

Pennsylvania Telephone Association

*"The Communications
Leader in Pennsylvania"*

June 19, 2024

TO: Exhibitors

FROM: Sue Carter

Attached is the floorplan and table assignment for the exhibit time on July 8, 2024, during "Dessert on the Mezzanine". Tables are 6' in length and will have your company sign on the table. Desserts will be placed in four different areas on the mezzanine, as well as a bar. Wifi is complimentary on the mezzanine.

Display time is scheduled to start around 7:30 PM or shortly thereafter.

Dinner that evening, prior to the display time, will be in the Castilian Room (ONLY for those that signed up for dinner). If you're not sure if you signed up, please check the convention confirmation that I will be sending you next week or simply email me.

SHIPPING: If you plan to have items shipped to The Hotel Hershey, please see the attachment regarding shipping to the hotel. The hotel will refuse any shipments sent prior to July 1, 2024. If you plan to have items shipped to The Hotel Hershey, please let me know so I can keep an eye out for the items.

SET-UP: Tables will be up by 5:00 PM. Companies have until 7:30 to set up. Since this is meant to be a small display, this shouldn't be an issue. This is not a secure area and companies are responsible for their items. Please keep in mind that PTA does have a storage room that is locked. Companies are welcome to use this to store items (other than hotel staff, only PTA staff will have a key to the storage room).

INTRODUCTIONS: Approximately 7:00 PM (or shortly after) associate members will have the opportunity to give a 30-second introduction in the Castilian room (regardless of whether or not you are signed up for dinner). If you are interested in participating, please email Sue Carter at sue.carter@patel.org to let her know. If you aren't in the room for dinner, hang outside the Castilian room until your name is called.

TELCOS: Active members will be given a card with a list of the participating vendors and will be encouraged to attend each table and have you initial by your company name. Once they visit each of you, they can come to the PTA table and turn their card in for an extra \$5K voucher for Casino Night on Tuesday.

Thanks again for your active participation. If you have any questions, don't hesitate to ask. We look forward to seeing you in Hershey.

Shipping Instructions: (Applies to UPS, FedEx, US Mail, etc.)

Materials shipped to The Hotel Hershey will be accepted **no earlier than 07/01/2024**. Materials received earlier than 07/01/2024 may be refused or subject to a storage fee.

The hotel address for shipment is:

c/o The Hotel Hershey
100 Hotel Road
Hershey, PA 17033

The following also needs to be included in the shipment information:

Attn: Hollynn Paul
Hold for (Company Name)
Box 1 of 2/Box 2 of 2, etc.

The phone number for further assistance is CPM 717-534-8813.

Delivery instructions: (Applies to Yellow Freight, Roadway, etc.)

In the event you are having items delivered, materials will be accepted **no earlier than 07/01/2024**. Items delivered prior to 07/01/2024 may be refused or subject to a storage fee. The Hotel Hershey requires an approximate drop-off and pick-up schedule.

Vendors will be solely responsible for pick-up arrangements. The Hotel Hershey must be notified (prior to delivery) with the following information: the name of the carrier, the tracking number, and telephone number of the carrier. Please use the above address information (provided in the Shipping Instructions) for all deliveries.

General Shipping Rules:

- Delivery trucks must be equipped with a lift gate for pick-up and delivery.
- **Larger items (larger than standard doorway) to be discussed with Conference Planning manager (717-534-8813)**
- 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.
- The Hotel Hershey requires an approximate drop-off and pick-up schedule.