



**62<sup>nd</sup> Annual Scientific Meeting-June 25-26, 2010**  
**Hotel Hershey**  
**Exhibitor Information**  
**[www.paallergy.org](http://www.paallergy.org)**

- **PAAA Tax ID:** #23-6390935
- **Exhibit Opportunities:** Fee of \$5,000.00 includes the following.
  - ✓ (1) 6-foot table top display, draped and skirted.
  - ✓ Tables will be set throughout The Garden Terrace Lobby, Starlight Lounge and Starlight Terrace Ballroom where refreshment breaks are held.
  - ✓ Dessert Reception with Physicians on Friday, June 25, 2010; from 8:00 - 10:00p.m. (max. 2 company representatives included in fee)
  - ✓ You will receive name badges for reps, an attendee list and on-site program. An updated attendee list will be mailed to you following the meeting.

A maximum of two company representatives, per exhibit table, are permitted on the exhibit floor at any given time. Company representatives may view presentations. However, name badges must be removed prior to entering the lecture hall and business must not be discussed inside the lecture hall.

- **Set-up:** Thursday, June 24, 2010 between 4:00 – 6:30p.m.
- **Exhibit Hours:** Friday, June 25 and Saturday, June 26 from 7:30 a.m. – Noon
- **Dismantle:** Saturday, June 26 between Noon – 2:00 p.m.
- **Food & Beverage:** Continental breakfasts and breaks will be set-up in the exhibit area.  
-Dessert Reception on Friday, June 25<sup>th</sup> from 8:00 - 10:00 p.m. in the Fountain Lobby
- **Exhibit Space Assignment:** Space will be assigned based on the order of payments and registrations received. **PAYMENT IN FULL IS DUE ON OR BEFORE June 13, 2010** to be included in the on-site program.
- **Shipping Instructions:** (applies to UPS, FedEx, US Mail, etc.) Materials shipped to The Hotel Hershey will be accepted no earlier than Tuesday, June 22. Materials received earlier than June 22 may be refused or subject to a storage fee. The hotel address for shipment is: PA Allergy & Asthma Association, C/O The Hotel Hershey, Hotel Road, Hershey, PA 17033. The following also needs to be placed on the shipment: Attn: Convention Services Department, Hold for (Company Name), Box 1 of 2/Box2 of 2, etc. The phone number for further assistance is 717-533-2171.

- **Delivery instructions:** (applies to Yellow Freight, Roadway, etc.) In the event you are having items delivered, materials will be accepted no earlier than Tuesday, June 22. The Hotel Hershey requires an approximate drop off and pick-up schedule. Items delivered prior to June 22 may be refused or subject to a storage fee. Vendors will be responsible for pick-up arrangements. The Hotel Hershey must be notified (prior to delivery) with the following information: the name of the carrier, a tracking number and telephone number of the carrier. Please use the above address information for deliveries.
- **General Shipping Rules:**
  - Individuals must arrange for shipping items off property.
  - All boxes must be secured and taped closed.
  - All boxes must be labeled with shipping information on packages.
  - Any materials left behind after the event will be charged a storage fee of \$25.00 per day. Items left after one week will be discarded.
  - Delivery trucks must be equipped with a lift gate for pick-up and delivery.
- **Exhibit Cancellation Policy:** Exhibit companies will incur a cancellation fee of 20% per 6-foot draped table if cancellation occurs within 30-90 days of the PAAA Annual Scientific Meeting. Refunds will not be issued 29 days prior to the event (May 26, 2010).
- **Acknowledgement:** All companies providing support to the Pennsylvania Allergy & Asthma Association's Annual Scientific Meeting in 2010, through educational grants or exhibit table purchases, will be acknowledged at the meeting and on associated literature distributed prior to and during the meeting.
- **Hotel Room Reservations:** Rooms are being held at The Hotel Hershey for the PAAA. As the headquarter hotel for the PAAA meeting, all meeting, exhibit and social functions will be held at The Hotel Hershey. Room reservations must be made directly with The Hotel Hershey by May 8, 2010. After this cut-off date, reservations will be accepted on an availability basis only. Please call the Hotel Hershey directly at (800)-Hershey or 717-533-2171.

-Daily Single/Double Occupancy Rate: \$309.00, plus tax, per room per night\*

(\*) Children under 17 years of age stay for free. Taxes and meals are not included with this plan.

Check-in time: 4:00p.m.

Check-out time: Noon

- **Airport Transportation:** Transportation is available to and from the Harrisburg International Airport with prior arrangements only; a fee will be charged. Call The Hotel Hershey at 1-800-HERSHEY, ext. 6, for additional information.
- **Additional Information:** If you have questions or need additional information please contact: Lauren Ramsey, CMP, PAAA Meeting Manager  
777 East Park Drive, Harrisburg, PA 17111  
Phone: 717-909-2691 Fax: 717-558-7841  
Email: [qramsey@pamedsoc.org](mailto:qramsey@pamedsoc.org)  
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