



## PCB EXHIBITOR PROSPECTUS

### ABOUT THE PCB ANNUAL CONFERENCE

**Don't miss your opportunity to participate in PCB's Annual Conference.** The PCB Annual Conference increases your organization's visibility and exposure to behavioral and community health professionals. As the leader in substance use, community and behavioral health professional credentialing in Pennsylvania, PCB's Annual Conference attracts sponsors and exhibitors including treatment programs, educational institutions, home study organizations, technology-based companies, and national behavioral health organizations.

**Who are the attendees?** Our attendees include treatment program managers and administrators, counselors, clinical supervisors, co-occurring disorders professionals, prevention specialists, criminal/juvenile justice professionals, case managers, ancillary workers, recovery and peer specialists, interventionists and social workers. Increase your brand recognition, display your products and services and take advantage of multiple networking opportunities with attendees.

### BENEFITS OF EXHIBITING

**All exhibitors who complete the exhibitor contract and fulfill payment by February 28, 2023, receive:**

- One complimentary full conference registration
- Two complimentary exhibit-only badges for additional staff working at the exhibit
- A listing in conference program booklet distributed virtually through email to all attendees
- A listing on the conference section of the PCB website
- Direct access to 400 behavioral and community health professionals

### NETWORKING OPPORTUNITIES FOR EXHIBITORS

PCB has designed the exhibit area set-up for maximum exposure of all spaces to the various events taking place in the exhibit areas. These events include:

**Continental Breakfasts:** Continental Breakfast buffet will be held in the exhibit area on Monday and Tuesday morning.

**Refreshment Breaks** All refreshment breaks will be held in the exhibit area. This maximizes the time that exhibitors can network with attendees.

**Meeting Area:** Tables will be placed throughout the exhibit area making it comfortable and easy for conference attendees to network with exhibitors and other professionals throughout the conference.

## EXHIBIT OPPORTUNITIES

**Exhibit Space:** Exhibit space includes one (1), eight (6) foot skirted table, and two chairs. Additionally, exhibit space includes one complimentary full conference registration per space and two complimentary exhibit-only badges for additional company staff working at the exhibit. There are three different areas for exhibitors. Please review the layout and map carefully.

**Cost:** \$600.00 for exhibitors completing the contract before February 15, 2023. and \$640.00 for exhibitors completing the contract after February 15, 2023. ***Space is limited. Reserve early to ensure available space and to secure a preferred location in the exhibit area.***

## GENERAL INFORMATION

**Hotel Reservations:** A block of rooms has been reserved at the Harrisburg Hilton at a special conference rate of \$146 for a standard room per night, several small suites are also available at a higher but also discounted rate.

Reservations should be made by contacting the Harrisburg Hilton at (717) 233-6000 please indicate group code: CERBD when calling to receive the conference rate or [click here for online reservations](#). Room reservations must be completed by **April 3, 2023**, to receive these special rates.

**Exhibitor Contract:** All exhibitors must complete the Exhibit Space Contract and return it with payment. Contracts will not be processed without payment. Exhibitors must name **one** individual as the authorized representative in charge of the exhibit. This representative will be responsible for satisfying all contractual obligations to PCB about exhibiting at the PCB Annual Conference. This individual will also act as the primary source of communication between the exhibitor and PCB.

**Exhibitor Registration:** Once your exhibitor payment is processed, you will receive an Exhibitor Conference Registration Form to officially register for trainings during the PCB Annual Conference. In addition to the one full registration included in your exhibit fee, up to two additional exhibit staff working only in the exhibit hall may do so at no additional cost. Additional exhibitors who wish to attend the conference trainings must submit a conference registration form.

## EXHIBIT HALL SCHEDULE\*

### Sunday, April 23

4 pm : Exhibitor Set-up

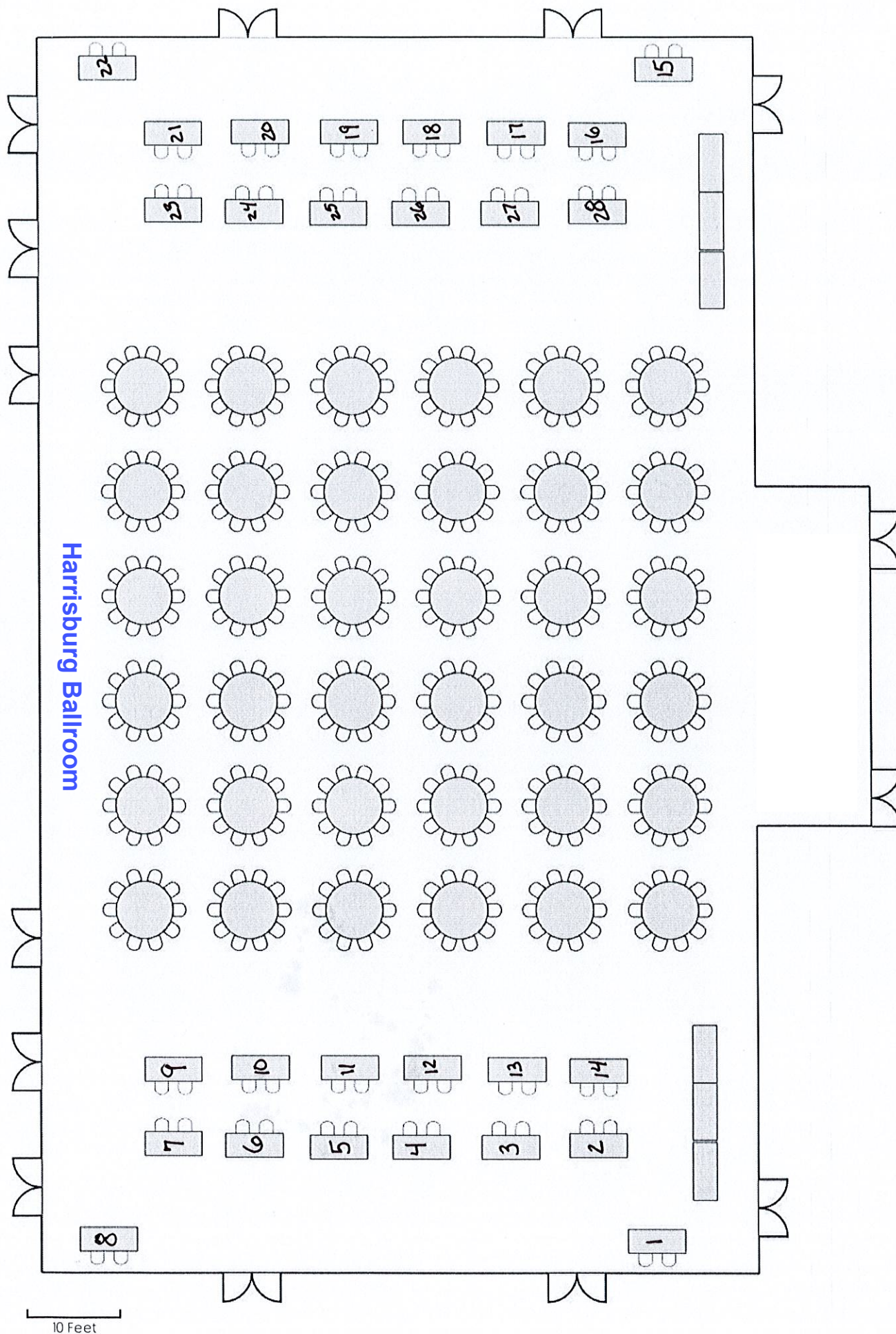
### Monday, April 24

7:00am – 8:30am: Continental Breakfast  
8:30am-10:00am- Ethics Panel Discussion  
10:00am - 10:15am: Refreshment Break  
12:15pm - 1:00pm: Lunch  
3:00pm - 3:15pm: Refreshment Break

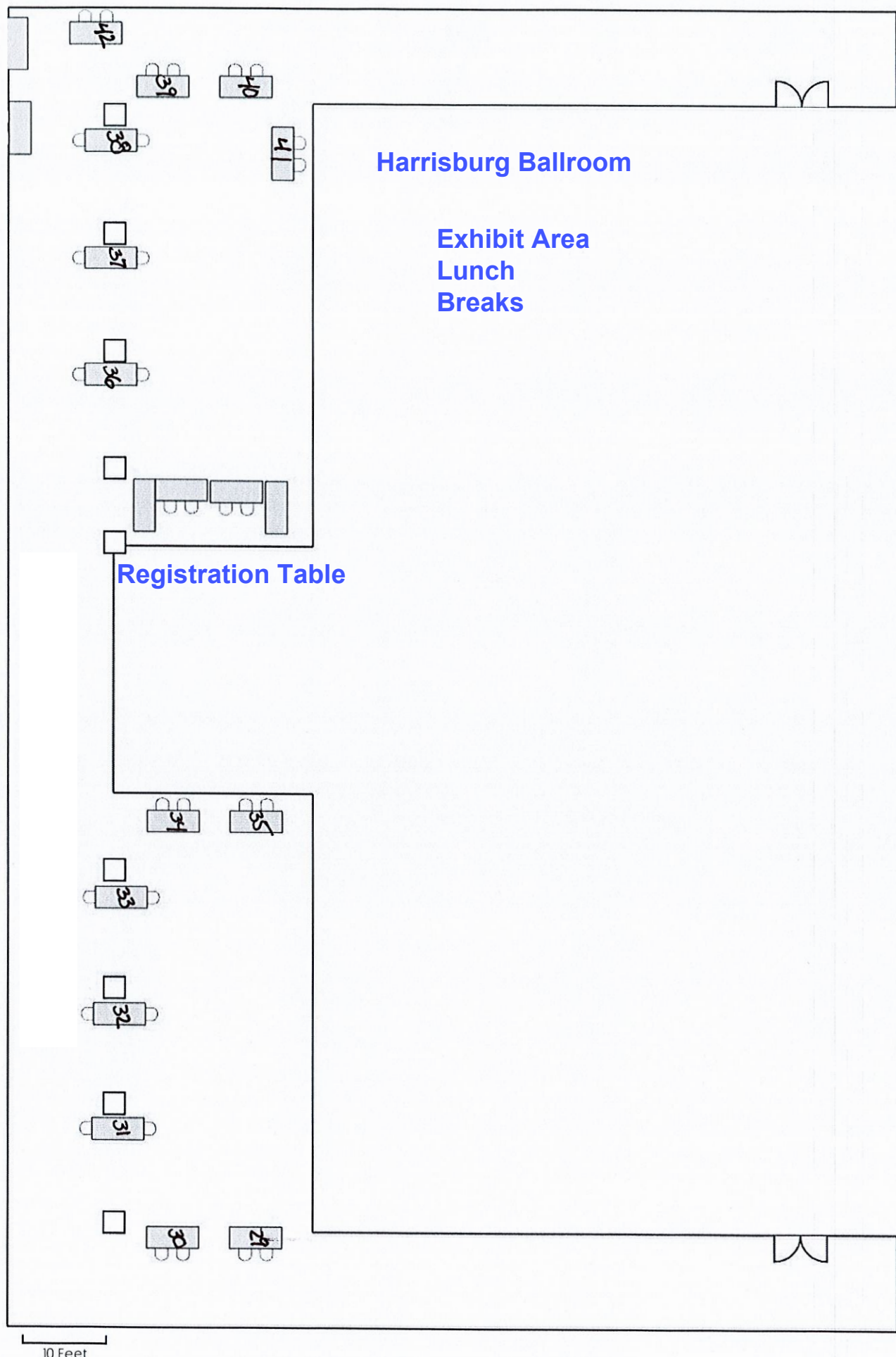
### Tuesday, April 25

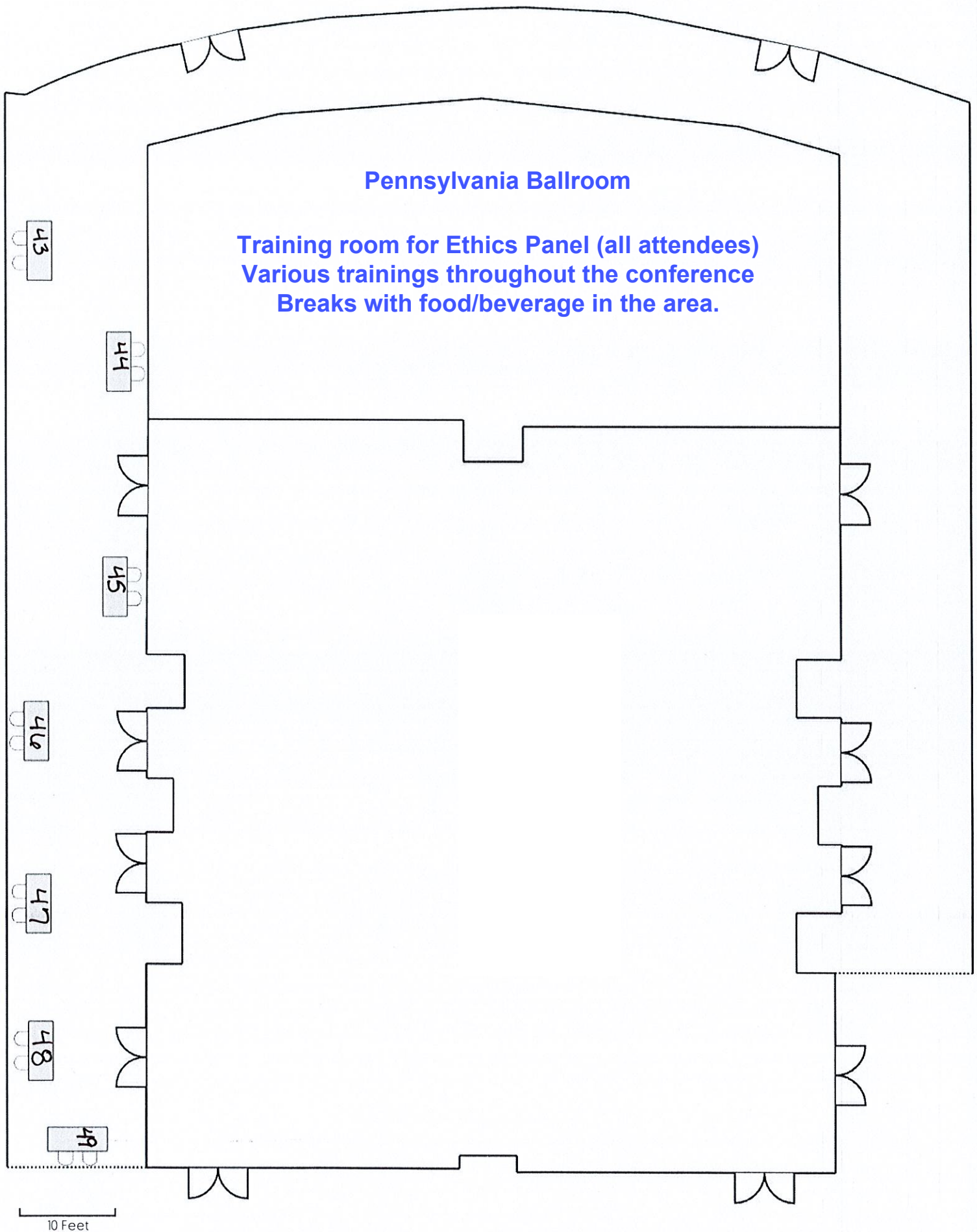
7:00am - 9:00am: Continental Breakfast  
10:30am - 10:45am: Refreshment Break  
11:00am: Exhibitor Break Down

\*subject to change







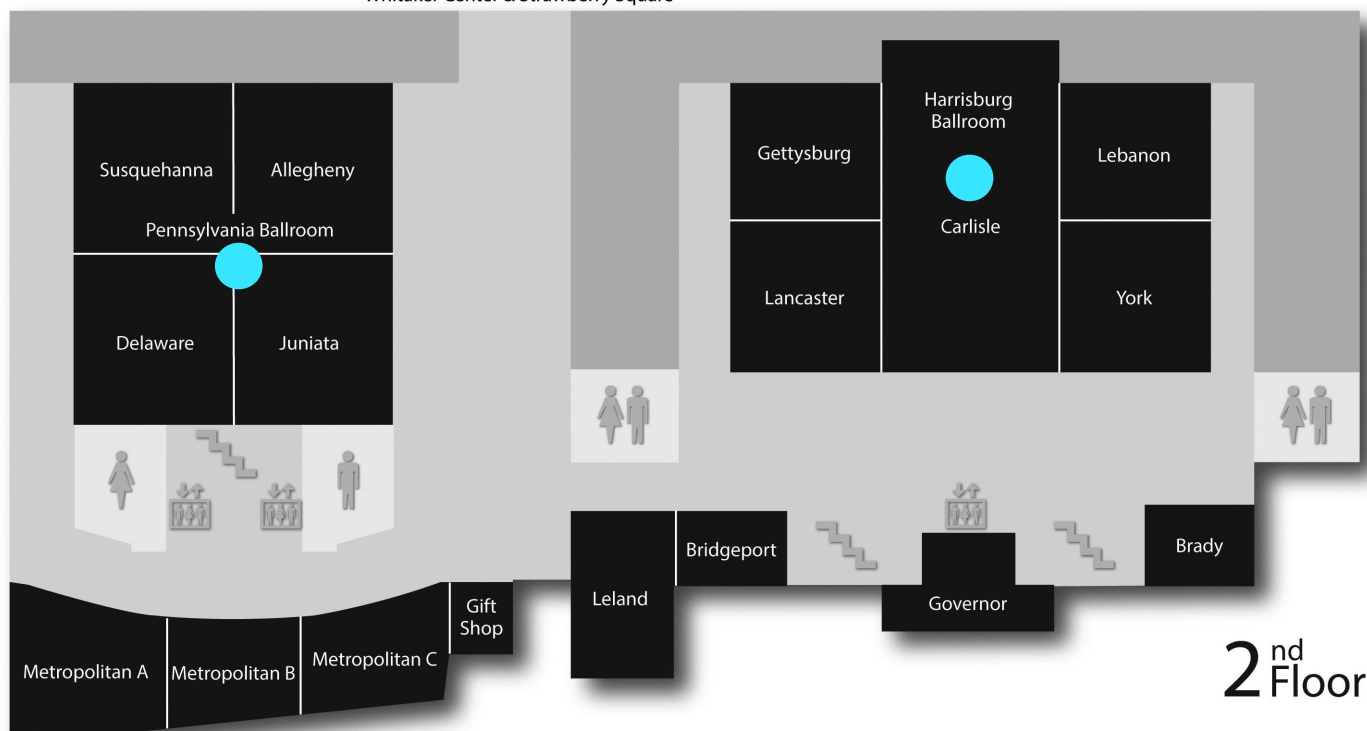


# Maps of the Facility

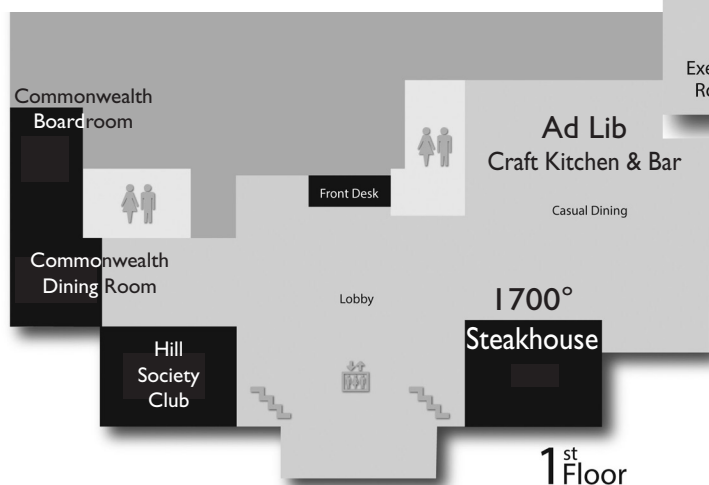
## *Harrisburg Hilton Hotel*



↑ To Parking Garage  
Whitaker Center & Strawberry Square



● Exhibit Areas



# PCB Annual Conference | Exhibit Space Contract

April 24th -April 25th, 2023 | Harrisburg, PA

Application to exhibit this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ by and between hereinafter called "Exhibitor" and PCB. In accordance with the terms, conditions and regulations governing exhibits of the PCB Conference at the Harrisburg Hilton in Harrisburg PA, April 24 – April 25, 2023, the undersigned hereby makes application for exhibit space which, when accepted by PCB, becomes a contract. Terms and conditions in the exhibitor prospectus are part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions, and regulations as set forth in this agreement or as may be especially designated by PCB or the Harrisburg Hilton. Failure to abide by such rules and regulations results in forfeiture of all monies paid to PCB under terms of this agreement.

**Cost:** \$600.00 for exhibitors that complete contract by Feb 15, 2023 and \$640.00 for exhibitors completing the exhibitor contract after February 15, 2023.

**Registration:** The exhibit space fee includes one full conference registration and two exhibit only registrations. Additional individuals who wish to attend the conference trainings must register separately.

**Please indicate the name of the person(s) who will be officially representing the exhibitor at the conference:**

## EXHIBITOR INFORMATION

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Booth Preference:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Special Requests or Electricity Needs:** Electricity is subject to additional charges to the Exhibitor.

\_\_\_\_\_

## FULL CONFERENCE REGISTRATION

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## EXHIBIT ONLY REGISTRATION

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Exhibit Rules and Regulations

**Exhibit Space Assignment:** PCB's sponsors will have first selection of exhibit spaces. Following their selections, exhibit space assignments will be on a first-come, first-served basis. Requests for exhibit space must include payment to be processed. PCB reserves the right to make changes to the floor plan as necessary. If you have specific preferences for location, please list 3 choices on the exhibit hall map provided.

**Sponsorship:** Event sponsorship is on a first-come, first-served basis. Sponsorships received before February 28, 2023, will be listed in the conference program booklet. Sponsored events will be awarded as received by PCB. ***Sponsorship will not be confirmed unless it is accompanied by payment.*** You will receive confirmation of your event sponsorship after payment is received. If your selection is no longer available, you will be given the opportunity to select another sponsorship.

**Security:** PCB does not provide security service. Exhibitors are solely responsible for exhibit material.

**Use of Space:** Exhibitors shall not assign, share, or sublet any space without written consent of PCB. Care must be taken that no display extends more than 8 feet above the floor or more than 8 feet in depth from the back wall of the space or interfere with the view of other exhibitors. No part of the display may exceed the height of the side walls.

**Liability:** PCB and the Harrisburg Hilton will not be responsible for the safety of the property of the exhibitors from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold PCB and the Harrisburg Hilton and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by negligence of the exhibitors or those holding under the exhibitor and further, exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from all losses, costs, damages, liability or expense arising from or out of or by any reason of accident of bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitees which arises from or out of by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof.

**Failure to Occupy Space:** The exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the exhibit set-up period. This space may be resold, reassigned or used by PCB in any manner deemed suitable. There will be no refund for space unoccupied.

**Cancellation:** If the conference or exhibit is cancelled due to circumstances beyond the control of PCB, PCB will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the space.

**Selection of Exhibitors:** Only organizations whose services are appropriately related to the purpose of PCB shall be permitted to exhibit. PCB reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate, and applies to all persons, things, printed matter, products and conduct.

**Exhibitor Description:** Attach a brief description (100-200 words) of services/products offered to be included in promotional materials when submitting this completed contract.

**By signing below, I agree to the PCB Exhibit Rules & Regulations:**

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Signature

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Date



# PCB Annual Conference Exhibit Space Contract

## Payment Information

**Payment (check one):** ☐ Check ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

*Checks made payable to PCB*

Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sec. Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_  
\_\_\_\_\_

Email address for receipt *(if paying by credit card only)*: \_\_\_\_\_

## TO SUBMIT YOUR CONTRACT, CHOOSE ONE OF THE FOLLOWING:

**Mail:** PCB, 298 S. Progress Avenue | Harrisburg, PA 17109

**Email:** [dhaas@pacertboard.org](mailto:dhaas@pacertboard.org)

*NOTE: Only PDFs are acceptable. PCB does not accept photos of contracts.*

**Please allow 5-10 business days for review and processing of your contract.**

To confirm receipt, or check on the status, you must email [dhaas@pacertboard.org](mailto:dhaas@pacertboard.org)

## SPONSORSHIP & ADVERTISING INFORMATION

Sponsorships are available individually by event and/or item. Sponsorship and Advertising opportunities will influence a large conference audience and will recognize your organization as a leader and supporter in the substance use and behavioral health field. Please consider taking advantage of these unique opportunities and highlighting your organization.

### Conference Sponsor: \$6000

- Signage with company name and logo at the conference
- Full page ad in the online program booklet
- Advertisement on the PCB Conference Website
- Promotional email sent to all attendees prior to the conference

### Networking Breakfast (2 available): \$3100

- Signage with company name and logo
- Special recognition in the online conference program booklet

### Lunch (1 available): \$3900

- Signage with company name and logo at the conference
- Special recognition in the online conference program booklet

### Refreshment Breaks (3 available): \$1500

- Signage with company name and logo
- Special recognition in the online conference program booklet

### Promotional Items:

- Conference Bags (with company name and logo): **\$2000**
- Lanyards (with company name and logo): **\$1500**
- Pens (with company name and logo): **\$1000**

### Advertising in the Conference Program Booklet

The Program Booklet will be in **electronic format only**. No hard copies will be available at the conference. It will be distributed to all attendees via email as well as posted on PCB's Conference website. A high-resolution PDF is required and must be emailed to [dhaas@pacertboard.org](mailto:dhaas@pacertboard.org) by March 16, 2023.

Full page ad (8.5 w x 11 h)

Back Cover: **\$250**

Back Inside Cover: **\$250**

Front Inside Cover: **\$250**

Full Page: **\$150**

Half page ad (5.5 w x 8.5 h): **\$100**

Quarter page ad (5.5 w x 4.25 h): **\$75**

**LOOKING FOR AN ITEM THAT BETTER FITS THE NEEDS OF YOUR ORGANIZATION?** Call the PCB Office at 717-540-4455, ext. 106 or email Deb at [dhaas@pacertboard.org](mailto:dhaas@pacertboard.org) to discuss any additional ideas for promotional items. All promotional items must be pre-approved by PCB.

# PCB Annual Conference | Sponsorship & Advertising Form

April 24 – April 25, 2023 | Harrisburg, PA

The person listed will be the primary contact for all sponsorship and advertising correspondence. You must return this form with payment to secure a sponsorship and/or advertisement. Sponsorships and/or advertisements are awarded on a first come, first served basis.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

## SPONSORSHIP OF CONFERENCE EVENTS

- |   |        |
|---|--------|
| <input type="checkbox"/> Conference Sponsor | \$6000 |
| <input type="checkbox"/> Breakfast          | \$3100 |
| <input type="checkbox"/> Lunch              | \$3900 |
| <input type="checkbox"/> Refreshment Break  | \$1500 |

## SPONSORSHIP OF CONFERENCE ITEMS

- |  |        |
|--|--------|
| <input type="checkbox"/> Conference Bags | \$2000 |
| <input type="checkbox"/> Lanyards        | \$1500 |
| <input type="checkbox"/> Pens            | \$1000 |

## ADVERTISEMENTS

- |   |       |  |       |
|---|-------|--|-------|
| <input type="checkbox"/> Back Cover         | \$250 | <input type="checkbox"/> Full Page       | \$150 |
| <input type="checkbox"/> Back Inside Cover  | \$250 | <input type="checkbox"/> Half page ad    | \$100 |
| <input type="checkbox"/> Front Inside Cover | \$250 | <input type="checkbox"/> Quarter page ad | \$75  |

## Payment Information

**Payment (check one):** ☐ Check ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

*Checks made payable to PCB*

Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sec. Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_  
\_\_\_\_\_

Email address for receipt (if paying by credit card only): \_\_\_\_\_

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