



# 2026 EXHIBITOR INFORMATION

We are excited to offer 30 Exhibitor Tables for **PAPA Members** at the **66th PAPA Annual Conference**. Exhibitor space considerations are done on a first-come, first-served basis. Please note, you must be a member in good standing to reserve an Exhibitor Booth.

### INSTRUCTIONS:

- Review the Exhibitor Booth Layout for table number and table location.
- Complete the below information and email to donna@pa-asphalt.org.
- You will be notified via email of your awarded booth and space number.
- Booth assignment will not be guaranteed without payment.
- Click **HERE** to make your one-time payment of \$1250. Please note when paying on-line, your invoice number is your company name.

### TABLETOP EXHIBIT SPACE INCLUDES:

- 1 attendee registration. Additional attendees must register online at the **PAPA website**.
- 1-6' exhibit table draped and skirted; 2 chairs; wastebasket; vendor name sign, and one 110 electrical outlet.
- Your company logo will be displayed throughout the exhibit areas on the continuously running screens during the conference and placed in future social media, advertisements, and website.

### DETAILS:

- Email your company logo to donna@pa-asphalt.org as a JPEG file with a minimum resolution of 300 dpi.
- Exhibitor Set Up: Monday, January 19, 2026 from 9:00 am-3:00 pm.
- Exhibitor booths must be staffed during the exhibit hours: January 19, 2026 from 4:30 pm - 6:30 pm and on January 20, 2026 from 7:00 am to 6:30 pm.
- Exhibitor Tear Down: Tuesday, January 20, 2026 from 6:30 pm to 8:00 pm.

### Please Complete and Return the Following

Company Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Booth Number (1-30)

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Please indicate if you need a 110 electric outlet with my booth. \_\_\_\_ YES \_\_\_\_ NO

I would like to donate a prize for Exhibitor Bingo. \_\_\_\_ YES \_\_\_\_ NO

If yes, will you have it shipped to the PAPA Office or bring it to the conference?

*(Please note: Beer, wine and spirits are NOT permitted as door prizes per The Hotel Hershey policy)*

**Photos taken at this, and all PAPA events, may be utilized and published on our website, newsletter, Facebook, twitter, marketing brochures, training presentations, and other PAPA promotional and educational products.**



# 2026 EXHIBITOR INFORMATION

## Monday, January 19, 2026

- 9:00 am Set up begins.
  - Exhibitor Booths.
  - Attendee Registration.
- 1:30 pm Associate Member Committee Meeting at Vista Room above 1933 Restaurant & Tavern.
  - Feel free to join the meeting!
- 3:00 pm Exhibit Booth set up must be completed.
- 4:30 pm exhibits open.
  - Welcome Reception begins.
  - Annual Black Diamond Cornhole begins and all other games of skill start.
  - Exhibitor Bingo.
- 6:30 pm Exhibits close.

## Tuesday, January 20, 2026

- 7:00 am Attendee Registration reopens.
  - Exhibits reopen.
  - Continental breakfast.
- 11:30 am Lunch Buffet open for EXHIBITORS ONLY.
- 12:00 pm Lunch Buffet Fountain Lobby and **Desserts with Exhibitors.**
- 4:30 pm President's Reception through Exhibit areas.
  - Food stations, beverage areas, and games of skill.
- 6:30 pm Exhibitor tear down begins.
- 8:00 pm All exhibits must be completely down.

## **SHIPPING & DELIVERY INFORMATION**

- Material shipped to The Hotel Hershey will be accepted no earlier than 1/16/2026 . Materials received earlier may be refused or subject to a storage fee.
- Address for shipment is: c/o The Hotel Hershey, 100 Hotel Road, Hershey, PA 17033, ATTN: Donna Martinez, The following must be included in the shipping information: ATTN: 66th Annual PAPA Conference, Hold for (insert Your Company Name), Mark your boxes! Box 1 of 2 | Box 2 of 2 | etc. The phone number for further assistance is 717-533-2171
- Prior to deliveries, The Hotel Hershey must be notified of the following information: the name of the carrier, the tracking number, telephone number of the carrier.
- Email [dmartinez@hersheypa.com](mailto:dmartinez@hersheypa.com) the above information and reference the 66th PAPA Annual Conference. Please use the above address information in the Shipping Instructions for all deliveries.
- Exhibitors wishing to ship out after the program will need to contact the appropriate shipper for pickups. The hotel no longer has a daily pickup schedule for any shipping companies (e.g. FedEx, UPS, etc.)

## **GENERAL SHIPPING**

All exhibit items MUST BE removed from the exhibit area by 8:00 pm on Tuesday, January 20, 2026.

- 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/day.
- Items left after one week will be discarded.
- Delivery trucks MUST be equipped with a lift gate for pick-up and delivery.
- The Hotel Hershey requires an approximate drop-off and pick-up schedule.

*Items shipped to The Hotel Hershey should be delivered to your booth. If not, please stop by the Registration Office.*

# Thank you for Exhibiting!

Electric

# Garden Terrace Ballroom

To Formal Garden East

To Formal Garden East

West

East

STAGE

GAMES

GAMES

Food

Food

27

30

28

29

water station

water station

Charging Station

Beer, Wine, Soda BAR

AV

vice

est

20

21

Food

22

23

24

25

26

Food

CORN HOLE

CORN HOLE

Garden East

Fountain Lobby

service

elevators

17

18

19

16

15

14

pantry

To Pantry

10

11

12

13

1

2

To Pantry

(C)

Food

(C)

Food

(C)

Food

(C)

Food

9

8

7

6

5

4

3