



## **2022 CCAP Annual Conference and Trade Show Exhibitor Contract Rules, Regulations and Policies**

Please read carefully before submitting the booth selection form. You must submit the booth selection form, as included in the electronic exhibitor service packet, indicating that you have read these policies and agree to adhere to them in their entirety prior to being assigned a designated booth location at the trade show. You are also asked to provide a current copy of your Certificate of Insurance (liability insurance) to CCAP along with your completed booth selection form to ensure your booth location preference. Exhibit maps are subject to change. Booth selection will be made on a first-come, first-paid basis according to the date of receipt of the booth selection form. Exhibit booth layout and maps are subject to change. CCAP reserves the right to adjust the map layout if deemed beneficial to exhibitors and attendees.

### **TERMS OF THE CONTRACT**

The following contract applies to the 2022 County Commissioners Association of Pennsylvania, hereto in referred to as CCAP Annual Conference and Trade Show to be held at the Lancaster County Convention Center in Lancaster County, PA on August 7 - 8, 2022, with exhibit space open to county member attendees on August 8, 2022 only.

### **Exhibitor Fees**

- Associate Member (full Conference registration): \$1,000, includes booth space and two exhibitor registrations for the full Conference. Additional exhibitor: \$510 per person for full Conference registration.
- Associate Member (Monday-only registration): \$925, includes booth space and two exhibitor registrations for Monday-only. Additional exhibitor: \$365 per person for Monday-only registration.
- Non-Associate Member (full Conference registration): \$1,200, includes booth space and two exhibitor registrations for the full Conference. Additional exhibitor: \$610 per person for full Conference registration.
- Non-Associate Member (Monday-only registration): \$1,125, includes booth space and two exhibitor registrations for Monday-only only. Additional exhibitor: \$465 per person for Monday-only registration.

- State Agency (full Conference registration): \$800, includes booth space for two exhibitor registrations for the full Conference. Additional exhibitor: \$410 per person for full Conference registration.
- State Agency (Monday registration): \$700, includes booth space and two exhibitor registrations for Monday-only only. Additional exhibitor: \$265 per person for Monday-only registration.

### **Fee Includes**

- One 8' x 8' booth, pipe and draped 8' high background drape and 3' high side divider drape. The exhibit area contains standard facility carpeting.
- One 6' vinyl covered table with black skirt
- Two chairs
- One head sign with firm name
- One wastebasket
- Two Conference exhibitor registrations for the days designated by your registration package. Includes name badges for two registered exhibitors, and admission to events included in your day package such as Monday's Exhibit Hall Luncheon, Tuesday's Lunch, Tuesday's Dinner and Awards Ceremony, breaks and education sessions as scheduled by CCAP.
- Complimentary wireless Internet access will be available in the exhibit area.

### **Fee Does Not Include**

- Receipt of shipped materials
- Electricity (a form to order electric service will be provided by Lancaster County Convention Center in the electronic exhibitor service packet)
- Alternate carpeting, additional/supplementary chairs, tables, and other furnishings (an order form for such services will be included in the electronic exhibitor service packet)
- Other meals not listed above
- Hotel accommodations

### **Admission and Badges**

All exhibit personnel must register and pay the registration fee as indicated in the exhibitor packages. Exhibitors and exhibiting staff must wear CCAP identification badges while on the exhibit floor and when attending any CCAP sponsored functions. The badges will be furnished by CCAP upon full payment of the registration fee for the indicated package. Only individuals with these badges will be permitted on the exhibit floor. No installation and outstanding crew members will be permitted on the exhibit floor at any time without proper name badges as supplied by CCAP. Individuals not wearing a CCAP issued badge will be asked to put it on or

leave the function. A photographer, demonstrator, artisan, model or any other entertainment or crew personnel must be included in the allotment of booth personnel and be registered for the Conference. This will be strictly enforced.

Badges are created according to the formal information as submitted with the CCAP vendor registration. All changes in exhibitor information, including personnel attendance, must be made in writing via email to Jeannette Hunter ([jhunter@pacounties.org](mailto:jhunter@pacounties.org)) prior to July 22, 2022. No requests for changes made via telephone will be accepted. There will be a \$50 administrative charge for each refund requested for cancellation of booth personnel or non-exhibitor individual vendor registration. Cancellations must be submitted via email to Jeannette Hunter ([jhunter@pacounties.org](mailto:jhunter@pacounties.org)) and must be received by 4 p.m. on July 22, 2022. Cancellations received after the July 22 deadline are not refundable. Registrations are transferable to another individual prior to the Conference start date; after badges are dispersed onsite, they are not transferable and additional personnel will be required to pay a full registration fee. Registered no-shows will be billed.

### **Booth Information**

Tabletop or floor displays are permitted, providing they do not exceed the 8' high background drape or the depth from the back of the booth to the specified aisle. Displays may not protrude into the aisle and cause a danger to the safe travel of exhibitors and guests. CCAP reserves the right to deem displays unacceptable.

Materials permitted in the space include posters, sales literature, descriptive materials and other information and displays as approved by CCAP. If your materials or equipment may be questionable, please check with CCAP for approval prior to arriving at the show site. CCAP reserves the right to exclude or to require modification of any display or demonstration, which, in its sole discretion, it considers unacceptable, or not in keeping with the character of the 2022 CCAP Annual Conference and Trade Show as a whole.

Exhibitors are encouraged to provide contactless interactions to attendees if possible (i.e. distribution of objects/giveaways).

- **Exhibitor Registration and Setup**

Exhibitor registration is scheduled for 2 to 6 p.m. on Sunday, August 7 and 7:30 to 10 a.m. on Monday, August 8, 2022 at the CCAP registration desk at the Lancaster Marriott at Penn Square and the Lancaster County Convention Center. Exhibitors must be paid in full, registered and have a CCAP-issued name badge for admittance to the Exhibit Hall

and all CCAP-sponsored functions. Setup of exhibit display and materials is permitted Sunday, August 7 from 2 to 6 p.m. and Monday, August 8 from 7:30 to 10 a.m.

- **Exhibit Hall Open**

The Exhibit Hall will be open to the CCAP membership: Monday, August 8, 2022 from 7:30 a.m. to 3:45 p.m. The Exhibit Hall Luncheon will take place from 11:30 a.m. to 1 p.m. Only attendees registered for these events will be able to gain admittance; tickets will be provided.

- **Prizes and Contests**

Exhibitors are permitted to conduct their own prize drawings throughout the trade show duration August 8 and within the confinement of their booth space. Exhibitors who conduct such drawings can have their winner(s) announced by CCAP staff during drawing announcements beginning at 3:15 p.m. on Monday, August 8 in the Exhibit Hall. Individual exhibitors hold the sole responsibility and discretion in determining winning criteria. CCAP is not responsible for forwarding, holding or securing unclaimed gifts to winners and will not aid the exhibiting organization with the contest rules, regulations or drawing criteria. Exhibitors are encouraged to provide contactless interactions to attendees if possible (i.e. distribution of objects/giveaways).

- **Exhibitor Teardown**

Exhibitor booth teardown will begin no sooner than 3:45 p.m. on Monday, August 8, 2022. All exhibit materials must be completely removed from the Exhibit Hall by 5:30 p.m. on Monday, August 8.

### **Booth Location Assignments**

CCAP must receive exhibitor registration and payment prior to the booth selection process. Upon receipt of registration and payment, CCAP will issue an electronic exhibitor service packet with information on booth selection. Exhibit space will be assigned in the order that the booth selection form and exhibitor contract signature are received. CCAP reserves the right to alter the exhibit maps and to change location assignments at any time, as it may, in its sole discretion, deem necessary. Limit of one space may be purchased per exhibiting firm. Only one company is permitted to be registered per booth.

### **Deposits/Payment**

Full payment must accompany registration for booth procurement and to obtain a name badge and tickets for CCAP sponsored events at the Conference.

### **Cancellation of Exhibit/Booth Space**

Advance payment of all fees is required prior to the Conference. For cancellation of booth space, cancellations must be submitted via email to Mandi Glantz at [mglantz@pacounties.org](mailto:mglantz@pacounties.org) and must be received by 4 p.m. on July 8, 2022 to qualify for a refund. No telephone cancellations will be accepted. A \$50 administrative fee will be deducted for each refund requested. Cancellations received between 4 p.m. on July 8 and 4 p.m. on July 22 will also be subject to an additional cancellation fee of 20 percent of the booth space purchase price. No refunds will be issued for cancellations received after 4 p.m. on July 22, 2022. CCAP retains the right to resell any exhibit space cancelled by the exhibitor.

### **Change of Booth Personnel**

Registrations for booth personnel are transferable to another individual prior to the Conference start date; after badges are dispersed onsite, additional personnel will be required to pay a full additional exhibitor registration fee.

### **Cancellation of Conference and Trade Show**

If unanticipated events beyond CCAP's reasonable control (including, but not limited to: acts of God; declared war in the United States; government regulation, including, but not limited to, government regulations prohibiting travel to the city in which the Conference/Trade Show will be located over the dates of the event or prior thereto and/or the issuance of a "Travel Warning" by the Centers for Disease Control that specifically advises travelers to avoid all non-essential travel to area where the Conference/Trade Show will be held and which travel advisory is in effect over the event dates or prior thereto; pandemics, epidemics, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local, state or federal government authority or health agencies [including, but not limited to the health threats of COVID-19, H1N1, or other infectious diseases]; terrorist attacks in the area where the Conference/Trade Show is to be held; or curtailment of transportation where the Conference/Trade Show is located any of which make it illegal, inadvisable, commercially impracticable or impossible to perform under this Agreement), CCAP may in its sole discretion modify the format of the Conference/Trade Show (such as by making it a virtual event) or take other such reasonable measures to mitigate the impact on the Conference/Trade Show. If CCAP materially modifies the format of the event you may terminate this Agreement and receive a full refund if you provide CCAP with written notice of your termination within ten (10) days of CCAP's notice to you of the format change. If you fail to provide such notice you will have agreed to proceed with your participation as an exhibitor at the Conference/Trade Show as modified by CCAP. Upon termination of this Agreement or cancellation of the Conference/Trade Show, CCAP shall not be responsible for payment of any liquidated damages.

### **Handling and Storage**

CCAP and the owners or managers of the facility where the Conference and trade show is to be held shall not accept or store display materials or empty crates, and exhibitors shall make their own arrangements for shipment, delivery, receipt and storage of such materials and empty crates through the exhibitor contractor company, General Exposition Services (GES). Information for such services is included in the electronic exhibitor service packet.

### **Food and Beverage**

Food and beverage shall not be sold from exhibit booths in the Exhibit Hall of the Lancaster Marriott at Penn Square or the Lancaster County Convention Center. Exhibitors are responsible for obtaining and adhering to the policies of the Lancaster Marriott at Penn Square and the Lancaster County Convention Center when making arrangements for catering, food delivery, service and setup. This may include a restriction from bringing external food and beverages, including alcoholic beverages, into the property for disbursement. Individual facility policies do apply.

### **Hospitality Suites and Private Functions**

Exhibitors hereby agree to refrain from planning or hosting any activity, meal, entertainment or event involving a CCAP member or members during or overlapping with times of scheduled events at the 2022 CCAP Annual Conference and Trade Show from 7 a.m. Monday, August 8 through noon Wednesday, August 10, 2022.

CCAP does not coordinate hospitality suites, private functions or event space. All hospitality suites or function space must be booked directly with the Lancaster Marriott at Penn Square by contacting Adrienne Fonti, Convention Sales Manager, at (717) 207-4077 or [Adrienne.Fonti@aimhosp.com](mailto:Adrienne.Fonti@aimhosp.com). CCAP assumes no responsibility or liability for any damages or losses associated with the hosting of a hospitality suite or private function. Vendors host the event at their own risk. CCAP does require that at least one representative from the organization hosting the hospitality suite or private function be registered for the full CCAP Conference either as an exhibitor or non-exhibitor participant.

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 documents.

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.

## **Entertainment**

It will be the responsibility of the exhibitor to secure proper licenses and to pay any and all licensing fees for any copyrighted materials such as music, motion pictures, printed publications, etc. which may be on display in their exhibit space. CCAP advises the exhibitor to confirm the need for such licenses with their own legal counsel and accepts no responsibility for liability, penalties, loss or costs associated with the inappropriate use of such materials.

## **Emergency Contact Information**

CCAP takes member safety and security very seriously, which includes attendee safety during our events and Conferences. We have begun to collect strategic information from each of our Conference properties, and we also want to be able to contact people on your behalf if there is an incident. CCAP will request your emergency contact information during your online registration process. If you prefer not to supply an emergency contact, you can populate the boxes with your own name and number.

## **Security**

CCAP, Lancaster Marriott at Penn Square and the Lancaster County Convention Center, or any other officer or staff member thereof, will not be responsible for the safety of the exhibitors property or those registered in the exhibitor's booth, from theft, damage by fire, accident or other cause. The exhibitor is required to provide all insurance and policy riders to cover all booth contents. There will be a temporary security guard(s) in the Exhibit Hall from 5:30 p.m. Sunday evening, August 7 until 4 p.m. on Monday, August 8. CCAP expects that the exhibitor, at his or her discretion, will take responsibility to remove any item(s) of value from the Exhibit Hall when the booth is unattended by the exhibitor. The security guard on duty has been provided by CCAP as a courtesy and has been assigned to strictly monitor and enforce the non-admittance of unauthorized personnel into the Exhibit Hall. It is the sole responsibility of the exhibitor to protect their property and valuables. CCAP accepts no responsibility and liability for damage or loss of goods.

## **Safety**

Lancaster Marriott at Penn Square and the Lancaster County Convention Center and the CCAP staff will have a first aid kit and an Automated External Defibrillator (AED) available onsite. Lancaster Marriott at Penn Square and the Lancaster County Convention Center also has updated evacuation and safety plans in place for visitors and guests.

## **Equipment**

Booth furnishings provided by CCAP, Lancaster Marriott at Penn Square and Lancaster County Convention Center, or General Exposition Services (GES) and shall be returned to the appropriate party at the end of the 2022 CCAP Trade Show (August 8, 2022 by 5 p.m.) complete and in good condition, normal wear and tear expected. Exhibitor shall have no right, title or interest in such equipment. All other equipment shall be provided by the exhibitor at their own expense. All draping and decorative materials used by the exhibitor shall be flame proof. All booth equipment shall be in keeping with and consistent with all rules, codes and regulations referred to under codes and agreements below.

### **Assignment and Sublease**

Exhibitor shall not sublet the booth, or any equipment provided by CCAP, Lancaster Marriott at Penn Square and Lancaster County Convention Center, or General Exposition Services (GES), nor shall the exhibitor assign the lease in whole or in part without written notice to and approval from CCAP. Only one company is permitted to be registered per booth. Limit of one space may be purchased per exhibiting firm.

### **Codes and Agreements**

The CCAP Exhibitors completing the booth selection form and agreeing to the herein stated contract by signing as indicated on the booth selection form hereby agree to be bound by the 2022 Annual Conference and Trade Show exhibitor contract, rules, regulations and policies and will adhere to and be bound by: (1) all applicable fire, utility and building codes and regulations, (2) any rules or regulations of Lancaster Marriott at Penn Square and Lancaster County Convention Center where the 2022 CCAP Annual Conference and Trade Show is held; (3) the terms of all leases and agreements between CCAP and the managers or owners of said facility; (4) the terms of any and all leases and agreements between CCAP and any other party, including Lancaster Marriott at Penn Square and Lancaster County Convention Center, relating to the 2022 CCAP Annual Conference and Trade Show.

Attendees will be asked to review Commitment to Well-Being guidelines and safety practices for the 2022 event.

### **Insurance and Liability**

This agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between CCAP and the exhibitor completing the booth selection form and signing the booth selection form indicating an understanding and adherence to the contract policies. The exhibitor completing the booth selection form and signing this form hereby agrees to indemnify, hold harmless and defend CCAP from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including but not



limited to cost, interest and attorney's fees) which CCAP may incur, suffer, be put to pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by the exhibitor or any of its employees, servants or agents.

It is further agreed that CCAP, and its respective agents, employees, staff, officers, board of directors and independent contractors shall not be responsible in any way for: (1) damage, loss or destruction of any property of the exhibitor, or (2) any accident or bodily injury to the exhibitor or its representatives, agency, employees, licensees or invitees.

CCAP assumes no liability for loss or damage of goods or materials owned or leased by the exhibitor. The exhibitor is required to carry all insurance and policy riders to cover their property. CCAP requires that the exhibit space be left as the exhibitor found it and CCAP assumes no responsibility for any damages incurred to the exhibit space, exhibitor contractor company equipment or materials, General Exposition Services (GES) equipment or materials, and Lancaster Marriott at Penn Square and Lancaster County Convention Center equipment or materials damaged in whole or part by the exhibitor.

### **Restrictions**

- Smoking is prohibited in all buildings on the property of Lancaster Marriott at Penn Square and Lancaster County Convention Center and all CCAP-sponsored workshops, sessions and exhibit areas held within the confines of this facility. There are designated smoking areas outside these facilities.
- CCAP reserves the right to restrict exhibits because of noise, method of operation, or for any other reason that detracts from the character of the Conference as a whole.
- Exhibitor shall not obstruct the view of adjoining exhibits and shall keep all materials and displays within the confines of the allotted 8' x 8' assigned booth space.
- All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent booths.
- By submitting a booth selection form and a signature of consent to this contract, the applicant releases CCAP from any and all liability to applicant, its agents, licensees, that may arise or be asserted as a result of submission of application or participation in this Conference.

### **Amendments**

CCAP shall have sole authority to interpret and enforce all rules and regulations contained herein; to make any amendments thereto; and to make further rules and regulations as shall be necessary for the orderly conduct of the 2022 CCAP Annual Conference and Trade Show, August

7 - 10, 2022 at Lancaster Marriott and Lancaster County Convention Center in Lancaster County, PA.

## **Exhibitor Loss Prevention Guidelines**

- Smoking is prohibited in all buildings on the property of Lancaster Marriott at Penn Square and Lancaster County Convention Center and all CCAP sponsored workshops, sessions and exhibit areas held within the confines of this facility. There are designated smoking areas outside these facilities.
- All materials in the exhibit area must be flameproof and fire resistant.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- Cylinders containing compressed air or helium (for filling balloons) must be secured by a strap, stand or cart in an upright position to prevent tip-over.
- Live animals are prohibited in the exhibit area.
- Standing on chairs, tables and other furniture is prohibited. The furniture is not designed to support your standing weight. Please use a ladder or ask Lancaster County Convention Center personnel for assistance.
- Forklifts and carts are to be used by authorized facility personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit area. Please walk. Watch your step in the aisles and stay away from the loading docks and storage areas.
- Electrical wires and cords can be dangerous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking. Do not overload outlets or plugs.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the exhibit floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.

- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.
- Notify a representative of Lancaster Marriott at Penn Square and Lancaster County Convention Center, General Exposition Services (GES) or CCAP of any safety issues or concerns.