



COUNTY COMMISSIONERS
Association of Pennsylvania

**Sponsor a Hospitality Suite or Social Reception during the
2018 Fall Conference in Hershey, November 18 - 20!**

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 Hotel Hershey. Please contact Angela Hess at (717) 520-5435 or ahess@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.
- 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 schedule your event, please check the Conference agenda on the Fall Conference webpage at www.pacounties.org and be considerate of scheduled Conference-wide activities for county attendees. Sunday's Conference-wide events conclude at 5 p.m. and Monday's events conclude at 4:15 p.m.; please be mindful of operating suites after those times on Sunday and Monday. 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 Conference activities with the county membership. There will also be invitation-only CCAP events operating on both Sunday and Monday evening which may impact county member availability.
- 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.
- **Please Note:** 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.

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

See you at the 2018 CCAP Fall Conference in November!

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