



Planning to Sponsor a Hospitality Suite or Social Reception during the 2021 Annual Conference August 1 to 4?

Updated 6/10/2021

The County Commissioners Association of Pennsylvania offers the following guidelines:

- CCAP does not allot hospitality suites or function space - this must be done directly with the Hershey Lodge. Please contact Amy Shadday, Catering Manager, at (717) 520-5434 or AEShadday@HersheyPa.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 and must allow for social distancing guidelines.
- 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.
- CCAP is committed to providing a safe environment for all Conference attendees. All event hosts and guests should adhere to guidelines and review our Commitment to Well-Being guidelines and safety practices including social distancing guidelines.
- When you book your event, please be considerate of scheduled Conference-wide activities: Sunday evening is open as guests arrive to the hotel; Monday evening is Vendor Night and is open to schedule events beginning at 6 p.m. (there is a vendor hosted event open to all Conference attendees Monday evening from approximately 6 to 9 p.m.); Tuesday's Conference-wide events conclude at 8:30 p.m. and the evening is open. 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 as their registration package allows. If space limitations apply, preference for admittance to Conference sessions and events will be granted to county member attendees first. 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 send electronic announcements or post flyers in the hosting facility with the 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 without permission from 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. Also, please be cognizant of social distancing and "contactless" procedures. Exhibitors are encouraged to be creative and to be aware of the "touch points". 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 2021 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.