

EXCITED!

We are excited to invite you to the 2019 PA Procurement Expo and Forum being held September 4 and 5 at the Harrisburg Farm Show Complex. This two-day event focusing on **Innovation** will feature hundreds of suppliers and state government agencies displaying their products and services at more than 350 exhibit booths. We are expecting procurement professionals from throughout Pennsylvania, including buyers/users/decision makers from state, county and local governments, as well as schools, colleges, non-profit entities, industry, public safety agencies, and healthcare institutions.

Our team is finalizing a dynamic program of seminars, hands-on workshop sessions, demonstrations, and other creative interactions between buyers and sellers. We are also planning several workshops specifically for current and potential suppliers, along with speed networking sessions on both Wednesday and Thursday. If you are not yet a Pennsylvania supplier, there will be an opportunity for you to learn how to become a supplier at our Supplier Services Hub.

NEW This Year!

- **Outdoor** display spaces.
- **Job Fair** on Thursday afternoon that will give exhibitors and government attendees time to engage with local talent at a convenient venue.
- **Specially-designed demonstration stage** in the exhibit hall providing Champions the opportunity to demonstrate their products/services.

Another priority for the Planning Committee is increasing the number of attendees. In addition to state agency representatives, more than 9,000 COSTARS member entities have been invited. We encourage you to help us publicize the Expo to your customers and contacts by utilizing the marketing pieces on our website or by contacting our conference planner at info@paprocurementexpo.com to have them emailed to you.

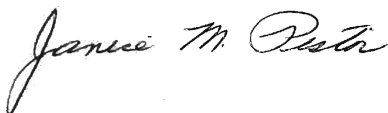
This networking and educational event for public procurement professionals will be a fantastic opportunity for suppliers to interact with and showcase their products and services to the thousands of interested attendees. We welcome your ideas and suggestions.

We hope you will join us in this unique opportunity and look forward to working with you to make it a successful event for all.

Ken Hess, Deputy Secretary



Janice Pistor, Chief Procurement Officer





2019 PA PROCUREMENT EXPO & FORUM SEPTEMBER 4 & 5, 2019 PA Farm Show Complex, Harrisburg, PA

Exhibitor Information Sheet

2019 Highlights

- An exciting opportunity to **showcase your products and services**.
- Procurement and purchasing staff, buyers, decision-makers, and users are anticipated from state and local government, public authorities, fire/EMS/police, schools, non-profits, and industry.
- More than **2,000 participants** expected.
- 350 exhibit spaces available, including outdoor spaces. Indoor space also available for vehicles/equipment.
- An **early bird registration discount** for all exhibitors who register and pay by July 5, 2019.
- **Dedicated exhibit hall hours** on Wednesday and Thursday.
- **Job Fair** added for Thursday afternoon for those looking to recruit talent for their open positions.
- **Extended break and lunch times** to allow attendees time in the exhibit hall.

Exhibit Hall Schedule

Tuesday, September 3	10 am – 6 pm	Exhibitor move in
Wednesday, September 4	10 am – 6 pm 4 pm – 6 pm	Exhibit hall open to all Networking/reception in exhibit hall
Thursday, September 5	8:00 am – 3:00 pm 3:00 pm – 7:00 pm	Exhibit hall open Exhibitor move out

Exhibitor Registrations Include:

One 6' draped table, back wall and side rail drapes, two chairs, wastebasket and a booth identification sign (up to 2 furnishing packages to be provided for 10x20 booths and 3 packages for 20x20 booths). Carpeting is included in most areas and free Wi-Fi Internet from the Farm Show is available. Electricity is available at an additional charge. Parking at the PA Farm Show Complex is also included.

PLUS...

- **Two full registrations** will be included with each 10x10 or larger exhibit space. One full registration is included with 8x8 exhibit spaces. Exhibitors are an integral part of the event and are encouraged to participate in educational breakout sessions, speed networking, lunches and breaks, and special networking events. Exhibit hall only badges will be provided at \$25/day for each of your other booth staff and include parking, lunch and breaks.
- **Your contact information and a brief description** of your company's products or services will be included in the program to be given to every attendee allowing you to update old clients on new developments while at the same time attracting new prospects.
- **A link to your company's Web Site** from the 2019 Expo Web Site will be created heightening your company's recognition among attendees and allowing attendees to instantly learn more about your products and services.
- **A post-conference attendee list** with full contact information will be sent to all exhibitors so you can follow-up with attendees after the conference.

For More Information or to Register: Visit www.paprocurementexpo.com or Contact our contract planner, Katrina Harris, Bridge Consulting Corp., at info@paprocurementexpo.com, 610.494.8044.



2019 PA PROCUREMENT EXPO & FORUM
September 4 & 5, 2019, PA Farm Show Complex, Harrisburg, PA
Exhibitor Registration Form

Contact Information (point of contact for additional conference information/logistics)

Name _____ Title _____
 Organization _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Phone _____ PA Vendor No. (if applicable) _____
 E-Mail _____
 Web Site Address _____

Exhibitor Registration Fees

Early Bird Registration--Payment received by July 5, 2019. EXTENDED TO JULY 12, 2019!

- 1 20x20 island booth (aisles on all sides) at \$2,800
- 1 20x20 peninsula/endcap booth (aisle on three sides) at \$2,600
- 1 10x20 booth (inline or endcap) at \$1,600
- 1 10x10 booth at \$850
- 1 10x10 booth at \$200 for PASSHE Universities
- 1 8x8 Small Business Booth (must be PA DGS self-certified small business) booth at \$350*
- 1 8x8 Booth at \$600 (limited no. available; will be close to doors for outdoor display space)
- 1 14x40 Outdoor display space at \$1,800

Registration--Payment received after July 12, 2019

- 1 20x20 island booth (aisles on all sides) at \$3,400
- 1 20x20 peninsula/endcap booth (aisle on three sides) at \$3,000
- 1 10x20 (inline or endcap) at \$1,900
- 1 10x10 booth at \$1,050
- 1 10x10 booth at \$200 for PASSHE Universities
- 1 8x8 Small Business Booth (must be PA DGS self-certified small business) booth at \$400*
- 1 8x8 Booth at \$650 (limited no. available; will be close to doors for outdoor display space)
- 1 14x40 Outdoor display space at \$2,000

Add Booth Staff at \$50 each (2 included with each 10x10 space; 1 included with 8x8 booth)

- Number of Additional Booth Staff x \$50 for two days _____
- Number of Additional Booth Staff x \$25 for one day _____
- Add Electric 1500 Watts (two days) \$65** (For different electric wattage, contact us for rates)

Exhibit Booth Selection (see floor plan)

First Choice: _____ **Second Choice:** _____ **Third Choice:** _____ **Fourth Choice:** _____

Job Fair (to be held Thursday afternoon, details to follow) _____ **Interested in More Information**

Payment

- Check (payable to "Bridge Consulting Corp – Expo") Taxpayer ID #20-0650892
- Visa MasterCard American Express

Name as it appears on card _____
 Billing Address _____
 Card No. _____ Exp. Date _____
 Signature _____

Mail, email or fax completed form and payment to: PA Procurement Expo, Attn: Katrina Harris, PO Box 1045, Linwood, PA 19061; Fax 610.494.7406; Phone 610.494.8044; info@paprocurementexpo.com

Cancellations: Cancellations received by June 7 will receive a full refund. Cancellations received between June 7 and July 31 will receive a refund, less a 35% administrative fee. After July 31, no refunds will be made.

*Limited to 1 per organization at the \$350 rate. Please contact us for availability of additional 8x8 booth space which will be at a higher rate.



2019 PA PROCUREMENT EXPO & FORUM

Exhibitor Terms and Conditions

Adherence to Terms/Contractual Agreement

Exhibitor's completion and submission of the registration form acknowledges receipt and agreement to these terms and conditions. As a condition of exhibiting, and when applying for space, the exhibitor agrees to adhere to all conditions and regulations outlined. Exhibitors or their representatives who conduct themselves in an unprofessional manner may be dismissed from the exhibition without refund or appeal.

Eligibility to Exhibit Conference management reserves the right to determine acceptability of applications for exhibit space. Applications and proposed exhibits will be accepted or rejected based on criteria including but not limited to the products' or services' professional or educational benefit to the attendees; products or services consistent with the mission, purpose and goals of the conference; and spatial constraints.

Space Assignment Exhibit space will be assigned according to the date the registration form and payment is received and the number of booths requested. When possible, conference management will accommodate the exhibitor's booth choices in order of preference. Notwithstanding the above, conference management reserves the right to make and/or change location assignments at any time as it may in its sole discretion deem necessary.

Payment Terms Payment in full is required to reserve space.

Failure to Occupy Space If an exhibiting company has not arrived one hour prior to the hall opening, conference management reserves the right to re-assign the space with no obligation of a refund. If exhibit material has been delivered to the booth but not been assembled, conference management reserves the right to place the material in storage. If the exhibitor arrives after the material has been stored and would like the material brought back to the show floor, the exhibitor may be charged a drayage fee. Failure to occupy exhibit space does not relieve the exhibitor from the obligation to pay the full booth registration fee. There will be no refund for exhibitors who for any reason do not exhibit and have not submitted a written cancellation request prior to stated deadlines.

Installation and Dismantle Installation and dismantle times will be set by conference management. Larger exhibits such as vehicles will need to be set up on Friday, August 30. All exhibits must be fully operational by 9:45 a.m. on Wednesday. For safety reasons, exhibitors are prohibited from dismantling booths prior to official close of exhibit hours. Tear down of exhibits will begin promptly after the close of exhibits.

Badges & Admission to Hall Badged exhibitors may enter the exhibit hall beginning Tuesday morning (exact time to be communicated prior to the start of the conference) for purposes of set-up and remain one-half hour after the official close time. Badged exhibitors may enter the exhibit hall one hour before opening on Wednesday and Thursday. No distributors or suppliers of an exhibiting company will be allowed admission to the

exhibit hall unless an active exhibitor agrees to register them.

Exhibit Conduct (a) Distribution of promotional or educational materials may be conducted and circulated only within the booth assigned to the exhibitor. (b) Aisles may not be obstructed at any time. (c) No exhibitor may sublet or assign exhibit space. (d) Noise from electrical or mechanical apparatus or presentations within the booth must not interfere with other exhibitors. Conference management reserves the right to determine at what point sound constitutes interference with others.

Exhibitor Appointed Contractors An exhibitor choosing to use services other than those provided through the official service contractors must notify conference management at least 15 days prior to the opening of the exhibits. A form for notification and insurance will be in the Exhibitor Service Kit.

Liability and Indemnification Exhibitors must surrender the space occupied in the same condition as received. Exhibitors are required to strictly comply with all terms of their agreement as contained in the registration materials, exhibitor service kit, and correspondence from conference management. Exhibitors shall indemnify and hold harmless conference management and the facility and its servicing agents from all liability (damage, accident or loss) which might ensue from any cause resulting or connected with the transport, placement, removal or display of any materials or equipment. Further, exhibitors shall assume responsibility for any claims arising out of the use of the facility for exhibit purposes. Exhibitors shall agree to indemnify and defend conference management and the facility and its owners, agents and employees against any claims or expenses arising out of the use of the premises for exhibit purposes.

Exhibitors are responsible for carrying sufficient insurance for protection of property against fire, theft, vandalism or destruction by any cause. Exhibitors are also responsible for appropriate workers compensation and general liability insurance. Conference management shall not in any manner or for any cause be liable or responsible to exhibitors or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition.

Food and Beverage Exhibitors are prohibited from distributing food and beverages from their booth with the exception of items such as small pieces of candy. Exceptions may be made for food suppliers with advance discussion with the Expo's contract planner.

Security Security service is not provided to individual booth spaces. Hall security will be provided when closed.

Expo Cancellation It is mutually agreed that if the Expo is cancelled due to disaster, severe weather, labor dispute, governmental intervention, malicious damage, acts of war, or other causes which prevent its scheduled opening or continuance, then the agreement will be terminated, and Expo management shall determine an equitable basis for any refund of such portion of the exhibit fee as is possible, after consideration of expenditures and commitments already made; the Expo may also be re-scheduled.



**2019 PA PROCUREMENT EXPO & FORUM
SEPTEMBER 4 & 5, 2019
PA Farm Show Complex, Harrisburg, PA**

Expo Champion Opportunities

Maximize your marketing investment by becoming an Expo Champion. Receive additional exposure before, during and after the event. Create a lasting impression with Expo & Forum participants.

TITANIUM CHAMPIONS - \$15,000

Includes up to a 20x20 booth. Titanium Champions can select one of the following sponsorship opportunities:

- **Sponsor keynote speaker for opening general session on Wednesday morning; includes opportunity to welcome attendees and introduce keynote speaker, speaker to be present at your booth immediately after speaking; or,**
- **Co-Sponsor audio-visual/IT/video/photography for Expo (two sponsorships available).**

Titanium Champions also receive:

- **Premium Booth location in exhibit hall**
- **Invitation for six to attend VIP Luncheon with senior COPA staff on Wednesday**
- **Full-page print ad in program**
- **Ten full conference registrations**
- **First choice of time slots for presentation on demonstration stage in exhibit hall**
- **Acknowledgement at General Session and Certificate of Appreciation**
- **Listing as a Champion on the Expo Web Site and link to your Web Site**
- **Champion ribbons to identify your staff**
- **Company name on on-site signage**

PLATINUM CHAMPIONS - \$10,000

Includes up to a 20x20 booth. Platinum Champions can select one of the following sponsorship opportunities:

- **Co-Sponsor Wednesday Networking/Reception Event (two sponsorships available) includes signage at event and opportunity to welcome attendees to the event; or,**
- **Co-Sponsor Attendee Tote Bags (two sponsorships available) with company brochure inside bags; or,**
- **Sponsor shuttle bus transportation to/from parking lots and to/from off-site visits.**

Platinum Champions also receive:

- **Premium Booth location in exhibit hall**
- **Invitation for five to attend VIP Luncheon with senior COPA staff on Wednesday**
- **Half-page print ad in program**
- **Eight full conference registrations**
- **Opportunity for presentation on demonstration stage in exhibit hall**
- **Acknowledgement at General Session and Certificate of Appreciation**
- **Listing as a Champion on the Expo Web Site and link to your Web Site**
- **Champion ribbons to identify your staff**
- **Company name on on-site signage**

GOLD CHAMPIONS - \$7,500

Includes up to a 20x20 booth. Gold Champions can select one of the following sponsorship opportunities or provide in-kind sponsorship:

- Sponsor of name badges/lanyards and scanning technology; or
- Sponsor of lunch on Wednesday or Thursday (two sponsorships available each day); includes signage at event and opportunity to welcome attendees to the event.

Gold Champions also receive:

- Premium Booth location in exhibit hall
- Invitation for three to attend VIP Luncheon with senior COPA staff on Wednesday
- Half-page print ad in program
- Six full conference registrations
- Opportunity for presentation on demonstration stage in exhibit hall
- Acknowledgement at General Session and Certificate of Appreciation
- Listing as a Champion on the Expo Web Site and link to your Web Site
- Champion ribbons to identify your staff
- Company name on on-site signage

SILVER CHAMPIONS - \$5,000

Includes up to a 20x10 booth. Silver Champions can select one of the following sponsorship opportunities or provide in-kind sponsorship:

- Sponsor of exhibit hall security for Tuesday, Wednesday and Thursday; or,
- Sponsor of on-site signage to include banners, directional signs, and table tents; or,
- Sponsor of Wednesday am or pm break or Thursday am break; includes signage at event.

Silver Champions also receive:

- Premium Booth location in exhibit hall
- Invitation for three to attend VIP Luncheon with senior COPA staff on Wednesday
- Quarter-page print ad in program
- Four full conference registrations
- Opportunity for presentation on demonstration stage in exhibit hall
- Acknowledgement at General Session and Certificate of Appreciation
- Listing as a Champion on the Expo Web Site and link to your Web Site
- Champion ribbons to identify your staff
- Company name on on-site signage

BRONZE CHAMPIONS - \$2,500

Includes a 10x10 booth. Bronze Champions also receive:

- Premium Booth location in exhibit hall
- Three full conference registrations
- Quarter-page print ad in conference program
- Invitation for two to attend VIP Luncheon with senior COPA staff on Wednesday
- Acknowledgement at General Session and Certificate of Appreciation
- Listing as a Champion on the Expo Web Site and link to your Web Site
- Champion ribbons to identify your staff
- Company name on on-site signage

For More Information or to Register: www.paprocurementexpo.com

*Contact our contract planner, Katrina Harris, Bridge Consulting Corp.,
kharris@bridgeconsultingcorp.com, 610.494.8044, if you would like to discuss customizing a
sponsorship to fit your goals and budget.*



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 Phone _____ PA Vendor No. (if applicable) _____
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 Web Site Address _____

Champion Registration Fees

- Titanium Champion – Keynote Speaker Sponsor - at \$15,000
- Titanium Champion – AV/IT/Video/Photo Co-Sponsor – at \$15,000
- Platinum Champion – Networking/Reception Co-Sponsor – at \$10,000
- Platinum Champion – Attendee Tote Bag Co-Sponsor – at \$10,000
- Platinum Champion – Shuttle Bus – at \$10,000
- Gold Champion – Name Badges/Lanyards – at \$7,500
- Gold Champion – Wednesday Lunch Co-Sponsor – at \$7,500
- Gold Champion – Thursday Lunch Co-Sponsor – at \$7,500
- Silver Champion – Exhibit Hall Security – at \$5,000
- Silver Champion – Signage – at \$5,000
- Silver Champion – Wednesday AM Break – at \$5,000
- Silver Champion – Wednesday PM Break – at \$5,000
- Silver Champion – Thursday AM Break – at \$5,000
- Bronze Champion at \$2,500

Add Electric

- 1500 Watts (two days) \$65 _____ (For different electric wattage, contact us for rates)

Exhibit Booth Selection (see floor plan)

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