27, 2017

Holiday Inn Harrisburg/Hershey

Grantville, PA

Sponsorship & Presentation Opportunities Available!

PASBO Facilities Management/Transportation Conference & Exhibits

In Partnership with SchoolDude

Conference Information

The Pennsylvania Association of School Business Officials and SchoolDude are pleased to announce the 2017 Facilities Management/Transportation Conference & Exhibits to be held Thursday, October 26 and Friday, October 27 at the Holiday Inn Harrisburg/Hershey, Grantville, PA. Exhibits will be held on Thursday, October 26 only. Last year we had more than 200 facilities and transportation managers attend this event.

Highlights from the event include:

- Access to a *diverse* audience of the school community responsible for facilities and transportation purchasing decisions
- Availability to the *entire* Pennsylvania education community including school districts, intermediate units, vocational-technical schools, private schools and other groups
- Nearly 3 hours of exclusive exhibit time on Thursday, October 26
- Sponsorship and conference presentation opportunities for additional exposure

Registration & Booth Fees

Booth space is available to all vendors on a first-come, first-served basis, with sponsors receiving first option until June 30. There is a limit of one booth per company. **Exhibits will be open on Thursday from 12:15 p.m. to 3:00 p.m.**

Exhibit Booth……**$600***
One space (8' x 8', 6' x 10' or 8' x 10) for a single day. Registration for three representatives on October 26 only (Meals and lodging are not included). One 6' draped table, two chairs and a wastebasket are included in the booth price. Both the display and equipment must fit into the exhibit space. Pipe and drape will be supplied. The exhibit hall is carpeted. Booths are first come, first served with sponsors on record by June 30 receiving first option for booth location. After June 30, exhibit spaces will be available on a first come, first served basis for all companies.

Table Top…….……**$600***
One 6' table top display only for a single day. Registration for three representatives on October 26 only (No meals). Table tops are first come, first served with sponsors on record by June 30 receiving first option for table top location. After June 30, exhibit spaces will be available on a first come, first served basis for all companies.

***Non-PASBO members must become a Business member to be eligible to be an exhibitor or sponsor. For membership information, please go to http://www.pasbo.org/assoc_subscribe.asp**

Additional Services/Fees

- Additional representatives in your exhibit booth ($100 per person)
- Additional services (tables, chairs, etc.) can be purchased directly from the decorator, General Exposition Services.
- Electric, Internet and other services are not included in the booth cost. These items can be ordered from the hotel for an additional fee and must be ordered in advance.

More information will be provided with booth confirmations.

Lodging

A room block has been reserved at the Holiday Inn for October 26 and October 27 at a cost of $115 single/double occupancy plus tax per night. To reserve a room, call the Holiday Inn at 717-469-0661 and ask for the PASBO rate.
The cut-off date for reservations at the PASBO rate is September 25.

PASBO Facilities Management/Transportation Conference

October 26 -27, 2017

Holiday Inn Harrisburg/Hershey, Grantville PA

CALL FOR CONFERENCE SPEAKERS

PASBO is pleased to issue this "Call for Conference Speakers" for the Facilities Management/Transportation Conference to be held October 26-27, 2017. Content is specifically geared towards these school audiences:

- **Facilities Directors**
- **Custodial Supervisors/Head Custodians**
- **Transportation Directors/Staff**

All are looking for new – and practical – ways to solve their current challenges and propel their organizations forward. We invite your company to propose a presentation topic that will help us achieve this goal.

Selection Process: Business members must be either a conference **exhibitor or sponsor** in order to submit a proposal. Your proposals must be submitted by **June 16, 2017.** Each submission will be reviewed by the planning committees, and you will be notified by **July 31, 2017** of the status of your submission. There is a limited number of each type of format. A wide variety of submissions are needed in order to provide a good blend of topics.

Audience: Three primary audiences will be represented. When submitting your proposal, please indicate which audience is most appropriate for your content (Check all audiences for which you can tailor the content.)

- **Facility Managers/Directors**
- **Custodial Supervisors/Head Custodians**
- **Transportation Directors/Staff**

Format: Please indicate which session format would most effectively deliver your content:

- **Seminar – 60 minute lecture style presentation**
- **Mini-Seminar – 25 minute round table presentation and facilitated discussion. (Each topic will be presented 3 times during the 1 hour 45 minutes session.)**

Submit Your Proposal: Business members are encouraged to submit proposals for presentations that meet the criteria. Final selection of topics and speakers will be made by the PASBO Facilities and Transportation Committees. Submission of an exhibit contract, sponsorship or session proposal does not guarantee your topic will be chosen. Questions on the speaker proposal process can be directed to Kimber Pierich at kpierich@pasbo.org.

Please submit your proposal(s) online by June 16 at the following link:

https://www.surveymonkey.com/r/2017FacTransConfSpkrProp

Registration/Travel Info: All primary speakers will receive a complimentary registration on the day of their presentation. Speakers will be responsible for lodging and related travel costs.

Exhibits/Sponsorships: Reach school facilities and transportation professionals with information on your products and services. Be a part of the Exhibit Hall or become a Conference Sponsor. For more information, see the Sponsorship page.

PASBO FACILITIES MANAGEMENT/TRANSPORTATION CONFERENCE
October 26-27, 2017 - Holiday Inn Harrisburg/Hershey, Grantville PA

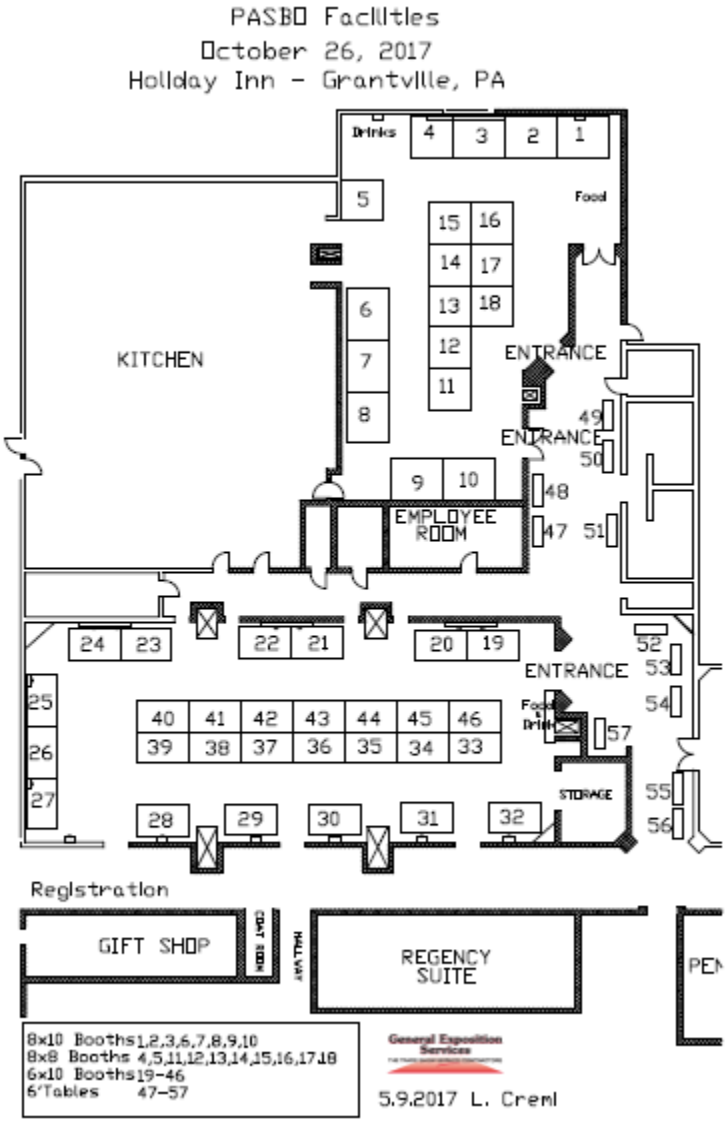
TENTATIVE SCHEDULE

Thursday, October 26

8:00 am – 5:30 pm	SchoolDude Computer Lab
8:30 – 9:00 am	Registration and Continental Breakfast
9:00 – 9:05 am	PASBO Welcome and Announcements
9:05 – 10:30 am	Keynote Session
10:30 - 10:45 am	Break
10:45 – 11:30 am	Firestorm Session
11:30 am–12:15 pm	Attendee Networking Lunch
12:15 – 3:00 pm	Exhibits Open/Dessert in Exhibit Hall
1:45 – 2:45 pm	Transportation Seminar
3:00 – 4:00 pm	Concurrent Seminars
4:00 – 4:10 pm	Break
4:10 – 5:10 pm	Concurrent Seminars
5:15 – 6:00 pm	Attendee Reception

Friday, October 27

7:00 – 8:00 am	Networking Breakfast
8:00 am – 1:00 pm	SchoolDude Computer Lab
8:00 – 9:00 am	Concurrent Seminars
9:00 – 9:10 am	Break
9:10 – 10:10 am	Concurrent Seminars
10:10 – 10:25 am	Break
10:25 am – 12:05 pm	Mini-Seminar Tables (3 rotations)
12:05 pm	Door Prizes



PASBO FACILITIES MANAGEMENT/TRANSPORTATION CONFERENCE & EXHIBITS

2017 Exhibit Space Application and Contract

October 26 -27, 2017 - Holiday Inn Harrisburg/Hershey, Grantville PA

We hereby contract for exhibit booth space at the PASBO Facilities Management/Transportation Conference and Exhibits to be held Thursday, October 26 at the Holiday Inn Harrisburg/Hershey, Grantville PA.

Booth number preferences: _____ **$600** per booth for PASBO Business members* (6x10, 8x8 or 8x10)

Booth Size Preference: ____ 6' x 10' _____ 8' x 8' _____8' x 10'

Table Top number preferences: _____ **$600** per table top for PASBO Business members*

***A PASBO Business membership is required for exhibitors and sponsors. Join now online at www.pasbo.org.**

FOR EXHIBIT SPONSORS - $75 Bingo Card Square

Spaces limited! Check box at bottom of contract and include $75 with booth payment.

- Your company name will be listed on a Bingo-style card
- Attendees will bring the card to you to get it stamped. Engage them, then stamp their card. (PASBO will provide the stamp.)
- When all squares are stamped, they deposit card in the prize drawing box. Multiple prizes provided by PASBO will be awarded.

PAYMENT MUST ACCOMPANY THIS CONTRACT.

We understand that PASBO will assign space as requested. In the event your choice is already sold, the nearest space will be assigned. PASBO reserves the right to assign all booths to best meet the needs of the exhibitors and the association. Booth space will be allocated on a first-come, first-served basis with sponsor preference until June 30. Reserve a booth by mailing or faxing a completed contract with payment.

The rental fee for exhibit space includes booth space as assigned with one 6-foot table, two chairs, one identification sign with booth number and company name plus up to three conference registrations for exhibits on Thursday, October 26. Meals and lodging are not included. We understand additional requirements (electricity, telephone, plumbing, furniture, porters, drayage, etc.), will be at an additional charge and paid directly by us, the exhibiting company. The exhibit hall is carpeted. This contract is subject to the conditions printed on the reverse side.

The following information will be printed in the conference program booklet:

Company name: _____

Web Site_____

Products or services to be exhibited: _____

All subsequent mailings regarding the exhibits will be forwarded to the contact person listed below:

Company Name: _____

Contact name: _____

Mailing Address: _____City _____State_____ Zip_____

Telephone # _____Fax #_____Email _____

Date: _____ Executed by: _____

(Signature and Title)

PAYMENT INFORMATION:

Enclosed is my check payable to "PASBO" for $_____

Bill my Credit Card: Authorized Amt. $_____ ☐ Yes! I would like to purchase a $75 Bingo square!

Name_____ Signature_____

Account No. _____ Exp. Date _____

SEND TO: PASBO, P.O. Box 6993, Harrisburg, PA 17112-0993 Phone: 717-540-9551 Fax: 717-540-1796

Confirmation will be emailed for your records.

Admin Only: *This application for exhibit space has been accepted and Booth # _____ has been assigned.*

CONDITIONS FOR 2017 EXHIBIT SPACE APPLICATION AND CONTRACT

PASBO Facilities Management/Transportation Conference & Exhibits

1. **CONTRACT FOR EXHIBIT SPACE** - This contract for exhibit space and formal notice of assignment by the Pennsylvania Association of School Business Officials (PASBO) for the full payment of rental fees constitutes a contract for the right to use the assigned exhibit space.

2. **PAYMENT FOR SPACE** - The cost of exhibit space and/or sponsorship is due in full along with the submission of this contract. Payment must be received within two weeks of booth reservation or prior to the beginning of exhibit hours, whichever comes first.

3. **CANCELLATIONS** - A full refund will be made by PASBO for cancellations of exhibit booth contracts received in the PASBO office on or before July 31. A $100 service fee will be charged for cancellations received between August 1 and August 31. **No refunds will be made for booths cancelled after August 31.**

4. **INSTALLING AND DISMANTLING** – Exhibitors may set up their booth space in the Ballroom on Thursday, October 26 from 8:00 a.m. until 12:15 p.m. All exhibits must be set-up and ready to go by exhibit time. Exhibit time will be from 12:15 p.m. – 3:00 p.m. on Thursday, October 26. Tear down will begin immediately after the show and all materials and equipment must be removed from the exhibit hall by 8:00 p.m.

5. **USE OF SPACE** - All demonstrations and other sales activities must be confined to the limits of the exhibit booth/table top only. No exhibitor shall assign, sublet or share the space allocated without the knowledge and consent of PASBO. Displays shall not be placed in a manner as to interfere with other exhibits. PASBO reserves the right to exclude from exhibition any or all literature, illustrations, materials or products that, in its judgment, are not consistent with the proper decorum of the educational exhibits.

6. **PRIZES** - Exhibitors may award prizes at their booths during exhibit hours. PASBO is not responsible for individual exhibitor prizes.

7. **NOISEMAKING EXHIBITS** - Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, public address systems or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors or their patrons.

8. **INSURANCE -** Responsibility for various types of insurance coverage is that of each individual exhibitor. Liability insurance in the amount of $1,000,000 is required. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his/her agents and employees, the headquarters hotel, PASBO and the employees of each such organization for loss, theft, damage or destruction of goods, or for any injury to himself/herself or employees while in the exhibit area or for any damages of any nature or character.

9. **FIRE PROTECTION** - No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof, may be used in the booth. Electrical wiring must conform to national Electric Code Safety Rules. Exhibitors must comply with local fire regulations.

10. **EXHIBIT BOOTH** - Booths will be assigned by PASBO on a first-come, first-served basis, with exception to the sponsor designated booths.

11. **PASBO MAILING LABELS** - PASBO will make available for purchase mailing labels of all facilities and/or transportation members to exhibitors upon request. To order labels, please email mwingfield@pasbo.org. A list of attendees will be provided post conference to all exhibitors who complete the online conference evaluation.

12. **ACCOMMODATIONS** – A room block has been reserved at the Holiday Inn Harrisburg/Hershey, Grantville. To reserve a room, call the hotel at 717-469-0661. You must make your reservation by September 25, 2017 and reference the PASBO conference to receive the special room rate. Room block may sell out before the reservation deadline date.

13. **MEALS -** No meals are included as part of the exhibitor or sponsor package unless specifically stated.

14. **DIRECTIONS –** The Holiday Inn Harrisburg-Hershey is located at 604 Station Rd, Grantville. For directions, go to http://stayholiday.com/mapDirections.html.

Sponsorship Opportunities . . .

PASBO Facilities Management/Transportation Conference & Exhibits

October 26-27 at the Holiday Inn Harrisburg/Hershey, Grantville, PA

The PASBO Facilities and Transportation Committees invite you to be a sponsor at the 2017 Facilities Management/ Transportation Conference & Exhibits. Interact with facilities managers and transportation managers from across Pennsylvania. **Choose your sponsorship level and sign-up by September 29, 2017.**

SPONSORSHIP OPTIONS

Gold - $1,200 – Limited: Two sponsors per track - (Subject to remaining booth availability)

- Display Table to be placed in primary track room on both days (table may need to be moved on Day 2).
- Two full Conference registrations including meals and the attendee reception.
- Full-page black & white ad in the program book (7.5" high x 4.5" wide).
- Event sponsorship listed in the program book and logo on General Session PowerPoint.
- Opportunity to submit a proposal* to present a seminar or mini-seminar.
- If exhibiting, sponsor company name will be listed on the Bingo Card at **NO ADDITIONAL COST**.

Silver - $750 – Limited: One sponsor per each of the following functions

Thursday Continental Breakfast	***Thursday Lunch***	***Thursday Dessert in Exhibit Hall***
Thursday Attendee Reception	***Friday Breakfast***	***Friday Break***

- Two full Conference registrations including meals and the attendee reception.
- Sponsoring company, if exhibiting, can purchase their preferred choice of exhibit space by June 30.
- Half-page black & white program book ad (3.75" high x 4.5" wide).
- Signage at your sponsored function, sponsorship listed in the program book and logo on General Session PowerPoint.
- Opportunity to submit a proposal* to present a seminar or mini-seminar.
- If exhibiting, sponsor company name will be listed on the Bingo Card at **NO ADDITIONAL COST**.

Bronze - $500 – No limit

- One full Conference registration including meals and the attendee reception.
- Sponsorships listed in the program book and on the general session PowerPoint.
- Sponsoring company, if exhibiting, can purchase their preferred choice of exhibit space by June 30.
- Opportunity to submit a proposal* to present a seminar or mini-seminar. If proposal is accepted, the primary presenter will receive a one-day conference registration (including meals) for the day of the presentation.

***NOTE: Speaker Proposals are due June 16.** Only those sponsors and exhibitors who have registered by June 19 will be considered as presenters. The deadline for sponsorship registration for non-presenting companies is September 29. **All sponsors must complete the sponsor form that is included in this packet and submit with payment to PASBO.**

PASBO Facilities Management/Transportation Conference

October 26-27, 2017

Holiday Inn Harrisburg/Hershey, Grantville

SPONSORSHIP FORM

Yes, we'd like to become a sponsor for the 2017 Facilities Management & Transportation Conference!
*A PASBO Business membership is required for sponsors. Join online now at www.pasbo.org.

Please check off your sponsorship preference:

___ GOLD - $1,200

Preferred Track Room (*circle one – Limit 2 per track*) – Facilities Custodial Transportation

___ SILVER - $750

Pick one of the following:

___ Thurs Continental Breakfast
___ Thurs Attendee Reception
___ Thurs Lunch
___Fri Breakfast
___Thurs Dessert
___ Fri Break

___ BRONZE - $500

Company Name: _____

Primary Contact: _____

Representatives attending:_____

Address: _____

Phone:_____Fax: _____ Email:_____

Payment Information:

❒ Enclosed is my check payable to "PASBO" for $_____

❒ Bill my Credit Card: Authorized Amt. $_____

Name_____ Signature_____

Account No. _____ Exp. Date _____

Please return by September 29, 2017

Mail to:
PASBO
PO Box 6993
Harrisburg, PA 17112-0993
OR fax with credit card payment to (717) 540-1796. Questions? Please call (717) 540-9551.
(PASBO Sponsor Account #3034)