



PCB EXHIBITOR, ADVERTISER AND SPONSOR INFORMATION

Don't miss your opportunity to participate in PCB's Annual Conference at the Hilton Harrisburg. 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 exhibitors, sponsors and advertisers including treatment programs, educational 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, auxiliary workers, community health workers, recovery and peer specialists, interventionists and social workers.

EXHIBITOR INFORMATION

All exhibitors who complete the exhibitor contract and fulfill payment by February 28, 2024, receive:

- One complimentary full conference registration
- Two exhibit-only badges for additional staff working at the exhibit table
- A listing in conference program booklet distributed via 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

The exhibit area is set-up for maximum exposure to the various events taking place during the conference. 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 Area

Exhibit space includes one (1), six(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.

Cost: \$600.00 for exhibitors completing the contract before February 28, 2023. and \$640.00 for exhibitors completing the contract after February 28, 2024. ***Space is limited. Reserve early to ensure available space and to secure a preferred location in the exhibit area.***

Hotel Reservations

A block of rooms has been reserved at the Harrisburg Hilton at a special conference rate of \$146.00 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 1, 2024**, to receive the special rate.

Exhibitor Contract

All exhibitors must complete the Exhibit 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 Schedule*

Sunday, April 21

4 pm: Exhibitor Set-up

Monday, April 22

7:00am – 8:00 am: Continental Breakfast

8:00am-9:30 am- Ethics Panel Discussion

9:30am - 9:45 am: Refreshment Break

11 am 11:15 am: Refreshment break

12:45pm - 1:45pm: Lunch

3:15pm - 3:30pm: Refreshment Break

*subject to change

Tuesday, April 23

7:00am - 9:00am: Continental Breakfast

10:30am - 10:45am: Refreshment Break

11:00am: Exhibitor Break Down

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, community and behavioral health fields. Please consider taking advantage of these unique opportunities and highlighting your organization.

Conference Sponsor: **\$6000**

- Exhibitor space
- Signage with company name and logo
- Full page ad in the online program booklet
- Advertisement on the PCB Conference Website
- Logo included on all conference promotional emails

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
- Special recognition in the online conference program booklet

Refreshment Breaks (4 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 by March 16, 2024.

Full page ad (8.5 w x 11 h)

Back Cover: **\$250**

Back Inside Cover: **\$250**

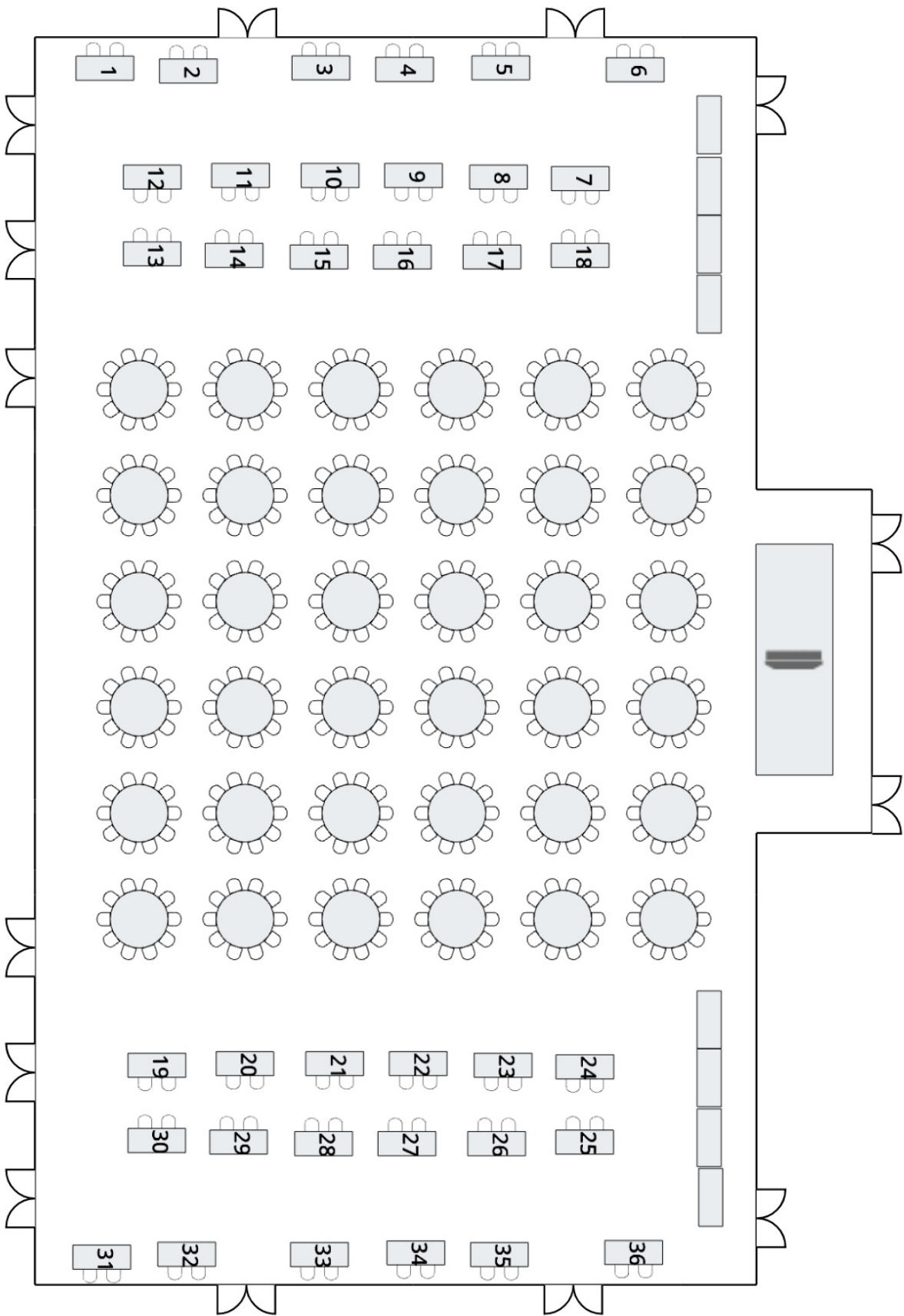
Front Inside Cover: **\$250**

Full Page: **\$150**

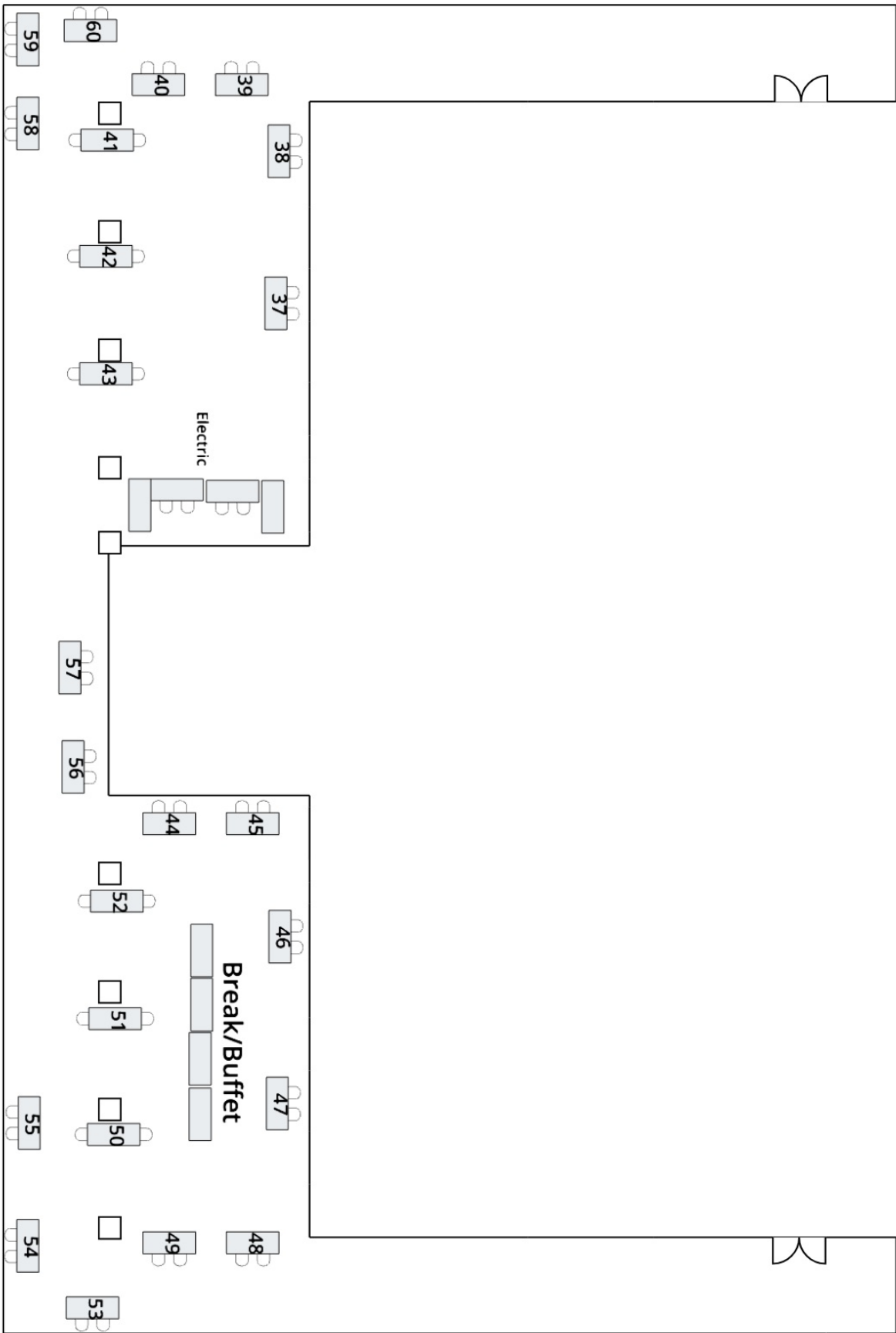
Half page ad (5.5 w x 8.5 h): **\$100**

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 to discuss any additional ideas for promotional items. All promotional items must be pre-approved by PCB.



10 Feet



10 Feet

PCB Annual Conference | Exhibit Contract

April 22- April 23, 2024 | Harrisburg, PA

Application to exhibit this _____ day of _____, 2024 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 22- April 23, 2024, the undersigned hereby makes application for exhibit space which, when accepted by PCB, becomes a contract. Terms and conditions in the exhibitor information 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 February 28, 2024, and \$640.00 for exhibitors completing the exhibitor contract after February 28, 2024.

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, 2024 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:

Signature

Date



Shipping & Receiving Policies

Receiving Pricing:

2 boxes:	No charge
3 or more boxes under 20lbs each:	\$3 per box
3 or more boxes over 20lbs each:	\$5 per box
Bulk Items over 100lbs:	\$55 per item/\$110 per item over 200lbs

*All charges for receiving and storage must be paid for before, items will be delivered to meeting rooms.

Shipping Pricing :

Boxes under 20lbs each:	\$3 per box handling fee
Boxes over 20lbs each:	\$5 per box handling fee
Bulk Items over 100lbs:	\$55 per item/\$110 per item over 200lbs

*All shipping charges will be paid upfront before items will be accepted for shipping

Storage Pricing:

Items will only be stored 3 business days in advance of function

All items received more than three (3) business days in advance, will be subject to an \$80 storage fee.

Shipping Directions:

All items may be shipped to the following address:

Hilton Harrisburg
One North Second Street
Harrisburg, PA 17101

Be sure to have the following information also listed on the label:

Name of the Group
Group Contact Person
Date of Arrival



Official Sponsor of the U.S. Olympic Team

One North Second Street, Harrisburg, PA 17101
Tel: +1 717 233 6000 Fax: +1 717 233 6830
Reservations: www.hilton.com or 1-800-HILTONS

PCB Annual Conference Exhibit 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

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

PCB Annual Conference | Sponsorship & Advertising Form

April 22- April 23, 2024 | 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: _____

Cell Phone: _____

SPONSORSHIP OF CONFERENCE EVENTS

- Conference Sponsor \$6000
- Breakfast \$3100*
- Lunch \$3900*
- Refreshment Break \$1500*

SPONSORSHIP OF CONFERENCE ITEMS

- Conference Bags \$2000
- Lanyards \$1000
- Pens \$1500

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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