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PCMA PHL Education Day and Trade Show

Thursday, September 7, 2023

Convene at Commerce Square
2001 Market Street, Philadelphia, PA 19103

EXHIBIT OPPORTUNITIES

AGENDA

7:30am-10:45am	Trade Show Set Up
10:00am-11:00am	Education Day Registration
11:00am-12:30pm	Session One
12:30pm-2:30pm	Trade Show and Trade Show Style Lunch
2:30pm-4:00pm	Session Two
4:00pm-6:00pm	Trade Show and Reception
6:00pm-7:00pm	Trade Show Tear Down

EXHIBIT OPPORTUNITIES

Exhibitor – Level One: \$500

Includes:

One 2.5' wide, high-top table

Pre-event attendee list (name, title, company, email) for one-time use for planners who opted-in to receive emails

Post-event attendee list (name, title, company, email) for planners who opted-in to receive emails

Company listing on event slides

Company listing on event signs

Company listing on select pre-event marketing materials

Does not include:

Registrations fees

Linen (Must bring own linen if wanted but not required)

Exhibitor – Level Two: \$750

Includes:

One 6' x 2.5' table, two chairs

Pre-event attendee list (name, title, company, email) for one-time use for planners who opted-in to receive emails

Post-event attendee list (name, title, company, email) for planners who opted-in to receive emails

Company listing on event slides

Company listing on event signs

Company listing on select pre-event marketing materials

Does not include:

Registrations fees

Linen (Must bring own linen if wanted but not required)

SPONSOR OPPORTUNITIES

In addition to the opportunities already being offered by PCMA PHL's sponsorship program, this event offers the following event-specific sponsorships. Please contact Erica Keagy, Managing Director of PCMA PHL, at gppcma@comcast.net or call 610-220-1232.

Trade Show Bag Sponsor, \$600

One sponsorship is available.

Sponsor must provide bags for all planner attendees. Approximately 100 will be needed.

The bag size must be at least 9" x 12", or larger, with handles.

Includes:

Pre-event attendee list (name, title, company, email) for one-time use for planners who opted-in to receive emails

Post-event attendee list (name, title, company, email) for planners who opted-in to receive emails

Company listing on event slides

Company listing on event signs

Company listing on select pre-event marketing materials

Does not include:

The cost and ordering of the bags

An exhibit table

Registration fees

Lanyard Sponsor, \$600

One sponsorship is available.

Sponsor must provide lanyards for all attendees, approximately 200.

Lanyards must be compatible with PCMA PHL badge materials and must be shipped to PCMA PHL two weeks prior to the event. Staff will attach lanyards to the badges, but cannot guarantee all attendees will utilize lanyards.

Includes:

Pre-event attendee list (name, title, company, email) for one-time use for planners who opted-in to receive emails

Post-event attendee list (name, title, company, email) for planners who opted-in to receive emails

Company listing on event slides

Company listing on event signs

Company listing on select pre-event marketing materials

Does not include:

The cost and ordering of lanyards

An exhibit table

Registration fees

Signature Cocktail Sponsor, \$600

One sponsorship is available.

Sponsor will work directly with the venue to determine the cocktail and will pay venue prior to arrival for all costs incurred.

Details must be confirmed with venue at least ten (10) days prior to the event.

Specialty drink will be served 4:00pm-6:00pm

Includes:

Pre-event attendee list (name, title, company, email) for one-time use for planners who opted-in to receive emails

Post-event attendee list (name, title, company, email) for planners who opted-in to receive emails

Company listing on event slides

Company listing on event signs

Company listing on select pre-event marketing materials

Does not include:

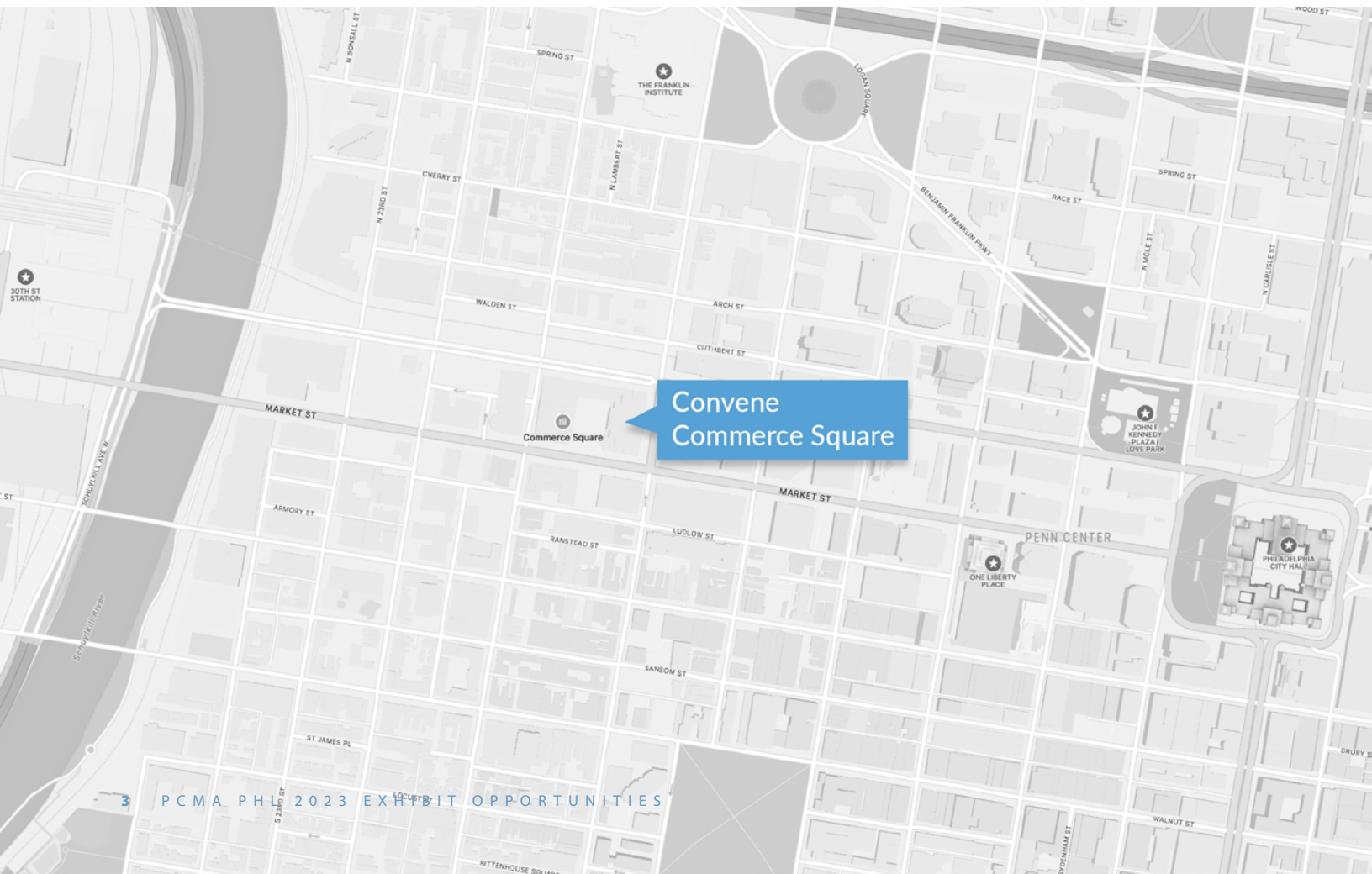
The cost and ordering of the cocktail

An exhibit table

Registration fees

EXHIBITOR NOTES

- There are a limited number of exhibits for sale (29). An application process will be required, and reviewed by the trade show committee. Priority will be given to PCMA PHL members in good standing. Applications are due by July 7, 2023. Applicants will be informed if their applications have been accepted by July 21, 2023.
- PCMA PHL Education Day existing sponsors will be given a high-top table as part of their sponsorship. To upgrade to a 6-foot table, there will be an additional charge of \$250. Sponsors must notify PCMA PHL if they want to upgrade by July 7, 2023.
- All exhibitors will be required to register for Education Day separately. Registration fees for member exhibitors will be \$95.00, and \$105.00 for non-member exhibitors through August 24, 2023. Rates increase by \$20.00 after this date. A member is defined as a PCMA member in good standing of PCMA and the Greater Philadelphia Chapter.
- During the trade show hours, exhibitors are limited to two representatives at high-top tables and three exhibitors at six-foot exhibits. Additional representatives are permitted and encouraged to register and attend Education Day, but we want to make sure the number of exhibitors at each table is not overwhelming or intrusive to neighboring exhibits.
- Exhibitors are not permitted to bring food or drinks unless they are pre-packaged items.
- There are no electrical hook-ups available.
- On September 7, 2023, exhibits must be setup by 10:45am, and cannot be dismantled until 6:00pm.
- Exhibitors are encouraged to supply donations for the PCMA PHL silent auction on November 30, 2023 rather than having raffles at the trade show.



2023 EDUCATION DAY AND TRADE SHOW EXHIBIT SPACE APPLICATION AND AGREEMENT

Exhibiting Company Information

*Please enter information exactly as you wish it to appear in all PCMA PHL 2023 materials.

Exhibiting Company Name:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Exhibit Contact

*Please provide information for the person to whom all correspondence should be sent from PCMA PHL.

Primary Contact Name:

Email:

Phone:

Space Requests

Table size desired: *(choose one)*

Level One: 2.5' wide, high-top table (Note: No chairs are available for this level)

Level Two: 6' x 2.5' table, two chairs

Payment terms and agreement acceptance

Upon receipt of the invoice, the Exhibit Company is required to submit payment in full within twenty-one (21) days of the invoice date unless otherwise noted. After twenty-one (21) days or the payment due date noted on the invoice, the Exhibit will be withdrawn. Payment reminders will not be sent.

The individual signing this application and agreement is an authorized representative of the company with the full power and authority to sign and deliver this agreement. A signature on this application indicates understanding and agreement to comply with all policies terms and conditions, including but not limited to the Exhibitor Terms and Conditions, and any others issued by PCMA PHL.

Printed Name:

Title:

Signature:

Date:

or email to: gppcma@comcast.net

EXHIBITOR TERMS AND CONDITIONS

We are applying for exhibit space at the PCMA PHL Education Day and Trade Show, to be held Thursday, September 7, 2023, at Convene Commerce Square, Philadelphia, PA, USA. As such, we agree to comply with the rules and regulations and to the conditions under which exhibit space in the conference venue is leased to PCMA PHL both of which by reference are fully incorporated herein. Only a company or organization identified and approved by PCMA PHL via a signed application and contract for exhibit space, submitted online, may participate as a supporter of the PCMA PHL Education Day and Trade Show. When the completed and signed application is received by PCMA PHL it shall become binding upon both PCMA PHL and the Exhibitor with respect to exhibit space assigned.

ASSIGNMENTS

PCMA PHL assigns exhibit booths giving priority to members and to current/prior event sponsors. PCMA PHL will formally finalize exhibit space assignments and confirm sponsorships when full payment has been received. PCMA PHL reserves the right to relocate and exhibitor or modify a sponsorship due to unforeseen situations before or during the event. In the judgment of PCMA PHL, if it becomes necessary to change the original allocation of space, PCMA PHL will do so by notification to the authorized representative of the Exhibit company.

PAYMENT TERMS AND AGREEMENT ACCEPTANCE

Upon receipt of the invoice the Exhibit Company is required to submit payment in full within twenty-one (21) days of the invoice date unless otherwise noted. After twenty-one (21) days or the payment due date noted on the invoice, the Exhibit Company will be withdrawn. As a reminder, Exhibit Space is not considered finalized until payment is received.

ELIGIBILITY

PCMA PHL reserves the right to determine eligibility of any company or product to participate in the trade show at any time. PCMA PHL may refuse to accept an application for rental of exhibit space, or terminate an already executed contract with, any company determined by PCMA PHL to be in competition with PCMA PHL or whose goods and/or services are not in its sole discretion, compatible with and complimentary to the PCMA Education Day and Trade Show, membership, or the meetings and events industry.

CANCELLATION POLICY

Exhibit space may not be cancelled after the agreement is signed. Payment is non-refundable.

TERMINATION OF MEETING AND EXHIBITS

Should the premises in which the PCMA PHL Education Day and Trade Show is to be held becomes, in the sole judgment of PCMA PHL, unfit for occupancy, or should the conference and exhibit be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of PCMA PHL, the Exhibit Space may be terminated. PCMA PHL will not incur any liability for damages sustained by Exhibitor as a result of such termination. In the event of such termination the Exhibitor expressly waives such liability and releases PCMA PHL of and from all claims for damages and agrees that PCMA PHL shall have no obligations except to refund to the Exhibitor the amount the Exhibitor paid to PCMA PHL.

CALENDAR CHANGE

Should PCMA PHL elect to change the Education Day and Trade Show date in its sole discretion and for a reason other than venue default or Force Majeure occurrence, the Parties agree that the date change will not be treated as a PCMA PHL cancellation.

LIMITATION OF LIABILITY

PCMA PHL, its service contractors, the management of the PCMA PHL Education Day and Trade Show or any of the officers, staff members or directors of any of the aforesaid parties will not be responsible for any loss, injury or damage whatsoever or howsoever arising, which may occur to an Exhibitor or to its agents, or employees, or to its contractors and its agents and employees, or the property or ware of the Exhibitor, arising from any cause whatsoever, prior, during or subsequent to the period of this exhibit. Each Exhibitor expressly releases PCMA PHL and the conference venue from any and all claims for any such injury, loss, or damage.

EXHIBITOR LIABILITY AND INSURANCE

If PCMA PHL or the Venue Parties are held liable for any event which might result from a particular Exhibitor's action or failure to act; such Exhibitor shall reimburse PCMA PHL or the Venue Parties and hold PCMA PHL or the Venue Parties harmless from liability resulting there from. The Exhibitor assumes responsibility and agrees to indemnify and defend PCMA PHL and the conference venue, and the Venue's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises. PCMA PHL shall not be liable for loss or damage of any property of Exhibitor which Exhibitor may suffer during installation or removal or during the Event itself by reason of burglary, fire, accident, or any destructive cause. The Exhibitor understands that neither PCMA PHL nor the Venue Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Insurance, if desired, must be procured by the Exhibitor. Exhibitor shall, at its own expense, secure and maintain through the period of the Event, inclusive of move-in and move-out days, commercial liability insurance with combined single limit of at least \$1,000,000.00 each occurrence for bodily injury and property damage. Such insurance shall name the following: PCMA Greater Philadelphia Chapter, Convene Commerce Square, Philadelphia, PA, USA and their respective members, officers, agents, and employees. At least 30 days prior to the move-in date, Exhibitor shall provide PCMA PHL with Certificate of Insurance as evidence of coverage.

Each Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify PCMA PHL against any claims, damages, loss, or exposure, including attorney's fees and costs, arising out of, or related to any alleged ADA violation.

The Exhibitor assumes responsibility and agrees to indemnify and defend PCMA PHL and the conference venue, and the Venue's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither PCMA PHL nor the Venue Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

REGISTRATION

All exhibitors will be required to register for the PCMA Education Day and Trade Show through a separate registration. Registration fees for member exhibitors will be \$95.00, and \$105.00 for non-member exhibitors through August 24, 2023. Rates increase by \$20.00 after this date. A member is defined as a PCMA member in good standing of PCMA and the Greater Philadelphia Chapter. No exhibitors will be permitted to attend the event without a paid registration.

EXHIBIT SPACE AND DÉCOR GUIDELINES

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. There are no hanging signs or step and repeat banners/backdrops permitted. This is a table top only show. There are no electrical hookups available. Exhibitors are not permitted to bring food or drinks unless they are pre-packaged items.

Exhibitors will be able setup between 7:30am and 10:45am on Thursday, September 7, 2023. After this time, the trade show will be closed. Exhibitors are encouraged to attend the education session. Exhibitors will not be permitted to dismantle exhibits until 6:00pm.

FAILURE TO OCCUPY SPACE

Any exhibitor failing to occupy space by 10:45 am on Thursday, September 7, 2023, is not relieved of the obligation to pay full rental price for the space. PCMA PHL will have the right to use exhibit space as it sees fit, provided the space is not occupied one hour prior to the scheduled exhibit hall opening.

SHARING SPACE

No subletting or sharing of exhibit space is permitted. Only one company is permitted to exhibit at each exhibit space. Exhibitors may not release or assign any of their contracted exhibit space to any other company.

AMENDMENT OF RULES

PCMA PHL reserves the right to make changes, amendments, and additions to the terms and conditions, the Exhibitor Rules and Regulations, or other show requirements or rules at any time, and all changes, amendments, and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised in writing of any such changes. Any matters not specifically covered are subject to the discretion of PCMA PHL.

Questions? Contact Erica Keagy, Managing Director of [PCMA PHL](mailto:gppcma@comcast.net), at gppcma@comcast.net or call 610-220-1232.