



September 2022

***AAP Fall Conference  
November 17 and 18  
Lancaster Marriott at Penn Square***

**Exhibitor and Sponsor Information**

The Assessors' Association of Pennsylvania will be welcoming over 150 assessment officials to our 2022 Fall Conference **November 17 and 18** at the Lancaster Marriott at Penn Square in Lancaster, 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](http://www.paassessors.org), under the Annual 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 Adrienne Fonti, conference services manager, at the Marriott for more details. She can be reached at (717) 207-4077 or [Adrienne.Fonti@aimhosp.com](mailto:Adrienne.Fonti@aimhosp.com).

**Exhibits.** The AAP offers a limited number of tabletop exhibits during the Conference. Exhibiting offers vendors the chance to interact with members each day of the Conference 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 or electric for your booth, please fill out the hotel's forms on the Fall Conference webpage. *Electric orders must be received by the Lancaster Marriott no later than 10 days prior to the Conference. Both the AV and electric order forms are on the AAP website, [www.paassessors.org](http://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 Lancaster Marriott on the AAP website.



## **SAFETY PROTOCOLS FOR THE CONFERENCE**

The County Commissioners Association of Pennsylvania's (CCAP) staff, in conjunction with the CCAP board, developed several COVID safety and health policies that apply to both CCAP and its affiliates' meetings and gatherings. As an affiliate of CCAP, the AAP is asked to follow these health and safety protocols for any in-person conferences, classes, committee meetings or chapter meetings/classes.

**Commitment to Well-Being.** The AAP, as an affiliate of the CCAP, is committed to taking precautions that provide a safe environment for all Annual Conference attendees and staff. The Commitment to Well-Being provides guidance for attendees and is a living document that will continue to evolve, incorporating features that are designed to further enhance the on-site experience and safety for everyone in attendance.

We encourage all attendees to review the Commitment to Well-Being before coming to the Fall Conference, as the document outlines our current mitigation efforts and contains some self-screening health questions that may impact your attendance plans.

**As of September 16, 2022, AAP Fall Conference attendees and staff are not required to wear a face covering at the Conference. However, AAP strongly encourages attendees and staff to wear face coverings at the Conference. AAP is committed to providing a comfortable and respectful Conference experience for all attendees whether or not they choose to wear a mask.**

We will notify attendees of any changes to the Commitment to Well-Being that occur before the Conference.

Thank you for your continued support of AAP and our members. If you have any questions, please do not hesitate to contact Terry Cochran at (717) 736-4734 (direct) or [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

We look forward to seeing you in November in Lancaster!



**2022 Fall Conference  
November 17 and 18  
Lancaster Marriott at Penn Square  
Sponsorship Opportunities**  
(Deadline October 31, 2022)

As part of our 2022 Fall Conference at the Lancaster Marriott at Penn Square 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 31**.

**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 - 1/2 Page 4"w X 5.5"d)
- 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 information must be received by AAP by October 31.*

**Silver Conference Sponsor - \$700**

- Quarter page ad in the AAP Fall Conference program (dimensions - 1/4 Page 2"w X 2.75"d)
- 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

**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

**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 31**. Please send to Terry Cochran at [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

**Questions.** Please contact Terry Cochran, AAP executive director, at [tcochran@pacounties.org](mailto:tcochran@pacounties.org) or (717) 736-4734.



**AAP 2022 Fall Conference**  
**November 17 and 18**  
**Sponsor Contract - October 31 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](mailto: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 31, 2022**.

# **AAP Fall Conference**

## **November 17 and 18, 2022 - Lancaster Marriott at Penn Square**

### **AAP TABLETOP EXHIBITS**

*Deadline - October 31*

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 7:30 a.m. on Wednesday, November 17. AAP's registration opens at 7:30 a.m.

#### **Exhibit Hours\***

**Thursday, November 17** - 7:30 a.m. to 4:30 p.m.

**Friday, November 18** - 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) - \$175 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. - \$300 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 AV for your booth please complete the Marriott's forms on the AAP Fall Conference webpage. Please contact Adrienne Fonti, conference services manager, at the Marriott for more details. She can be reached at (717) 207-4077 or [Adrienne.Fonti@aimhosp.com](mailto:Adrienne.Fonti@aimhosp.com).

For any exhibit materials shipping and delivery, please read over the information and instructions on the AAP website.

**Orders must be received by the Marriott no later than 10 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](mailto:tcochran@pacounties.org).



**AAP Fall Conference  
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**EXHIBITOR REGISTRATION FORM**

*Deadline - October 31, 2022*

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)*:	\$175/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](mailto: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 31, 2022**.