



September 2023

***AAP Fall Conference
November 2 and 3
Penn Stater Hotel & Conference Center
Exhibitor and Sponsor Information***

The Assessors' Association of Pennsylvania will be welcoming over 150 assessment officials to our 2023 Fall Conference **November 2 and 3** at the Penn Stater Hotel & Conference Center in State College, PA.

Don't miss this opportunity to meet and network with our members by participating in one or more of the following activities -

Conference Classes and Hotel Reservations. The Conference agenda, class information and registration details are available on the AAP website, www.paassessors.org, under the Fall Conference link along with hotel reservation information. Please note the AAP Conference registration and hotel reservation deadlines.

Sponsorship Opportunities. The AAP Fall Conference presents several opportunities for cooperative members and other vendors to get their names in front of AAP members by sponsoring our Conference.

Hospitality Events. If you are interested in hosting your own hospitality event during the Conference, please contact Mary Lehane, sales manager, at the Penn Stater for more details. She can be reached at (814) 863-5009 or mlehane@SCHOLARTPS.COM.

Exhibits. The AAP offers a limited number of tabletop exhibits during the Conference. Exhibiting offers vendors the chance to interact with members and make them aware of your products and services. All tabletop exhibits will be located together in an area where all refreshment breaks will be set up to maximize your interaction with the attendees.

Audiovisual, Electric and Shipping/Delivery. If you need to arrange for audiovisual equipment or electric for your booth, please fill out the hotel's forms on the Fall Conference webpage. *Electric orders must be received by the Penn Stater no later than 14 days prior to the Conference. Both the audiovisual and electric order forms are on the AAP website, www.paassessors.org.*

If you need to arrange shipping and delivery of your materials to and from the hotel, please read over the details and instructions from the Penn Stater on the AAP website.



**2023 Fall Conference
November 2 and 3
Penn Stater Hotel & Conference Center
Sponsorship Opportunities**
(Deadline October 20, 2023)

As part of our 2023 Fall Conference at the Penn Stater Hotel & Conference Center in November, AAP offers sponsorship opportunities to get your firm's name in front of county assessment officials participating in this event and beyond. Provided below are opportunities for your firm to stay in touch with the AAP membership or introduce yourself and your firm. There are several levels of sponsorship available for those interested in participating.

If your firm would like to sponsor the AAP Fall Conference, please complete the enclosed event sponsorship contract and return it to Terry Cochran at AAP by **October 20**.

Gold Conference Sponsor * - \$1200

- Opportunity to include your company's materials in our Conference registration packets.*
- Half page ad in the AAP Fall Conference program (dimensions - Horizontal 1/2 Page - 7"X 4.875")
- Linked logo on the Fall Conference webpage
- Linked logo on all emails for the Conference
- Large logo on sign to be displayed at Conference registration, breaks and all meals.
- A listing with contact name, address, phone number, website, email and a brief paragraph description of your firm in the Fall Conference program
- Receipt of the attendee list one week before the event

** Conference packet materials, ad information and company logo must be received by AAP by October 20.*

Silver Conference Sponsor - \$700

- Quarter page ad in the AAP Fall Conference program (dimensions - 1/4 Page - 3.375" X 4.875")
- Linked logo on the Fall Conference webpage
- Linked logo on all emails for the Conference
- Medium logo on sign to be displayed at registration, breaks and all meals.
- A listing with contact name, address, phone number, website and email of your firm in the Fall Conference program
- Receipt of the attendee list one week before the event

** Ad information and company logo must be received by AAP by October 20.*

Bronze Conference Sponsor - \$400

- Linked logo on the Fall Conference webpage
- Firm logo on all emails for the Conference
- Small logo on sign to be displayed at registration, breaks and all meals.
- A listing with contact name, address, phone number, website and email of your firm in the Fall Conference program
- Receipt of the attendee list one week before the event

** Your company logo must be received by AAP by October 20.*

Program Ad, Logos and Firm Information/Description. The deadline to have your conference ad (jpg or pdf preferred), if you're a gold or silver sponsor, your firm's logo (pdf or jpg preferred) and information/description to AAP is **October 20**. Please send to Terry Cochran at tcochran@pacounties.org.



AAP 2023 Fall Conference
November 2 and 3
Sponsor Contract - October 20 Deadline

My organization agrees to sponsor the AAP Fall Conference as marked below for the indicated amount. You can expect a confirmation with an outline of benefits and deadlines for materials needed by AAP to recognize your firm during the event.

- Gold Conference Sponsor (\$1200)
- Silver Conference Sponsor (\$700)
- Bronze Conference Sponsor (\$400)

Company Name: _____

Company Address: _____

City, State, Zip: _____ Website: _____

Contact Name and Title: _____

Contact Phone: _____ Contact Email: _____

Authorized Signature: _____ Date: _____

Payment Information:

- Check enclosed (payable to AAP) Invoice Requested

Vendor participation as a sponsor shall not imply, nor be considered or presented as, an endorsement by AAP of any service or product provided by the vendor.

Please return your contract to Terry Cochran at AAP via email at tcochran@pacounties.org and then mail your check along with a copy of this form to AAP Sponsorships at PO Box 60769, Harrisburg, PA 17106-0769 by **October 20, 2023**.

AAP Fall Conference

November 2 and 3, 2023 - Penn Stater Hotel & Conference Center

AAP TABLETOP EXHIBITS

Deadline - October 20

AAP offers exhibitors the opportunity to set up a table top exhibit in the AAP exhibit area during the AAP Fall Conference.

Exhibit Set Up

Exhibit set up time is 7 to 8 a.m. on Thursday, November 2. AAP's registration opens at 8 a.m.

Exhibit Hours*

Thursday, November 2 - 8 a.m. to 4 p.m.

Friday, November 3 - 8 a.m. to noon

*For more details on the Conference schedule, please review the Conference registration information on the AAP website.

Member Exhibit and Conference Fees*

- **Tabletop Exhibit** (includes table, two chairs, table cover and wastebasket) - \$200 per table
- **Booth Personnel** - Attending Conference but not taking classes (fee includes only Conference meals and breaks; does not include exhibit table) - \$200 per person
- **Full Conference Registration** (includes all Conference meals and classes; does not include exhibit table) Please fill out the registration form on the AAP website. - \$340 per person

* All Conference fees must be paid before exhibitors may set up.

Non Member Exhibit and Conference Fees*

- **Tabletop Exhibit** (includes table, two chairs, table cover and wastebasket) - \$300 per table
- **Booth Personnel** - Attending Conference but not taking classes (fee includes only Conference meals and breaks; does not include the exhibit table) - \$250 per person
- **Full Conference Registration** (includes all Conference meals and classes; does not include table) Please fill out the registration form on the AAP website. - \$600 per person

* All Conference fees must be paid before exhibitors may set up.

Electric/AV Orders and Shipping/Delivery. If you need to arrange electric or any audiovisual equipment for your table top, please complete the Penn Stater's forms on the AAP Fall Conference webpage.

For any exhibit materials shipping and delivery, please read over the information and instructions on the AAP website. **Please be sure to label your materials with your Company Name, Conference Name and Dates and address it to the Attention of Dawn Grimes.**

Orders must be received by the Penn Stater no later than 14 days prior to the Conference.

Questions? If you have additional questions about exhibits, please contact Terry Cochran at (717) 736-4734 (direct) or email her at tcochran@pacounties.org.



**AAP Fall Conference
November 2 and 3, 2023
Penn Stater Hotel & Conference Center**

EXHIBITOR REGISTRATION FORM

Deadline - October 20, 2023

Please complete the form below. Please be sure to make a copy for your records.

Contact Name: _____ Title: _____

Firm: _____

Persons in Booth (names, titles, contact information): _____

Business Street Address: _____

City, State, Zip Code: _____

Business Phone: _____ Fax: _____

Email Address: _____

EXHIBITOR FEES

			NUMBER	TOTAL
Tabletop Exhibit (Coop. Members):	\$200/table	X	_____	_____
Tabletop Exhibit (Non members):	\$300/table	X	_____	_____
Booth Personnel (Members)*:	\$200/person	X	_____	_____
Booth Personnel (Non members)*:	\$250/person	X	_____	_____

Conference Registration Fee *(Please fill out the enclosed Conference registration form.)*

TOTAL AMOUNT ENCLOSED \$ _____

*The fee includes Conference meals and breaks. No classes are included in this fee. Fees must be paid before exhibitors may set up.

Please return your form to Terry Cochran at AAP via email at tcochran@pacounties.org and then mail your check along with a copy of this form to AAP Exhibitors at PO Box 60769, Harrisburg, PA 17106-0769 by **October 20, 2023**.