



Sponsor a Hospitality Suite or Social Reception during the 2019 Spring Conference in Harrisburg, March 24 - 26!

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 Hilton Harrisburg. Please contact Edward Neiswender at (717) 237-6425 or Edward.neiswender@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 function, please be considerate of scheduled Conference-wide activities. Sunday's Conference-wide events conclude at 5 p.m. and Monday's events conclude at 6:30 p.m. Please note that there is an evening event by invitation only on Monday from 6:30 – 8:30 p.m. that may affect county attendance. 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 Spring Conference webpage at www.pacounties.org.
- CCAP is unable to distribute literature promoting your hospitality suite or function. You may wish to market your event via email or produce flyers or signs advertising your event. Please note that most properties require rental of easels for signage and do not permit flyers being affixed to walls or elevators; please check with the hotel staff regarding your specific needs. 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 2019 CCAP Spring Conference in March!

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