



**Annual Conference
and Trade Show**
August 4 - 7, 2019

Finding Your County's
Hidden

Gems



133rd Annual Conference • Berks County

registration
materials

2019 Annual Conference





The **CCAP Annual Conference** is the Association's major educational Conference and trade show for county issues and services. The Conference program is packed with dynamic speakers, interesting and timely breakout sessions and dedicated time to spend in the Exhibit Hall with vendors interested in business with counties.



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WELCOME FROM THE CCAP PRESIDENT

Finding Your County's Hidden Gems

It is my honor to invite you to the 133rd CCAP Annual Conference in Berks County this August! We are excited to be at the DoubleTree by Hilton Hotel Reading and the Santander Arena, in the heart of the City of Reading – home to the Pagoda, Taylor Swift, outlet shopping, the Reading Fightin' Phils and Broken Chair Brewery (I like the name so I decided to include it!), and on the doorstep of many beautiful and historical Berks County attractions.

The theme for this year's CCAP conference, taking place from August 4th to 7th, is "Finding Your County's Hidden Gems." Berks County boasts many "gems", and I'll leave it to the Berks County Commissioners to highlight the hidden ones that make their county so special. But suffice it to say, the time of learning, sharing and socializing that will take place at the 2019 CCAP Annual Conference will be worthwhile – you won't want to miss it!

We commissioners are committed to excellence in county government and the programs and services available to all of us through CCAP help us to be responsive to the needs of our citizens. I've always found significant value in our conferences. It is important to come together to keep updated on state and federal legislation, to learn best practices and programs from one another, to combine as one voice in order to be heard, and to network with other county officials and our vendors.

This year's exhibit hall will be decorated in an '80s theme, and everyone is encouraged to channel their inner Dynasty and Dallas, Madonna and Boy George, or any member of the Breakfast Club to dress in an '80's style for the Sunday evening welcome reception. There will also be a new twist on the CCAP Awards presentations held on Tuesday evening, August 6th.

Plan now to attend the 2019 CCAP Annual Conference, and come prepared to find your county's hidden gems – what makes your county special and how to get the message out about what your county does well. I thank the Berks County Commissioners for hosting this year's Conference and I look forward to meeting you in Reading this August.



Kathi Cozzone

President
County Commissioners
Association of Pennsylvania
Chester County Commissioner

register

Register for the Conference on the CCAP website, www.pacounties.org. Click on the "Annual Conference" link and complete the online form to register with CCAP. After you have completed your Conference registration, select the hotel registration link and make your room reservation. You can direct questions about the Conference to Terry Cochran at tcochran@pacounties.org or (717) 736-4734.

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explore Berks County

Welcome to Reading and Berks County! Revel in the rich history of the area, unique Pennsylvania Dutch culture, eclectic shops, fun festivals and beautiful surroundings. As you travel the region's country roads, you'll notice scenic farmlands and the rolling foothills; favorite riding grounds for road and mountain cyclists. Look for the colorful hex signs that decorate local barns and covered bridges, and don't be surprised when traffic slows to the clip-clop speed of a horse-drawn

buggy. Of course a trip to Reading wouldn't be complete without visiting the county's most recognizable landmark, the Pagoda. It has graced Mt. Penn for over 100 years, serving the community in a number of ways throughout its history.

While you are here, take in a Fightin-Phils game, a race at Maple Grove Raceway, or catch the start of raptor migration atop Hawk Mountain. See what's happening at the GoggleWorks Center for the Arts, or the Daniel

Boone Homestead. Did someone mention antiques? Search for your favorite treasures, then, catch a happy hour at a local craft brewery or winery. And don't leave for home without shopping for fresh produce at local markets and roadside stands. There are so many things to do and places to see in Berks County, it's impossible to do it all in one short visit.



For more information on Reading and Berks County and all that there is to see and do when you visit in August, please visit www.VisitPaAmericana.com.



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conference facilities

OUR ANNUAL CONFERENCE VENUES

For this year's Annual Conference, CCAP members, vendors and guests will be using three different properties. The DoubleTree by Hilton Hotel Reading is our Conference headquarters hotel and will be used for most overnight rooms, all general and breakout sessions and our Tuesday evening dinner. The Santander Arena, located across the street from the DoubleTree, will be the site of Sunday and Monday's Exhibit Hall, Sunday night's Welcome Reception and Monday's Lunch with CCAP's Exhibitors. The Courtyard by Marriott Reading Wyomissing will be the overflow housing site for the conference. *CCAP will be running a shuttle from the Courtyard to the DoubleTree and Santander Arena.*

DOUBLETREE BY HILTON HOTEL READING

The DoubleTree is located in the heart of downtown Reading and is a beautiful, new, modern hotel ready to welcome attendees. Each room includes a pillow-top mattress, plush down bedding, flat-screen television and a refrigerator. Stay connected with complimentary Wi-Fi and get the day started with a perfectly brewed cup of coffee in your room.

Relax in the hotel's indoor pool at the end of the day, work out at the fitness center, grab a bite to eat in the Cheers American Bistro or kick back in the restaurant's adjoining lounge. Don't forget about the famous DoubleTree warm chocolate chip cookie that everyone receives at check in!

COURTYARD BY MARRIOTT READING WYOMISSING

The Courtyard by Marriott Reading Wyomissing, located two miles down the road from the DoubleTree and Santander Arena and near many shopping and dining options, is a newly renovated hotel that offers a very comfortable stay for attendees. Spacious rooms offer plush bedding, modern custom furnishings and a welcoming atmosphere. The Courtyard offers complimentary Wi-Fi, an indoor pool, an outdoor fire pit and spacious rooms. The hotel's Bistro is also open to pick up a quick breakfast or lunch and the Lobby Bar is open from 5 to 10 p.m. All rooms in the Courtyard have refrigerators; microwaves are available upon request and availability.

CONFERENCE ROOM RATE

The overnight room rate for both hotels is \$139 per room, per night single or double occupancy. This rate does not include the six percent sales tax and five percent local occupancy tax. *Please note that the room rate at the DoubleTree includes the restaurant's breakfast buffet for up to two people per room each day.*

PARKING

Parking in the garage attached to the DoubleTree is complimentary for Conference attendees. If the DoubleTree's garage is full, there are several garages next to and around the Arena. Please consult the parking garage map link on the Annual Conference web page, www.pacounties.org. Parking at garages other than the DoubleTree is \$11 per day.

The Courtyard offers complimentary parking to all guests.



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hotel reservations

Conference registrations are being accepted exclusively online at www.pacounties.org; click on the CCAP Annual Conference link. After you have registered for the Conference, follow the prompts to make your hotel reservation online for either the DoubleTree by Hilton Hotel Reading or the Courtyard by Marriott Reading Wyomissing. If you are making your reservations over the phone, please be sure to mention CCAP to receive our Conference room rate. Be sure to register for the CCAP Annual Conference first!

HOTEL RESERVATIONS

Conference attendees can make room reservations at either hotel online or by phone with a credit card to secure their reservation. Only the DoubleTree offers a direct bill option. Please see the direct bill instructions under the DoubleTree information below.

The room reservation cutoff date is 5 p.m. on July 5, 2019 or when the room blocks fill up, whichever comes first. Make your reservation early! Reservations made after July 5 are on a space available basis and Conference rates are not guaranteed. For both the DoubleTree and the Courtyard, check in time is 3 p.m. and check out time is noon. Late checkouts cannot be guaranteed for noon on Wednesday. Both the DoubleTree and the Courtyard hotels will store your luggage until the Conference concludes.

DoubleTree by Hilton Hotel Reading

Counties needing to establish a direct billing account for their Conference overnight room charges at the DoubleTree must first make their room reservations either by calling the hotel at (610) 375-8000 or securing their overnight rooms online with a credit card.

After the county has made room reservations at the DoubleTree, please download and fill out the hotel's direct application from the Annual Conference web page at www.pacounties.org. Send the direct bill application along with the letter (detailed in the shaded box to the right) to the address listed on the direct bill application.

The DoubleTree requires the direct bill application be received by June 1, 2019 in order to have time to process the application before the Conference. Any applications received after June 1 cannot be guaranteed to be approved.

Courtyard by Marriott Reading Wyomissing

Counties staying at the Courtyard should make their room reservations either by calling the hotel at (610) 378-1137 or securing their overnight rooms online with a credit card. The Courtyard does not offer a direct bill option.

DIRECT BILLING INFORMATION

DoubleTree by Hilton Hotel Reading

The DoubleTree requires a letter on county letterhead stating that your county would like to establish direct billing, what charges the county will pay for, a list of county staff covered by the direct bill, their room reservation confirmation numbers and the dates of their stay. Include your correct billing address and the county contact responsible for approving the final bill. Additionally, the DoubleTree requires that a direct bill application be filled out. The application can be found under the hotel link on the CCAP website, www.pacounties.org.



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getting to the conference

The road to Reading is through some of the most beautiful parts of the Commonwealth of Pennsylvania. Listed below are the addresses for each of the CCAP Annual Conference venues.

DoubleTree by Hilton Hotel Reading (headquarters hotel)

701 Penn Street
Reading, PA 19601
(610) 375-8000

Courtyard by Marriott Reading Wyomissing (overflow hotel)

150 N. Park Road
Reading, PA 19610
(610) 378-1137

Santander Arena (exhibit hall)

700 Penn Street
Reading, PA 19601
(610) 898-7469



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conference fun

You're invited to attend the County Commissioners Association of Pennsylvania's 133rd Annual Conference and Trade Show in bustling, downtown Reading, Berks County! Our Conference destination includes the DoubleTree by Hilton Hotel Reading, the Santander Arena and the Courtyard by Marriott Reading Wyomissing from August 4 to 7. Be sure to join us for four days filled with many educational opportunities, Association business and some fun too!

Tuesday Afternoon Programs

GOLF AND SPORTING CLAYS TOURNAMENTS

Tuesday afternoon will feature the Annual Golf Tournament and the Sporting Clays Tournament.

The Annual Golf Tournament will be held compliments of **Mazzitti & Sullivan EAP Services, Inc., Cornerstone Advisors Asset Management, Inc.** and **Scott + Scott Attorneys at Law, LLP**. A putting contest will be held compliments of **CGL Companies**.

The Sporting Clays Tournament will be held at M&E Sporting Clays in Hamburg compliments of **Emerald Advisers, LLC & EmStone Advisers, LLC, Federated Investors, Marquette Associates, Inc.** and **Maher Duessel CPAs**.

Spots are limited! See the separate registration flyers on the Conference web page at www.pacounties.org for more information on the tournaments, which are offered at no cost to CCAP registered county members and guests. Vendors pay an additional fee. Lunch will be provided to all participants.

CONFERENCE FUN

Ride on the Colebrookdale Railroad Tour

Come join us for an afternoon of adventure on the Colebrookdale Railroad! Tour guests will enjoy a delicious catered lunch on the train, a scenic ride through the countryside and a stop for ice cream on the way back.

The Colebrookdale Railroad offers a nearly two-hour expedition into the Secret Valley, one of the most scenic and historic regions in the northeast!

The tour cost is \$55 per person and includes transportation, a catered lunch, tickets for the railroad and a visit to Longacre's Modern Dairy, Inc. for ice cream. Be sure to wear comfortable walking shoes! The tour bus will leave from and return to the DoubleTree. Space is limited so sign up early!

Berks County Countryside Tour

Don't miss this special farmland tour put together by our host county! Our first stop, the Manatawny Creek Winery, features a tour of the winery, a picnic lunch and a presentation on the Spotted Lanternfly research test site

on the winery grounds. This project will yield valuable results in the fight against the damage caused by this invasive insect.

The next part of the tour includes stops at two locally-owned farms. Fisher's Farm Fresh Produce of Oley, part of the Farmland Preservation Program, is a ninth generation family farm featuring historic buildings and a farm stand market offering local fresh produce. Our final stop is Oley Valley Organics, a certified organic farm and store, that serves as a means for over 60 local farmers and producers to connect to the community by making their products available to the public. Plan to do some shopping on this tour!

The tour cost is \$50 per person and includes transportation to each stop, a picnic lunch and a wine tasting. Be sure to wear comfortable walking shoes! The tour bus will leave from and return to the DoubleTree. Space is limited so sign up early!

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event highlights

The CCAP Annual Conference is the Association's major educational Conference and trade show for county issues and services. The Conference program is packed with dynamic speakers, interesting and timely breakout sessions and dedicated time to spend in the Exhibit Hall with vendors interested in doing business with counties.

ANNUAL CONFERENCE KEYNOTE SPEAKER

Kelly McDonald

Opening General Session – Monday at 8:30 a.m.



Kelly McDonald is considered one of the nation's top experts in marketing, customer service and consumer trends. She is the founder of McDonald Marketing, which has twice been named one of the "Top Ad Agencies in the U.S." by *Advertising Age* magazine and ranked as one of the fastest-growing independently-owned companies in the U.S. by *Inc. Magazine*.

Her client experience includes brands such as Toyota, Subaru, Kimberly-Clark, Nike, Harley-Davidson, Miller-Coors, and Sherwin-Williams.

Kelly was named one of the "10 Most Booked Speakers in the U.S." and she was also #1 on the list of "26 Hot Speakers" by *Successful Meetings Magazine*.

She has been featured on CNBC, in Forbes, Bloomberg BusinessWeek, Fast Company, on *CNNMoney.com* and more.

She is the author of three bestselling books, all of which were among the top 10 business books in the year they were published:

- "How to Market to People Not Like You"
- "Crafting the Customer Experience for People Not Like You"
- And her latest is: "How to Work With & Lead People Not Like You"

Kelly lives in Denver and when she's not on the road speaking, she enjoys hiking – and shopping for high heels.

Don't miss Kelly's high energy and fun keynote address at the Opening General Session!

EXHIBIT HALL

Sunday/Monday

The Exhibit Hall will be open on Sunday from 4 to 6:30 p.m. and Monday from 8 a.m. to 1:15 p.m. This is one of the many chances to meet and get to know vendors interested in doing business with your county.

While you are checking out the exhibit area, be sure to have your Exhibit Hall game card on hand. A completed card makes you eligible to enter the grand prize drawing for an Echo Dot speaker, Amazon Fire HD 10 tablet and Fire TV stick.

You will also have the chance to win other prizes in the Exhibit Hall. Exhibitors may conduct individual prize drawings within the confines of their booth and are invited to announce their winners at Monday's Exhibit Hall Luncheon beginning at 12:30 p.m. Exhibitors will determine winning criteria for their prize drawings. CCAP requires that participants of CCAP-sponsored drawings be present to win.

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event highlights

WELCOME RECEPTION

Sunday 5 - 6:30 p.m.

Visit this year's Exhibit Hall at the Santander Arena on Sunday evening for a chance to visit with exhibitors and enjoy great food and music celebrating the '80s! Pull out your leg warmers, parachute pants, Rubik's Cube, Wham! concert t-shirt and your big hair for this ode to the decade of the '80s!

This entertaining evening presents the perfect opportunity for our members to talk one-on-one with more than 80 vendors of county-related products and services. This is a Conference kick-off event you will not want to miss!

EDUCATIONAL BREAKOUT SESSIONS

Monday and Wednesday

The Monday/Wednesday breakout sessions are the main education components of the Conference. These sessions are designed to offer the most up-to-date, pertinent information available to CCAP members. Conference topics include human services issues, technology, behavioral health, criminal justice issues and many others. Many of the breakout sessions are also available as electives for the CCAP Academy for Excellence in County Government. An updated list of topics and specific times for all educational breakout sessions is sent to all confirmed Conference attendees and is posted on the CCAP website, www.pacounties.org.

SPECIAL HOSTED EVENT OPPORTUNITY

Open to all Conference attendees
Monday, 6 - 10 p.m.

UGI Energy Services Headquarters
Compliments of **C.S. McKee, L.P.**

All conference attendees are invited to *A Tour of Berks County: The Festival*

experience at the new UGI Energy Services Headquarters at The Knitting Mills in Wyomissing.

A Tour of Berks County festivities begin at 6 p.m. and will offer a unique view and flavor of Berks County from local businesses. Enjoy local cuisine paired with beers, wines and spirits. Live music will keep the festival fun and carefree while you relax under the twinkling lights and enjoy the panoramic views of the surrounding cities of Wyomissing and West Reading.

Buses provided by C.S. McKee will leave from the DoubleTree Reading at 5:45 p.m. to transport you to *The Festival*. Buses will start to return to the DoubleTree at 9 p.m. with the last bus leaving at 10 p.m. Plenty of parking will be available for those who would prefer to drive.

C.S. McKee, L.P. looks forward to seeing all Conference attendees at *The Festival*! Please RSVP to mgensheimer@csmkc.com with your attendance plans.

CCAP FUN RUN/WALK

Tuesday, 6:30 a.m.

Our annual noncompetitive run/walk in the Reading area will be Tuesday morning starting at 6:30 a.m. from the DoubleTree. Sign up will be at the CCAP registration desk.

ANNUAL BUSINESS MEETING

Tuesday, 8:30 - 11:30 a.m.

A major part of the Annual Conference is Tuesday's Annual Business session where members consider the 2019 resolutions, the treasurer's report, committee reports, the selection of the site of the 2024 Annual Conference and the

election of CCAP officers. This session is directly preceded by the District Caucuses.

CCAP DINNER AND AWARDS CEREMONY

Tuesday, 7 - 9 p.m.

All registered Conference attendees are invited to this "new" event – an update to our former reception and banquet from previous Annual Conferences. This business casual event offers the opportunity for CCAP members, vendors, guests and other dignitaries to socialize in a relaxed setting and enjoy amazing company and food!

The evening's program will include the recognition of CCAP President, Kathi Cozzone, Chester County commissioner, as well as the presentation of the 2019 CCAP Awards: Outstanding Commissioner/Council Member; Chief Clerk/Administrator; Solicitor; Friend of County Government; Affiliate; Excellence in Website Design and the President's Awards. See the CCAP website, www.pacounties.org, for nomination forms.

CLOSING GENERAL SESSION

Wednesday, 10:15 a.m. - noon

As speakers are confirmed, information is sent to all registered attendees and counties and is also posted on the CCAP website at www.pacounties.org.

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proposed schedule

Sunday and Monday

This schedule is subject to change. Please visit the CCAP website at www.pacounties.org for schedule updates!

An Annual Conference program listing exact times and locations of events will be included in the registration packet received on-site.

Sunday, August 4

8 a.m. – noon	Board of Directors' Breakfast Meeting
noon – 4 p.m.	Exhibitor Set Up/Registration Open
noon – 6:30 p.m.	CCAP Member Registration Open
12:30 – 3 p.m.	Human Services Committee Meeting*
1 – 3 p.m.	Community and Economic Development Committee Meeting*
	Elections Reform Committee Meeting*
	Energy, Environment and Land Use Committee Meeting*
	Military and Veterans Affairs Committee Meeting*
2 – 5:30 p.m.	Gift Room Open
3 – 3:30 p.m.	Joint Meeting: Human Services Committee and Courts and Corrections Committee Meeting*
3 – 5 p.m.	Agriculture Committee Meeting*
	Assessment and Taxation Committee Meeting*
	County Governance Committee Meeting*
3:30 – 5 p.m.	Courts and Corrections Committee Meeting*
4 – 6:30 p.m.	Exhibit Hall Open
5 – 6:30 p.m.	Welcome Reception in Exhibit Hall

Monday, August 5

7 – 8:15 a.m.	Democratic Caucus Breakfast Meeting
	Republican Caucus Breakfast Meeting
7:30 a.m.	Registered Exhibitors May Enter Hall
8 – 8:30 a.m.	Breakfast with CCAP's Exhibitors in Exhibit Hall
8 a.m. – 1:15 p.m.	Exhibit Hall Open
8 a.m. – 3 p.m.	Conference Registration
8:30 – 10:30 a.m.	Opening General Session - Invocation - Presentation of Colors - National Anthem - Pledge of Allegiance - Welcome – Berks County Commissioners - Keynote Address – Kelly McDonald
9 a.m.	Guests/Children Assemble for Prizes
10:45 a.m. – 1:15 p.m.	Visit with CCAP's Exhibitors in Exhibit Hall
11:30 a.m. – 1 p.m.	Lunch with CCAP's Exhibitors in Exhibit Hall
12:15 – 1:15 p.m.	Gift Room Open
12:30 p.m.	Exhibit Hall Prize Drawings
1:15 p.m.	Exhibit Hall Closes
1:30 – 2:45 p.m.	Breakout Sessions I
2:45 – 3 p.m.	Beverage Break
2:45 – 4:45 p.m.	Gift Room Open
3 – 4:15 p.m.	Breakout Sessions II
6 – 10 p.m.	Evening Event – compliments of C.S. McKee, L.P.

**Committee meetings are based on previous schedules and are subject to change.*

NAME BADGES

We issue name badges to all Conference registrants and these must be worn at all times. No one is permitted to enter a session, the Exhibit Hall, or join receptions and meal functions without a badge. This policy includes children, guests, vendors and the media. For your safety, this policy is strictly enforced. Conference attendees without badges will be asked to wear their badge or leave the function. Thank you for your cooperation.



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proposed schedule

Tuesday and Wednesday

Tuesday, August 6

- 6:30 a.m. CCAP Fun Run/Walk
- 7:30 – 8:30 a.m. Beverage Break
- 7:45 – 8:15 a.m. District Caucuses
- 8 – 11 a.m. Conference Registration
- 8:30 – 11:30 a.m. CCAP Annual Business Meeting
- President's Report
- Committee Reports, Consideration of Resolutions
- 2024 Annual Conference Site Selection
- Election of Officers
- 9 a.m. Guests/Children Assemble for Prizes
- 11:30 a.m. Gift Room Open
– 12:30 p.m.
- noon Lunch on your Own
- noon Annual Golf Tournament
– Compliments of **Mazzitti & Sullivan EAP Services, Inc.**,
Cornerstone Advisors Asset Management, Inc.
and **Scott + Scott Attorneys at Law, LLP**
Putting Contest – **CGL Companies**
- Sporting Clays Tournament
– Compliments of **Emerald Advisers, Inc. & EmStone Advisers, LLC, Federated Investors, Marquette Associates, Inc.** and **Maher Duessel CPAs.**
- noon – 5 p.m. Ride on the Colebrook Railroad Tour
Berks County Countryside Tour
- 7 – 9 p.m. Dinner and Awards Ceremony

Wednesday, August 7

- 7 – 8:15 a.m. Women's Caucus Breakfast Meeting
- 8 – 8:30 a.m. Beverage Break
- 8 – 11:30 a.m. Conference Registration
- 8:30 – 9:45 a.m. **Breakout Sessions III**
- 8:30 – 10 a.m. Gift Room Open
- 10:15 a.m. – noon Closing General Session
- noon Adjournment

EMERGENCY CONTACT INFORMATION

CCAP takes member safety and security very seriously, which includes attendee safety during our events and Conferences. We have begun to collect strategic information from each of our Conference properties, and we also want to be able to contact people on your behalf if there is an incident. CCAP will request your emergency contact information during your online registration process. This will be a required field; however, if you prefer not to supply an emergency contact, you can populate the boxes with your own name and number in order to complete your registration.

ATTIRE

The preferred dress for the Conference is business casual. Speakers and panelists should wear appropriate business attire during their presentations.



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member fees and registration information

CCAP COUNTY MEMBERS

County members: \$400 (before June 30) or \$425 (after June 30) includes registration materials, Conference gift, entrance to all Conference sessions, all refreshment breaks, Sunday's Welcome Reception, Monday's Exhibit Hall Luncheon, Tuesday's Dinner and Awards Ceremony and prize drawing tickets. Registration does not include hotel room.

GUESTS

Guests of CCAP members: \$95 (before June 30) or \$125 (after June 30) includes Sunday's Welcome Reception, Tuesday's Dinner and Awards Ceremony and prize drawing tickets. Registration does not include hotel room, Monday's Exhibit Hall Luncheon, Conference refreshment breaks and all other meals. Monday's Exhibit Hall Luncheon requires the purchase of a ticket at an additional cost. Tickets will be available for purchase at the CCAP registration desk.

CHILDREN

(Five or older; four and under are free of charge). Children of CCAP Members: \$95 (before June 30) or \$125 (after June 30) includes Sunday's Welcome Reception, Tuesday's Dinner and Awards Ceremony and prize drawing tickets. Registration does not include hotel room, Monday's Exhibit Hall Luncheon, Conference refreshment breaks and all other meals. Monday's Exhibit Hall Luncheon requires the purchase of a ticket at an additional cost. Tickets will be available for purchase at the CCAP registration desk.

VENDORS/ASSOCIATE MEMBERS

If you are interested in exhibiting at the Annual Conference, or would like to attend the Conference as a vendor,

please see registration information on the following pages or contact Mandi Glantz, CCAP director of member and vendor relations, at (717) 736-4739 or mglantz@pacounties.org, for exhibitor or vendor registration information.

HAVE WE GOT A DEAL FOR YOU! — REGISTRATION PROMOTION

CCAP is pleased to again extend a popular registration offer to counties. Four county members can attend the Annual Conference for the price of three! Any additional attendees over and above that fourth free attendee would attend at the full Conference registration rate.

If your county is registering four people for the Conference, register all four attendees using the CCAP Annual Conference registration link at www.pacounties.org. Full payment is due at the time of registration. However, CCAP will reimburse the county for the fourth person after the Conference, so ultimately, you will get four registrations for the price of three!

If the county does not register four people for the Conference initially, but adds that fourth person sometime before or at the Conference, the county can still take advantage of the complimentary fourth registration. In the event a county's registrations are submitted separately, CCAP staff will contact counties as they qualify. The county would still need to register the fourth person online and pay their Conference fees at the time of registration. However, CCAP will reimburse the county for the fourth person after the Conference.

Please note: This registration offer does not apply to Conference guests. Refund amounts are based on the rate at the

time of the Conference registration. All regular Conference cancellation policies apply. Please see the cancellation policy below.

PAYMENT AND CANCELLATION POLICIES

Please understand that we must adhere to the deadlines and policies below in order to ensure accurate registration and hotel planning.

Advance payment of all fees is required prior to the Conference. No badges or meal tickets will be issued until payment in full is received. Registrations are transferable to another individual prior to the Conference start date; registered no-shows will be billed.

Cancellations must be submitted via email to Jeannette Hunter (jhunter@pacounties.org) and must be received by 4 p.m. on July 19, 2019 to qualify for a refund. No telephone cancellations will be accepted. A \$50 administrative fee will be deducted for each refund requested. Cancellations received after the July 19 deadline are not refundable. Registrations are transferable to another individual.

Regardless of initial method of payment, all refunds are issued via a CCAP check.

Separate policies apply for exhibiting vendors.

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welcome vendors

Join the County Commissioners Association of Pennsylvania (CCAP) at the 2019 CCAP Annual Conference and Trade Show. The Trade Show will take place at the Santander Arena August 4 - 5. Come and see for yourself why this is your opportunity to meet and identify new prospects and leads, build new local government relationships and renew existing ones!

Maximize your time and marketing dollars while receiving immediate feedback on new products and services in the Exhibit Hall. You can answer questions that may lead to future sales, schedule follow-up meetings and sales calls and learn what information and services county government officials—your valuable prospects—need.

Exhibit Hall Schedule

Sunday, August 4

- noon – 4 p.m. Exhibitor Set Up and Registration
- 4 – 6:30 p.m. Exhibit Hall Open
- 5 – 6:30 p.m. Welcome Reception in the Exhibit Hall

Monday, August 5

- 7:30 a.m. Exhibitors May Enter Exhibit Hall
- 8 – 8:30 a.m. Breakfast in the Exhibit Hall
- 8 a.m. – 1:15 p.m. Exhibit Hall Open
- 8 a.m. – 3 p.m. Conference Registration
- 8:30 – 10:30 a.m. Opening General Session
- 10:45 a.m. – 1:15 p.m. Visit with CCAP's Exhibitors in the Exhibit Hall
- 11:30 a.m. – 1 p.m. Exhibit Hall Luncheon
- 12:30 p.m. Exhibit Hall Prize Drawings
- 1:15 p.m. Exhibit Hall Closes
- 1:30 – 2:45 p.m. Breakout Sessions I
- 1:15 – 4 p.m. Exhibit Hall Tear Down
(all exhibit materials must be removed by Monday at 4 p.m.)
- 3 – 4:15 p.m. Breakout Sessions II
- 6 p.m. Evening Event
*Hosted by **C.S. McKee, L.P.***



CCAP MEMBERS

CCAP, the voice of county government, is a statewide, nonprofit, nonpartisan Association representing Pennsylvania's counties. CCAP membership includes the county commissioners, council members, county executives, administrators, chief clerks and solicitors. CCAP strengthens the counties' abilities to govern their own affairs and to improve the well-being and quality of life for every Pennsylvania resident.

Reach the year's most concentrated audience of county government officials in one location in Pennsylvania at the 2019 CCAP Annual Conference and Trade Show!



2019 Annual Conference

VENDORS

Click here to register

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promote your firm

In addition to our traditional favorites for promoting attendee traffic to your booths—Welcome Reception, Exhibit Hall Luncheon, refreshment breaks and prize drawings—here are some activities and promotional opportunities to help you make the most of your CCAP Annual Conference exhibitor and vendor opportunity.

SPONSOR: STAND OUT AND BE RECOGNIZED!

Sponsorships are the perfect way to get attendees' attention and make a lasting impression.

General Conference sponsorships include:

- Blue Ribbon: \$7,500
- Red Ribbon: \$5,000
- White Ribbon: \$2,000
- Patron: \$1,000

Each level provides great exposure throughout the Conference with signs displaying your company logo, a listing in the Conference program and on the Conference portal, and other special opportunities. This is a great way to get your firm name in front of attendees.

EXTEND YOUR HOSPITALITY!

Sponsor a hospitality or social reception. Although CCAP does not coordinate hospitality suites, vendors can contract with the DoubleTree by Hilton Reading by contacting Corinna Evanish at (610) 375-8000 or Corinna.Evanish@Hilton.com. Vendors host hospitality suites at their own risk.

Note: CCAP does request that at least one representative from each vendor sponsoring an event, a public or private suite, dinner or reception, be registered for the full Conference and obtain a Conference name badge. CCAP and Conference participants appreciate that hospitality hours do not overlap scheduled Conference events as noted on the Conference schedule.

PRIZES AND CONTESTS!

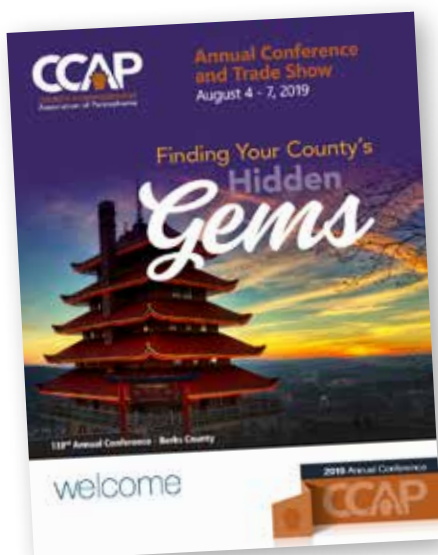
Exhibitors who conduct prize drawings in their booths can have their winner(s) announced during the Exhibit Hall prize drawings at 12:30 p.m. on Monday in the Exhibit Hall. Exhibitors determine prize criteria. CCAP does not provide assistance with contest rules, regulations or drawing criteria. CCAP cannot be responsible for forwarding, holding or securing unclaimed gifts to winners. Please make arrangements for prize awards to reach winners. Up to two names per prize may be announced.

Vendors are cautioned to use good judgement 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.

Interested in more information on advertising and sponsorships? Contact Mandi Glantz at (717) 736-4739 or mglantz@pacounties.org.

Advertise!

CCAP publishes a program for the Annual Conference which is included in every Conference packet. Ad space must be reserved by June 1, 2019 for the Annual Conference Program.



2019 Annual Conference

VENDORS

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exhibit booth information

If you would like a discount on Exhibit Hall registration and booth fees, become a CCAP associate member today.

Contact Mandi Glantz at (717) 736-4739. Or apply online at www.pacounties.org. Click on "Vendors" in the top navigation.

YOUR EXHIBIT HALL BOOTH

- 10' x 10' booth area with an 8' table, up to two spaces per company.
- Wireless internet service is complimentary in the exhibit area.
- For electricity, exhibitors must contract with the Santander Arena directly. Forms will be available with your exhibitor service packet after your booth space is reserved and assigned.
- Carpeting for individual booth spaces must be ordered through the drayage provider, booths have concrete floors.
- Register early to reserve the best available space for your firm.
- CCAP Welcome Reception on Sunday evening is held in the Exhibit Hall.
- Two individual Conference registrations (two-day or four-day) are included with each booth purchase.
- Conference breakfast, luncheon and prize drawings will be held in the Exhibit Hall to help drive traffic to your booth.
- Exhibitors are invited to decorate their booths to the theme of the 2019 Conference – "Finding Your County's Hidden Gems."



Booth Fees

ASSOCIATE MEMBERS

Full Conference

Fees are \$1,000 per booth and a full Conference registration for two exhibitors.

Sunday to Monday-Only

Fees are \$925 per booth and Sunday to Monday-only registration for two exhibitors.

NON-MEMBERS

Full Conference

Fees are \$1,200 per booth and a full Conference registration for two exhibitors.

Sunday to Monday-Only

Fees are \$1,125 per booth and Sunday to Monday-only registration for two exhibitors.

STATE AGENCY

Full Conference

Fees are \$800 per booth and a full Conference registration for two exhibitors.

Sunday to Monday-Only

Fees are \$700 per booth and Sunday to Monday-only registration for two exhibitors.

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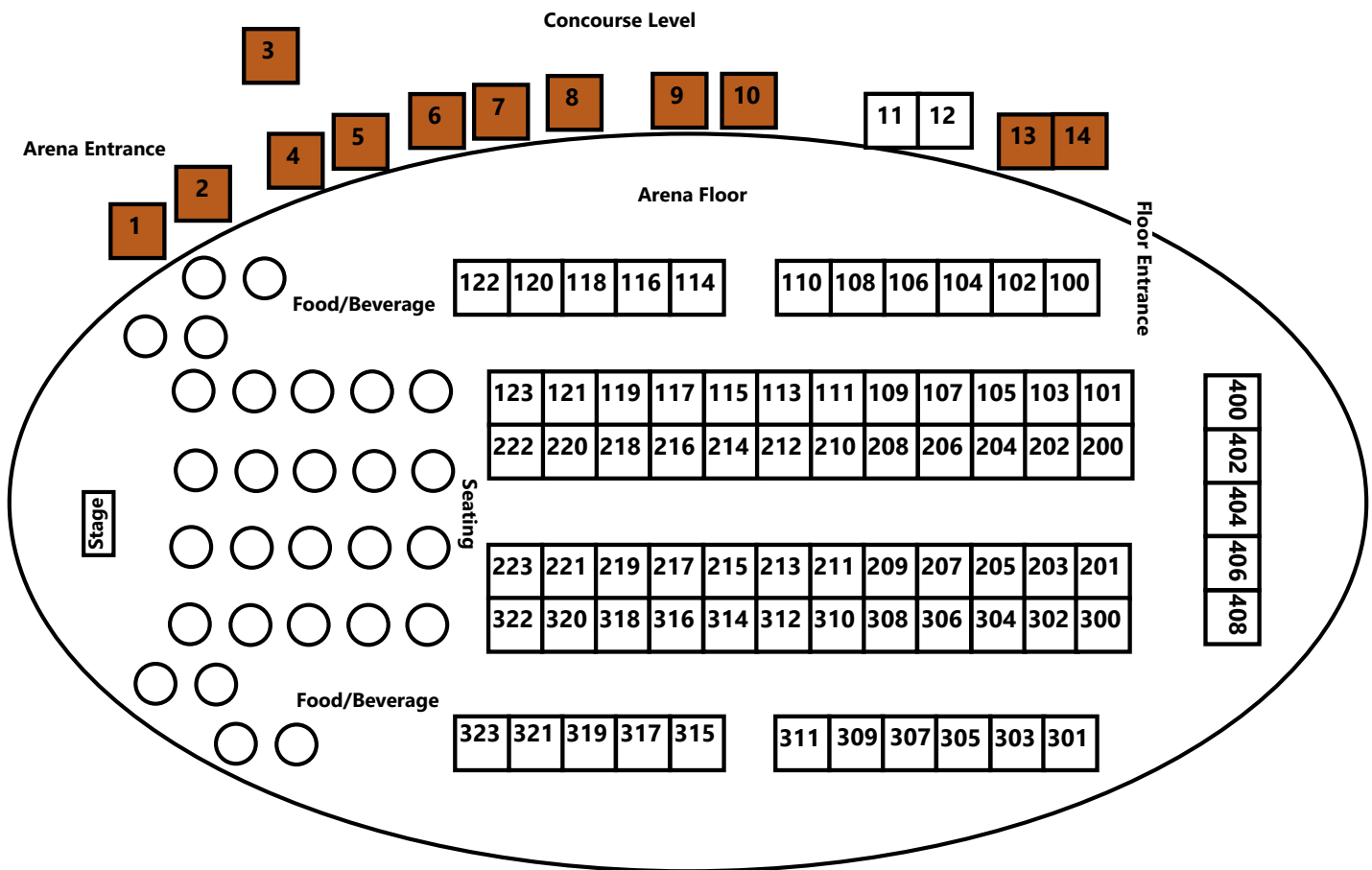
2019 exhibit hall floor plan

BOOTH INFORMATION AND EXHIBITOR SERVICE PACKET


Each booth is 10' deep by 10' wide and includes one 8' table, two chairs, a wastebasket, and a head sign; one company per booth. You may purchase up to two booths for more space.

Complimentary wireless internet service will be provided in the exhibit area. The facility floor is concrete, individual booth space carpeting may be purchased independently at the expense of the vendor. Electricity must also be contracted with the Santander Arena. Other services are provided by General Exposition Services (GES) who will handle the setup, tear down and coordination of the Exhibit Hall. You will receive an electronic exhibitor service packet prior to the Conference outlining the services available or you may contact them directly at (610) 495-8886 for pricing.

Note: Plan to order these services before the deadline. Last minute orders may be difficult to accommodate and costly for the exhibitor.



Map is Subject to Change. CCAP reserves the right to adjust the Exhibit Hall layout if deemed beneficial to exhibitors and attendees.

 Shaded booths are already reserved.

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exhibit booth registration

EXHIBIT BOOTH REGISTRATION

Each exhibit registration entitles your firm to a 10' x 10' booth and two Conference registrations with a two-day or four-day package. Registered exhibitors are welcome at all Conference events on the designated days including breakout sessions, Sunday's Welcome Reception, Monday's Exhibit Hall Luncheon, Tuesday's Dinner and Awards Ceremony, breaks and other workshops.

Note: Only registered exhibitors may enter their firm's booth area to conduct business in the Exhibit Hall. Each additional person in the designated booth space must register as an additional exhibitor. There are 75 booths on the main floor and 14 on the concourse level available.

ADDITIONAL EXHIBITORS INFORMATION

Each additional exhibitor pays a specified fee for Conference registration. To gain admittance to the Exhibit Hall and conduct business in individual booths, each person in a booth(s) must register for the

REGISTRATION AND SETUP

Registration and setup is noon to 4 p.m. on Sunday, August 4. Exhibitors must be registered before they can gain entry into the exhibit area for setup. All exhibits must be registered, setup and ready to open to Conference attendees by 4 p.m. on Sunday.

TEAR DOWN

Tear down begins no earlier than 1:15 p.m. on Monday. All exhibit materials must be removed from the Hall by 4 p.m. on Monday, August 5.

Conference. For additional exhibitor registrations (beyond the two persons included in the booth fee): Associate members pay \$510 per person for full Conference and \$365 per person for Sunday to Monday-only; non-members pay \$610 per person for full Conference and \$465 per person for Sunday to Monday-only; and state agencies pay \$410 per person for full Conference and \$265 per person for Sunday to Monday-only. Vendors are not permitted to register as a non-exhibitor and then participate in the booth space. This is strictly enforced.

BOOTH SELECTION

After receipt of registration and payment, CCAP will send an exhibitor service packet. This will contain information on booth selection. Booth selection is on a first-come, first-paid basis according to the date of receipt of the booth selection form. The preferences stated on the booth selection form are for guidance and are not guaranteed. Booth space must be paid in full prior to location selection. There are 89 booths available.

EXHIBIT BOOTH POLICY

Advance payment is required for booth space. Registrations are transferable to another individual prior to the Conference start date. After badges and meal tickets are dispersed on-site, they are not transferable and additional personnel will be required to pay the additional exhibitor fee. Registered no-shows will be billed. Please understand that we must adhere to these deadlines to ensure accurate registration and hotel planning.

CANCELLATION OF BOOTH SPACE

Cancellations must be submitted via email to Mandi Glantz at mglantz@pacounties.org and must be received by 4 p.m. on July 5, 2019. No telephone cancellations will be accepted. A \$50 administrative fee will be deducted from each refund requested. Cancellations received between 4 p.m. on July 5 and 4 p.m. on July 19 will also be subject to an additional cancellation fee of 20 percent of the booth purchase price. No refunds will be issued for cancellations received after 4 p.m. on July 19. Regardless of initial method of payment, all refunds are issued via a CCAP check.



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non exhibiting vendor registration

This conference is the perfect opportunity to meet and identify new prospects and leads, build new local government relationships and renew existing ones!

NON-EXHIBITOR

All vendors are welcome to attend the Conference, even if they are not exhibiting. CCAP associate members pay \$525 per person for full Conference, non-members pay \$625 per person for full Conference and state agencies pay \$425 per person for full Conference. This does not include a booth space in the Exhibit Hall of the trade show. Registered non-exhibitors are registered for the full Conference and are welcome at all Conference events including Sunday's Welcome Reception, Monday's Exhibit Hall Luncheon, Tuesday's Dinner and Awards Ceremony, breaks and other workshops and sessions. All Conference participants must register, obtain and wear a 2019 Conference badge. Remember to register your family and friends so they can enjoy Conference activities, sessions, meals and prize drawings.

A Conference-wide event compliments of **C.S. McKee, L.P.**, will be held on Monday at 6 p.m. for all registered Conference attendees. Dress will be summer casual.

See page 10 for details and RSVP information.

GUESTS/CHILDREN

Guests and children are welcome at many events at the CCAP Annual Conference. A special registration fee of \$95 (before June 30) and \$125 (after June 30) is offered for all adult guests and children over age five. The guest and children's fees include admission to Sunday's Welcome Reception, Tuesday's Dinner and Awards Ceremony and prize drawings. The fee does not include hotel room, Monday's Exhibit Hall Luncheon, Conference refreshment breaks and all other meals. Monday's Exhibit Hall Luncheon requires purchase of a ticket at an additional cost.

Note: Guests and children are invited to attend the Trade Show, but must be registered for the Conference to do so. Persons conducting business within the confines of the booth space must be registered as an exhibitor.

CANCELLATION OF CONFERENCE REGISTRATIONS/PERSONNEL

Cancellations must be submitted via email to Jeannette Hunter at jhunter@pacounties.org and must be received by 4 p.m. on July 19, 2019 to qualify for a refund. No telephone cancellations will be accepted. A \$50 administrative fee will be deducted from each refund requested.

Cancellations received after the July 19 deadline are not refundable.

Registrations are transferable prior to the Conference start date; registered no-shows will be billed. Regardless of initial method of payment, all refunds are issued via a CCAP check.



See pages 4 – 8 for information on the hotels and fun things to do in the area!

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