



## **Guidelines for Sponsoring a Hospitality Suite or Reception during the 2024 Fall Conference in Hershey, November 24-26**

*Updated 9/3/2024*

The County Commissioners Association of Pennsylvania offers the following guidelines for those coordinating public or private functions scheduled during the Fall Conference:

- CCAP does not allot hospitality suites or function space. This must be done directly with The Hotel Hershey. Please contact Trevor Bertoldi at 717-520-5435 or [tbertoldi@hersheypa.com](mailto:tbertoldi@hersheypa.com). The Hotel will assign the function space on a first-come, first-served basis. Please make arrangements early since space is limited.
- CCAP requests that at least one representative from each company or organization hosting a Hospitality Suite, reception or dinner be registered for the full Conference.
- Please be considerate of scheduled Conference-wide activities: Sunday evening is open to schedule events beginning at 6:00 p.m., and Monday evening after 5:00 p.m. CCAP thanks you for acknowledging the importance of county member attendance at our scheduled Conference events. We invite all registered attendees to participate in Conference activities as registration packages allows. If space limitations apply, preference will be granted to county member attendees first.
- A complete schedule of Conference events and activities, including a listing of hospitality functions, will be included in the Conference mobile app. Please confirm the details of your event with Patty Stroble at [ppstroble@pacounties.org](mailto:ppstroble@pacounties.org) prior to the Conference.
- CCAP is unable to distribute emails or flyers promoting your hospitality suite or function. You may wish to send emails or post flyers in the hosting facility with the permission of the hotel representative.
- If you have drawings or giveaways, you are responsible for getting prizes to the winners. The CCAP registration desk is unable to hold prizes. Companies 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 2024 CCAP Fall Conference in November!**

A tentative Conference agenda and registration information can be found at [www.pacounties.org](http://www.pacounties.org).

Please contact Patty Stroble, CCAP Director of Vendor Relations, at 717-736-4739 or [ppstroble@pacounties.org](mailto:ppstroble@pacounties.org) with additional questions.