

PENNSYLVANIA CERTIFICATION BOARD

ANNUAL CONFERENCE EXHIBITOR & SPONSORSHIP PROSPECTUS

April 30- May 1, 2018
Eden Resort & Suites | Lancaster, PA

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 health professionals. As the leader in professional substance use and behavioral health credentialing in Pennsylvania, PCB's Annual Conference attracts sponsors and exhibitors including treatment programs, educational institutions, home study organizations, bookstores, technology-based companies and national organizations.

Who are the attendees? The 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 specialists, interventionists and social workers. Increase your brand recognition and display your products and services by networking with these attendees.

EXHIBIT OPPORTUNITIES

Exhibit Space: Exhibit space includes one (1), eight (8) 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: \$500.00 for exhibitors completing the contract before February 15, 2018 and \$525.00 for exhibitors completing the contract after February 15, 2018.

BENEFITS OF EXHIBITING

All exhibitors who complete the exhibitor contract and fulfill payment by March 15, 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 at the conference
- | A listing on the conference section of the PCB website
- | Direct access to over 400 behavioral 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 hall. 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 and chairs 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.

GENERAL INFORMATION

A block of rooms has been reserved at the Eden Resort & Suites at a special conference rate of \$117.95 for a single room - \$157.95 for multiple room suite per night. Reservations should be made by contacting the Eden Resort at (717) 569-6444 or (866) 801-6430 or online at www.edenresort.com and must be made by **March 30, 2018** to receive this special rate. **Be sure to identify yourself as attending the Pennsylvania Certification Board Conference to receive this special room rate.**

Contact information: Eden Resort & Suites | 222 Eden Road, Lancaster, PA 17111
717 569-6444 | www.edenresort.com

EXHIBIT HALL LOCATION

Courtyard Ballroom, Eden Resort and Suites.

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 (SUBJECT TO CHANGE)

Sunday, April 29

4:00 p.m. - 6:00 p.m. Exhibitor set-up

Monday, April 30

7:00 a.m. - 8:00 a.m. Continental Breakfast

9:00 a.m. - 9:45 a.m. Refreshment Break

11:00 a.m. - 11:20 a.m. Refreshment Break

3:00 p.m. - 3:20 p.m. Refreshment Break

Tuesday, May 1

7:30 a.m. - 9:00 a.m.	Continental Breakfast
10:30 a.m. - 10:50 a.m.	Refreshment Break
11:00 a.m.	Exhibitor Break Down

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 March 1, 2018 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 Eden Resort and Suites 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 Eden Resort and Suites 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.

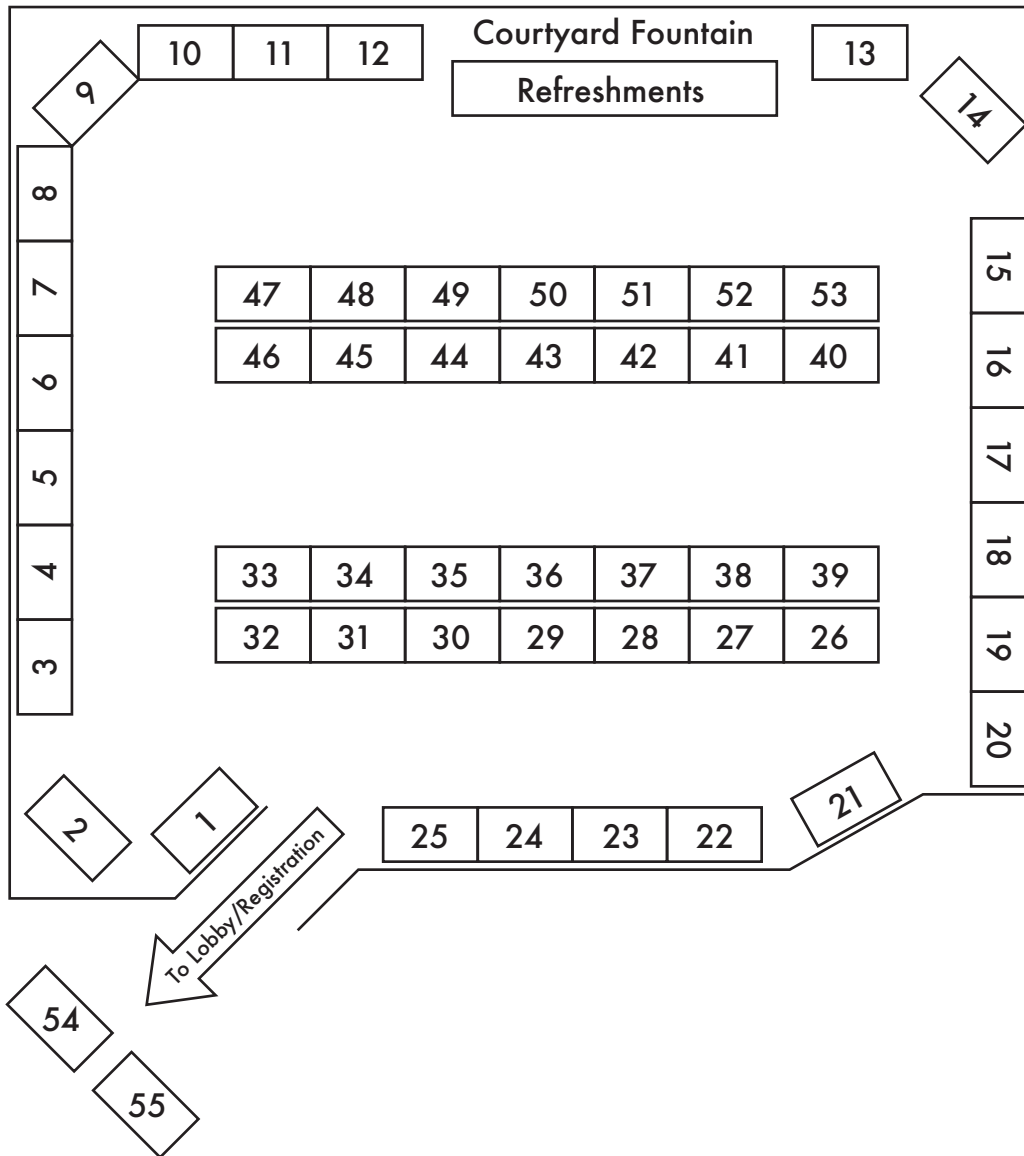
Cancellation

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.

Eden Courtyard Exhibitor Map



PCB Annual Conference | Exhibit Space Contract

April 30 – May 1, 2018 | Lancaster, PA

Application to exhibit this _____ day of _____, 2018 by and between hereinafter called “Exhibitor” and PCB. In accordance with the terms, conditions and regulations governing exhibits of the PCB Conference at the Eden Resort and Suites in Lancaster PA, April 30 – May 1, 2018, the undersigned hereby makes application for exhibit space which, when accepted by PCB, becomes a contract. Terms and conditions in the exhibitor prospectus are a 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 Eden Resort and Suites. Failure to abide by such rules and regulations results in forfeiture of all monies paid to PCB under terms of this agreement.

Cost: \$500.00 for exhibitors that complete contract by February 15, 2018 and \$525.00 for exhibitors completing the exhibitor contract after February 15, 2018.

Booth Preference: 1. _____ 2. _____ 3. _____

Special Requests: Please list requests or electricity needs. Electricity is subject to additional charges to the Exhibitor. _____

Please indicate the name of the person officially representing the exhibitor for logistical arrangements. This person will be sent all PCB correspondence.

First Name: _____ Last Name: _____

Title: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Registration: The exhibit space fee includes one full conference registration and two exhibit only registrations. PCB will send you registration materials for the full conference registrant and the exhibit only staff. Additional individuals who wish to attend the conference trainings must register separately.

Cancellations: Cancellation of exhibit space must be directed in writing to PCB. Refunds are subject to a \$50 cancellation fee per exhibitor. No refunds will be issued for a cancellation received after February 15, 2018.

Signature of Agreement to PCB Exhibit Rules & Regulations:

PLEASE ATTACH A BRIEF DESCRIPTION (100–200 WORDS) OF SERVICES/PRODUCTS OFFERED TO BE INCLUDED IN PROMOTIONAL MATERIALS WHEN SUBMITTING THIS COMPLETED CONTRACT.

Payment (check one): Check VISA MasterCard Discover

Amount \$ _____ (Checks should be made payable to PCB)

FOR CREDIT CARD PAYMENTS:

Number: _____ - _____ - _____ - _____

3-digit code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____

Email for receipt: _____

RETURN THIS COMPLETED FORM AND FEE TO:

PCB | 298 S. Progress Ave. | Harrisburg, PA 17109 | e: dhaas@pacertboard.org

Questions? dhaas@pacertboard.org or 717-540-4455, ext. 106

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.

LUNCHEON (MONDAY, APRIL 30) \$3500

Signage with company name and logo
Company brochures on each luncheon table
Special recognition in conference program booklet & PCB Website

NETWORKING BREAKFAST (MONDAY, APRIL 30) \$2500

Signage with company name and logo
Company brochures on each table
Special recognition in conference program booklet & PCB Website

NETWORKING BREAKFAST (TUESDAY, MAY 1) \$2500

Signage with company name and logo
Company brochures on each table
Special recognition in conference program booklet & PCB Website

REFRESHMENT BREAKS

Signage with company name and logo
Special recognition in conference program booklet & PCB Website

Monday morning (April 30) \$1000

Monday afternoon (April 30) \$1000

Tuesday morning (May 1) \$1000

THE FOLLOWING ITEMS WILL BE DISTRIBUTED TO EACH ATTENDEE AT REGISTRATION:

Conference Registration Bags (with company name and logo) \$1500

Travel Mugs (with company name and logo) \$1500

Lanyards (with company name and logo) \$800

Pens (with company name and logo) \$700

ADVERTISING IN THE PCB ANNUAL CONFERENCE PROGRAM BOOKLET

Deadline to submit high resolution PDF: March 1, 2018 to dhaas@pacertboard.org.

Full page ad (8.5 w x 11 h)	Back Cover	\$1500
	Back Inside Cover	\$1000
	Front Inside Cover	\$1000
	Full Page	\$800
One-half page ad (5.5 w x 8.5 h)		\$400
Quarter page ad (5.5 w x 4.25 h)		\$250

LOOKING FOR A SPONSORSHIP ITEM THAT BETTER FITS THE NEEDS OF YOUR ORGANIZATION?

Contact PCB.

We invite you to contact us with your input and creative ideas for sponsored items or events.

Call the PCB Office at 717-540-4455, ext. 106 or email us at dhaas@pacertboard.org to discuss any additional ideas for sponsorships, give-a-ways, etc.

All conference give-a-ways and events must be pre-approved by PCB.

PCB Annual Conference | Sponsorship/Advertising Form

April 30 – May 1, 2018 | Lancaster, PA

The person listed will be the primary contact for all sponsorship/advertising correspondence. You must return this form with payment to secure a sponsorship/advertisement. Sponsorship events/items are awarded on a first-come, first served basis to any interested parties.

First Name: _____ Last Name: _____

Title: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Sponsorship of conference events

- Luncheon \$3500
- Breakfast (30th) \$2500
- Breakfast (1st) \$2500
- Morning Break (30th) \$1000
- Afternoon Break (30th) \$1000
- Morning Break (1st) \$1000

Sponsorship of conference items

- Conference Registration Bags \$1500
- Pens \$700
- Mugs \$1500
- Lanyards \$800

Full page ad in program

- Back Cover \$1500
- Back Inside Cover \$1000
- Front Inside Cover \$1000
- Full Page \$800
- Half page ad in program \$400
- Quarter page ad in program \$250

Payment (check one): Check VISA MasterCard Discover

Amount \$ _____ (Checks should be made payable to PCB)

FOR CREDIT CARD PAYMENTS:

Number: _____ - _____ - _____ - _____

3-digit code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____

Email for receipt: _____

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