



64th Annual Scientific Meeting-June 22-24, 2012
Hotel Hershey
Exhibitor Information
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 Starlight Lobby and Starlight Terrace Ballroom, where refreshment breaks are held.
 - ✓ Reception with Physicians on Friday, June 22, 2012; from 8:00 - 10:00 p.m. (maximum 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 21, 2012 between 4:00 – 6:30p.m.
- **Exhibit Hours:** Friday, June 22nd and Saturday, June 23rd from 7:30 a.m. – 12:00 noon.
- **Dismantle:** Saturday, June 23rd between 12:00 noon – 2:00 p.m.
- **Food and Beverage:** Continental breakfasts and breaks will be set-up in the exhibit area.
 - ✓ Reception on Friday, June 22nd 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** May 18, 2012 to be included in the onsite program.
- **Shipping Instructions:** (Applies to UPS, FedEx, US Mail, etc.) Materials shipped to The Hotel Hershey will be accepted no earlier than Tuesday, June 19th. Materials received earlier than June 19th may be refused or subject to a storage fee. The hotel address for shipment is:

Pennsylvania 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 19th. The Hotel Hershey requires an approximate drop-off and pick-up schedule. Items delivered prior to June 19th 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 (provided in the Shipping Instructions) 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 percent per 6-foot draped table if cancellation occurs within 30-90 days of the Pennsylvania Allergy & Asthma Association's (PAAA's) Annual Scientific Meeting. Refunds will not be issued 29 days prior to the event (May 24, 2012).
- **Acknowledgement:** All companies providing support to the PAAA's Annual Scientific Meeting in 2012, 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 21, 2012. 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: \$319.00, plus tax, per room per night.¹
 - Check-in time: 4:00 p.m.
 - Check-out time: 12:00 noon

- **Airport Transportation:** Transportation is available to and from the Harrisburg International Airport (MDT), 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:

Nancy Miller, PAAA Meeting Manager
 777 East Park Drive, Harrisburg, PA 17111
 Phone: 717-558-7750 ext. 1592
 Fax: 717-558-7841
 Email: paaa@pamedsoc.org
 Website: www.paallergy.org

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¹ Children under 17 years of age stay for free. Taxes and meals are not included with this plan.



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EXHIBIT RESERVATION FORM

www.paallergy.org

Company Name _____

Contact Name _____

Address _____

City, State, ZIP _____

Telephone _____ Fax _____

Email _____

Meeting Badges are Needed for [2 representatives (rep.) per table; additional fee of \$25 for each additional representative]:

Rep. Names: _____, _____

- Exhibit Table:** Support of \$5,000.00 will be designated as an exhibitor. Acknowledgement will be made in our onsite brochure and associated literature distributed during the meeting. A single-table space in the exhibit area and company representatives (up to two people) will be permitted at the meeting.
- Electric** Yes, please provide an electrical source to my exhibit table.

If possible, please do not place our exhibit next to the following companies:

\$_____ deposit or full payment is enclosed. Make Check Payable to Pennsylvania Allergy & Asthma Association

I understand and agree to follow the policies of the ACCME's STANDARDS FOR COMMERCIAL SUPPORT OF CONTINUING MEDICAL EDUCATION and the guidelines of the American Medical Association set for physicians in support of PAAA's 64th Annual Scientific Meeting.

Hold Harmless Clause: The exhibiting company assumes responsibility and hereby agrees to protect, indemnify, defend and save the Pennsylvania Allergy & Asthma Association, The Hotel Hershey, Penn Expo Services and their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding any such liability cause by the sole negligence of The Hotel Hershey, its employees and agents.

In addition, the exhibitor acknowledges that the Pennsylvania Allergy & Asthma Association, The Hotel Hershey and Penn Expo Services do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Educational Grant Support:

If you are providing an educational grant and would like to display at the meeting, you must purchase an exhibit table separately from the educational grant due to CME requirements.

- Contact my company regarding \$_____ educational grant. Applicable contact information is listed below.

Name: _____ Telephone: _____

Website: _____ Email: _____

Make check payable to PAAA and return completed form by May 18th with payment to: PAAA

Attn: Nancy Miller

P.O. Box 8820

Harrisburg, PA 17105-8820

paaa@pamedsoc.org or fax to 717-558-7841

All educational grants must be fully executed by June 11, 2012 due to CME requirements. No exceptions.