



Sponsor a Hospitality Suite or Social Reception during the 2019 Annual Conference in Reading, August 4 - 7!

The County Commissioners Association of Pennsylvania offers the following guidelines to keep in mind when you are coordinating your public or private function:

- CCAP does not allot hospitality suites or function space - this must be done directly with the DoubleTree by Hilton Hotel Reading (headquarters hotel). Please contact Corinna Evanish, director of catering, at (484) 577-8639 or Corinna.Evanish@Hilton.com.
- The hotel will assign the hospitality suites or function space on a first-come, first-served basis. Please make arrangements early as space is limited.
- CCAP requests that at least one representative from each vendor hosting an event be registered for the full Conference and obtain a conference name badge. This includes a public or private suite, dinner or reception.
- When you book your hospitality suite or any event, please be considerate of scheduled Conference-wide activities. Sunday's Conference-wide events conclude at 6:30 p.m. Monday's events conclude at 4:15 p.m. Tuesday's events conclude at 11:30 a.m., but there is an evening event from 7 to 10 p.m. Also please note that there are vendor hosted events on Monday evening (from approximately 6 to 10 p.m.) and Tuesday afternoon (from approximately noon to 5 p.m.) which impact Conference attendees and take the majority of them away from the host properties. CCAP thanks vendors for acknowledging the importance of county member attendance at our scheduled Conference events. We invite all registered vendors to participate in the activities with the county membership. Please see the complete Conference agenda on the Annual Conference webpage at www.pacounties.org.
- CCAP is unable to distribute literature promoting your hospitality suite or function. You may wish to hand out your own announcements or post flyers in the hosting facility with the express permission of the hotel representative. Use of the copyrighted CCAP logo and use of the CCAP name (County Commissioners Association of Pennsylvania) is not permitted on this literature or signage without express permission of CCAP.
- If you have drawings or giveaways, you must coordinate getting prizes to the winners. The CCAP registration desk is unable to distribute or hold prizes for vendors or winners. Vendors are cautioned to use good judgment in offering gifts and/or holding gift raffles for public officials and public employees who must adhere to the Pennsylvania Ethics Act and their own county's policy regarding acceptance of gifts and hospitality.

See you at the 2019 CCAP Annual Conference in August!

A tentative Conference agenda and registration information can be found at www.pacounties.org.

Please contact Mandi Glantz, CCAP director of member and vendor relations, at (717) 736-4739 or email mglantz@pacounties.org with additional questions.