Pennsylvania Association of School Business Officials invites you to exhibit at the

25th Annual Food Service Conference & Exhibits November 5 & 6, 2019

Radisson Hotel Harrisburg, Camp Hill, PA

NEW SPONSORSHIP OPPORTUNITIES

Showcase your products/services with live demos
Conference Information

The Pennsylvania Association of School Business Officials is pleased to announce the 25th Annual Food Service Conference & Exhibits. This event combines the educational content of the PASBO Food Service Directors Conference with the Food Service Exhibits. This year’s program will be held on Tuesday, November 5 and Wednesday, November 6, 2019 at the Radisson Hotel Harrisburg, Camp Hill, PA.

The Radisson Hotel Harrisburg offers one great space for exhibits, product demonstrations and seating. There will be prize drawings and valuable sponsorship opportunities with product demonstrations to bring more attendees directly to your booth.

BOOTH SELECTION:
Consider a PLATINUM or GOLD Sponsorship which includes a booth space and offers you the opportunity to select your booth in advance. Preference on booth space will be given to Platinum and Gold Sponsors and last year’s exhibitors who reserve booths by August 16. Booths available after that date will be open to other school food service related vendors on a first-come, first-served basis.

Exhibit hours are 11:00 a.m. to 2:45 p.m. on Tuesday, November 5, 2019. The Food Service Exhibits is FREE OF CHARGE to all school nutrition staff.

Highlights from the program include:
- Showcase your products and services on the exhibit floor
- Be recognized as a sponsor (see enclosed form)
- Live product/services demonstrations at Platinum sponsor booths
- Network with a diverse audience of the school community responsible for food service purchasing
- Exhibitors can attend all education sessions (meals not included)

The objective is to educate attendees about the latest products available for comparative and nutritional value as well as to provide opportunities to purchase supplies and equipment while visiting with exhibitors. There is a special emphasis on healthy food options that meet government guidelines.

Two 6’ skirted tables, two chairs and a wastebasket are included in the booth price for all booths. There will be pipe and drape (blue & white) for all booths. There will be limited access to a kitchen. However, you must bring your own equipment for both preparation and display of your products. Equipment such as microwaves, warmers or small ovens may be used. Both the display and equipment must fit into the 10’ wide x 8’ deep booth space. The exhibit hall and hallway are carpeted.

Reserve a booth by sending full payment with the contract. Booth space will be reserved on a first-come, first-served basis. Booth assignments will be confirmed after full payment has been received.

REGISTRATION & BOOTH FEES

<table>
<thead>
<tr>
<th>Exhibit Booth</th>
<th>$550.00</th>
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<tbody>
<tr>
<td>One 8’ x 10’ space for a single day</td>
<td></td>
</tr>
<tr>
<td>Two skirted 6’ tables, two chairs and one wastebasket</td>
<td></td>
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<tr>
<td>Four registrations for your company representatives</td>
<td>No increase in booth fees for 2019</td>
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</table>
Additional services (tables, chairs, etc.) can be purchased directly from the decorator, General Exposition Services. The decorator information will be emailed after your booth is confirmed. **Kitchen facilities will be available on a limited basis.** More information including the kitchen access and electrical order form will be provided with booth confirmations. **Electric service must be ordered in advance prior to the conference.**

**Prize Drawings – Announced at Your Booth**
Draw participants to your booth with an additional promotional opportunity! You can donate a prize valued at $100 or more to be announced at your booth during exhibit hours. Attendees must be present to win and can claim their prize at your booth. We will include prize sponsors in the conference program book if we receive notification of your participation by October 4. Please contact Karen Rogers at krogers@pasbo.org for prize donations.

**Lodging**
Rooms have been reserved at the Radisson Hotel Harrisburg on November 4 and November 5 at a cost of Single/Double $116 plus occupancy tax. To reserve a room, call the Radisson Hotel Harrisburg at 717-763-7117 by October 4, 2019. To receive the group rate, please mention the “PASBO Conference” when making your reservation or use the following link: [http://www.radisson.com/reservation/resEntrance.do?pacLink=Y&promoCode=PASBO&hotelCode=PACAMPH](http://www.radisson.com/reservation/resEntrance.do?pacLink=Y&promoCode=PASBO&hotelCode=PACAMPH)

**AGENDA (Tentative)**

**MONDAY, NOVEMBER 4**
Exhibit set-up hours will be available on Monday night from approximately 6:00 p.m. to 10:00 p.m. Set-up hours will be confirmed by email prior to the conference.

**TUESDAY, NOVEMBER 5**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00 a.m.</td>
<td>Exhibitor Set-up – Beverages provided by PASBO for exhibitors during set-up</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Welcome</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>Keynote Session</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Commodity Show &amp; Food Service Exhibits</td>
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<tr>
<td>11:30 a.m.</td>
<td>Platinum Sponsor – Live Demo in Exhibit Hall</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Platinum Sponsor – Live Demo in Exhibit Hall</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Platinum Sponsor – Live Demo in Exhibit Hall</td>
</tr>
<tr>
<td>1:45 p.m.</td>
<td>Platinum Sponsor – Live Demo in Exhibit Hall</td>
</tr>
<tr>
<td>2:45 p.m.</td>
<td>Exhibit Removal – A food pantry will pick up unused food supplies at 3:00 p.m.</td>
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<tr>
<td>3:00 p.m.</td>
<td>General Session</td>
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<tr>
<td>4:00 p.m.</td>
<td>Breakouts (2) – concurrent sessions</td>
</tr>
<tr>
<td>5:30 – 7:30 pm</td>
<td>Networking Reception &amp; Dinner for Attendees</td>
</tr>
</tbody>
</table>

**WEDNESDAY, NOVEMBER 6 – NO EXHIBITS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:15 – 8:00 am</td>
<td>Breakfast Buffet &amp; Registration</td>
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<tr>
<td>8:15 – 9:15 am</td>
<td>Schools Best Practices in Food Service Spotlight</td>
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<tr>
<td>9:15 – 10:15 am</td>
<td>Firestorm Session - Open discussion – Q &amp; A</td>
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<tr>
<td>10:30 – 12:30 am</td>
<td>General Session</td>
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<tr>
<td>12:30 pm</td>
<td>Door Prizes (must be present to win) &amp; Adjourn</td>
</tr>
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PASBO Food Service Conference & Exhibits  
November 5-6, 2019  
Radisson Hotel Harrisburg - Camp Hill, PA

**Sponsorship Opportunities . . .**

The PASBO Food Service Committee invites you to be a sponsor at the 2019 Food Service Conference & Exhibits. Interact with 120+ food service directors and their staff members from across Pennsylvania.

Choose your sponsorship level below and sign up by October 4, 2019.

**Platinum** - $1,500 – Limit 4. *(Booth #40, 46, 56 or 61)*
- One Exhibit Booth for the November 5 Food Service Exhibits
- Live Demonstration (15 minutes) at your booth – advertised & announced
- Two full Conference registrations including meals (Nov. 5 & 6)
- Full-page Ad in the program book (7.5” high x 4.5” wide)
- Event sponsorship listed in the program book
- Logo on General Session PowerPoint

**Gold** - $1,200 – No limit. *(Subject to remaining booth availability)*
- One Exhibit Booth for the November 5 Commodity Show & Food Service Exhibits
- Two full Conference registrations including meals (Nov. 5 & 6)
- Full-page Ad in the program book (7.5” high x 4.5” wide)
- Event sponsorship listed in the program book
- Logo on General Session PowerPoint

**Silver** - $600 – Limited.  **One sponsor per the following events:**
- **Tuesday Keynote Speaker**
- **Tuesday PM Break**
- **Tuesday Reception**
- **Wednesday Breakfast**
- **Wednesday AM Break**
- One full Conference registration including meals (Nov. 5 & 6)
- Half-page black & white program book ad (3.75” high x 4.5” wide)
- Signage at your sponsored function
- Sponsorships listed in the program book
- Recognition on the General Session PowerPoint

**Bronze** - $300 – No limit.
- Sponsorship listed in the program book and signage at the conference
- Admittance for one representative to Attendee Reception & Dinner on Tuesday
- Recognition on the General Session PowerPoint
  
  *Note: Bronze sponsorship level does not include full conference registration or meals*

Please complete the Sponsor Form and return with payment to PASBO.
SPONSORSHIP FORM

Yes, we’d like to become a sponsor for the 2019 Food Service Conference & Exhibits!

Please check off your sponsorship preference:

___ PLATINUM - $1,500 - Platinum Booth #’s – 40, 46, 56 or 61 (Subject to availability)
   Booth preference #_______

___ GOLD - $1,200 (Subject to remaining booth availability)
   Booth preference #_______

___ SILVER - $600
   Pick one of the following:
   ___ Tuesday Keynote Session  ___ Tuesday PM Break  ___ Tuesday Reception
   ___ Wednesday Breakfast  ___ Wednesday AM Break

___ BRONZE - $300

Company Name: ____________________________
Key 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 form with payment by October 4, 2019 to PASBO

Mailing Address: PASBO, 2608 Market Place, Harrisburg, PA 17110
Email: Karen Rogers at krogers@pasbo.org
Fax: (717) 540-1796. Questions? Please call PASBO at (717) 540-9551.
We hereby contract for exhibit booth space at the PASBO Food Service Conference & Exhibits to be held November 5-6, 2019 at the Radisson Hotel Harrisburg. Exhibits will be open on November 5, 2019 only.

PAYMENT MUST ACCOMPANY THIS CONTRACT
Booth preference #____________________________ $550 per booth

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 needs of the exhibitors and the association.

The rental fee for exhibit space includes booth space with two skirted 6-foot tables, two chairs, identification sign with booth number and company name, and free conference registrations for four company representatives for Tuesday only.

We understand additional requirements such as electricity, telephone, plumbing, furniture, booth carpeting, porters, drayage, etc., will be at an additional charge and paid directly by us, the exhibiting company. This contract is subject to conditions printed on the reverse side.

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

Company Name: ___________________________________________________________________________________________________

Company Website: _________________________________________________________________________________________________

Products or services to be exhibited: __________________________________________________________________________________

*PLEASE HAVE A NUTRITIONAL ANALYSIS SHEET OF THE PRODUCT AVAILABLE IN THE BOOTH.
*COMMODITY PROCESSORS—PLEASE BRING DIVERTED PRODUCT AGREEMENT SHEETS WITH YOU!

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

Company Name: ___________________________________________________________________________________________________

Brokerage Affiliation (if any) ___________________________________________________________ Contact Email: _______________________

Contact name: ____________________________ Contact Email: ____________________________

Mailing Address: ____________________________ City __________ State ______ Zip __________

Telephone #: _____________________________ Fax #: _____________________________

Date: _____________________________ Executed by: _____________________________

(Signature and Title)

Payment Information:

☐ Enclosed is my check payable to PASBO for $__________  ☐ Bill my Credit Card

Name on credit card ___________________________________________ Authorized Amt. $__________

Card No. ___________________________________________ Expiration Date _______________________

Signature ___________________________________________ Date Signed _______________________

PASBO Contact: Karen Rogers – PASBO  Phone: 717-540-9551  Fax: 717-540-1796

2608 Market Place  E-mail: krogers@pasbo.org

Harrisburg, PA  17110

An email confirmation will be sent when your booth is approved.

INTERNAL USE ONLY: This application for exhibit space has been accepted and Booth #__________ has been assigned.
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 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 August 30, 2019. A $150 service fee will be charged for cancellations received between September 1 and October 4, 2018. **No refunds will be made for booths cancelled after October 4, 2019.**

4. **INSTALLING AND DISMANTLING** (*Set-up time subject to change.*) – Exhibitors may set up their booth space on Monday, November 4, 2019 from 6:00 p.m. until 10:00 p.m. and on Tuesday, Nov. 5 from 7:00 a.m. until exhibits open at 11:00 a.m. All exhibits must be set-up and ready to go by exhibit time. Exhibit time will be from 11:00 a.m. to 2:45 p.m. on Tuesday, November 5. Tear down will begin immediately after the show, and all materials and equipment must be removed from the exhibit hall by 5:00 p.m. on Tuesday, November 5, 2019.

5. **USE OF SPACE** - All demonstrations and other sales activities must be confined to the limits of the exhibit booth. 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. Exhibitors can donate a prize valued at $100 or more to be announced at your booth during exhibit hours. Attendees must be present to win and can claim their prize at your booth. Exhibitors must notify PASBO of participation by October 4.

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. Vendors must have an insurance policy in the amount of $1,000,000 to cover any liability. 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.

11. **PASBO MAILING LABELS & ATTENDEEE LISTS** - Mailing labels of all PASBO food service members are available for purchase by exhibitors upon request. Exhibitors requesting mailing labels are expected to use them only to promote attendance at their booth and the exhibits. To order contact the PASBO office at 717-540-9551 or mwingfield@pasbo.org. A list of attendees will be emailed to exhibitors approximately two weeks before the conference and an updated list will be provided to exhibitors after the conference.

12. **ACCOMMODATIONS**: A room block has been reserved at Radisson Hotel Harrisburg for November 4 and November 5, 2019 at a cost of $116 single or double occupancy plus tax. To reserve a room, call the hotel at (717) 763-7117 by October 4, 2019.
SAVE THE DATE

for upcoming PASBO events!

PASBO 65th Annual Conference and Exhibits
March 17 – 20, 2020
David L. Lawrence Convention Center
Pittsburgh, PA

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Fax: (717) 540-1796
www.pasbo.org