



Sponsor a Hospitality Suite or Social Reception during the 2020 Spring Conference in Harrisburg, March 22 - 24!

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 host be registered for the full Conference and obtain a name badge. This includes a public or private suite, dinner or reception.
- When you schedule your event, please check the Conference agenda at www.pacounties.org and be considerate of scheduled Conference-wide activities. Sunday's Conference-wide events conclude at 5 p.m. and Monday's events at 6:30 p.m.; please be mindful of operating suites after these times. 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 public Conference activities on the day(s) in which they are registered. Please note that there may be invitation-only CCAP events operating in the evenings which may impact county member availability.
- CCAP is unable to distribute literature promoting your hospitality suite or function. You may wish to distribute your own announcements or post flyers in the hosting facility with the express permission of the hotel representative. Each property has guidelines regarding posting of signs (properties may require rental of easels for free-standing signs and most do not permit signs being affixed to walls or elevators). 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. 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 the tentative Conference agenda and registration information 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.