Planning to Sponsor a Hospitality Suite or Social Reception during the 2022 Fall Conference in Hershey, November 20 - 22?

Updated 9/8/2022

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

- 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 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 a public or private suite, dinner or reception be registered for the full Conference and obtain a Conference name badge.

- CCAP is committed to providing a safe environment for all Conference attendees. All event hosts and guests should adhere to guidelines and review our Commitment to Well-Being and safety practices.

- When you book your event, please be considerate of scheduled Conference-wide activities: Sunday evening is open to schedule events beginning at 4 p.m., and Monday evening beginning at 4:15 p.m. CCAP thanks vendors for acknowledging the importance of county member attendance at our scheduled Conference events. We invite all registered vendors to participate in Conference activities with the county membership as their registration package allows. If space limitations apply, preference for admittance will be granted to county member attendees first. Note, there are some evening events on the Conference agenda; certain events may be noted as “invitation only” or “county members only”. Please see the complete Conference agenda on the Fall Conference webpage at www.pacounties.org.

- A complete schedule of Conference events and activities, including a listing of hospitality functions that are open to all Conference attendees, will be included in the Conference mobile app. Please confirm the details of your event with Mandi Glantz at mglantz@pacounties.org prior to the Conference to ensure your listing is accurate.

- CCAP is unable to distribute literature promoting your hospitality suite or function. You may wish to send electronic announcements or post flyers in the hosting facility with the 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 without permission from CCAP.

- 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. 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 you at the 2022 CCAP Fall Conference in November!

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

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