

2017 PENNSYLVANIA SCIENCE TEACHERS CONVENTION

EXHIBITOR INFORMATION

Welcome to the Pennsylvania Science Teachers Association Annual Convention, which will be held from **Thursday, November 30th and Friday, December 1st, 2017**. The 2017 convention will be held at the Penn Stater Hotel and Conference Center in University Park, PA.

The PSTA Convention is sponsored by the Pennsylvania Science Teachers Association which is the statewide association for science educators in grades pre-K-16+. The Convention is planned and carried out by the volunteer work of science teachers, supervisors, administrators, business contacts, and retired member. It attracts professional educators, preservice teachers, exhibitors and nearly 150 workshops. **This year, the Convention will be held concurrently with the Science Leadership Day.**

EXHIBITORS ARE ENCOURAGED TO DO PRESENTATIONS! Find separately at the PSTA website (www.pascience.org) the Exhibitor Program Proposal Form. Please note that the deadline for Program Presentation Forms is **August 4, 2017**. Program proposals will be accepted after that point on a first come – first served basis. The Exhibitor Registration Form is due by **OCTOBER 6, 2017**. If you receive this document and forms after these dates, consider these forms due within 5 days.

Once again we are asking exhibitors to sponsor various activities, which contribute to the success of our convention. These activities include such things as: printing of programs, the hospitality coffee breaks, banquet subsidy and other activities Sponsorships are handled by Cathy Stephenson and are acknowledged in our convention programs and by special signs at the convention.

We look forward to working with you to provide another successful science convention serving science education in Pennsylvania.

Sponsorship Information

For information regarding the Sponsorship of Convention Functions and Advertising, please contact:

Dr. Cathy Stephenson
1140 Chippewa Road
Johnstown, PA 15904
724-357-1257 (W)

Advertising Information

For information regarding the Advertising opportunities in the Advance Program or Program Book, please contact

Dr. Christine Royce
PO Box 305
Newburg, PA 17240
717-477-1681 (W)
caroyce@aol.com

Advertising forms are online at www.pascience.org

Exhibitor Program Proposals

If you are interested in presenting a program, please complete an Exhibitor's Program Proposal form. Forms can be found and completed online at (<http://www.pascience.org/Conference-Proposals.php>) or printed out and sent by August 4, 2017 to:

Dr. Christine Royce
PO Box 305
Newburg, PA 17240
717-477-1681 (W)
717-477-4046(Fax)
caroyce@aol.com

EXHIBIT SPACE REGISTRATION

All exhibitors must be pre-registered to receive admission badges. Your EXHIBITOR REGISTRATION includes the registration of three people who are employees of your company. Please send all **Exhibit Space Registrations by OCTOBER 6, 2017** (or within 5 days) to:

Dr. Michael J. Cullin, Exhibits Chairperson
107 East Campus Science Center
Lock Haven University of Pennsylvania
Lock Haven, PA 17745
570-484-2813 (W) 570-484-2047 (Fax)
mcullin@lockhaven.edu

Exhibit Set Up and Removal

Set up time is Thursday, November 30th from 10:00 am - 4:00 p.m. The Exhibit Hall will be for a reception for teachers and leaders on Thursday, November 30th from 4:15 - 6:00 p.m. and Friday, December 1st from 8:00 a.m. - 3:00 p.m. All exhibitors are required to remain in the Exhibit Hall through 3:00 p.m. on Friday. Breakdown time is December 1st from 3:00-5:00 p.m.

*** Reception and Dedicated Exhibit Hall Time ***

This year, we will be having a **reception** in the Exhibit Hall on Thursday, November 30th from 4:15 - 6:00 pm. There will be dedicated Exhibit Hall time on Friday, December 1st (from 9:00-10:00 am). No other sessions will be scheduled at those times **on both of those days** in the hopes of attracting conference attendees and those attending the Leadership Day to the Exhibit Hall.

Use of Exhibit Space

All demonstrations or other promotional activities must be confined to the limits of the exhibit booth. Pennsylvania sales tax is to be paid to Pennsylvania on all over the counter sales of any kind that involve an exchange of currency during the Convention and is the responsibility of the vendor. No mercantile license is required. Anyone may take orders during the Convention for delivery at a later time. Promotional giveaways and/or drawings are permitted.

Liability

Upon acceptance by PSTA, this exhibit space application becomes contract for booth rental at the identified meeting. Application's acceptance is based upon the plan of exhibits, booth space rental rates, and general exhibit information, considered together with details on this form. **LIABILITY:** The exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The exhibitor shall assume all responsibility for damage to the exhibit hall by reason of his exhibit and shall indemnify and hold harmless the exhibit facility, PSTA, and their representatives for all liability which might ensue from any cause whatsoever arising out of the exhibitor's participation in the exhibits or in convention activities. The exhibit facility, PSTA, and their representatives will not be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damage or injuries may be incident to, arise from, or be in any way connected with the exhibitor's occupation of display space, and the exhibitor, on signing the contract, expressly releases and indemnifies the aforementioned from any and all claims for such loss, damage, or injury.

Exhibitor Registration

REGISTRATION is handled by the attached "Exhibitor Space Registration Form. Exhibitors do not need to complete the conference registration form.

Final Exhibit Hall Arrangements

Final exhibit space assignments, arrangements and electrical hookups are handled through PSTA in conjunction with the drayage company and the Penn Stater Hotel and Convention Center. An information packet will be sent to you from the drayage company regarding the shipping of materials.

Exhibitor Badges

Each exhibit space registration entitles you to two (2) badges per space. These badges will have the company/organization name only. Any person working on the exhibit floor must have a badge. You may purchase badges for additional persons working on the exhibit floor at a rate of \$50.00 per person.

Electrical Outlets

Each booth can be outfitted with one electrical outlet. You will be contacted to determine your electrical needs. Please provide your own extension cords.

Security

The convention provides security for the exhibit area during the operating hours. The exhibit hall is locked during all other times. Exhibitors are requested to be at their tables during exhibit hours unless otherwise engaged in convention activities. Items for display should be clearly marked. Security will not admit anyone without their convention badge to the exhibit hall during operating hours.

Room Reservations

The PSTA Convention has a contract with the Penn Stater Hotel and Convention Center. Housing reservations need to be made directly with the Penn Stater by completing a housing form which is also found online at www.pascience.org.

For Further Assistance Please Contact:

Dr. Michael J. Cullin, Exhibits Chairperson
107 East Campus Science Center, LHUP
Lock Haven, PA 17745
570-484-2813 (W)
570-484-2047 (Fax)
mcullin@lockhaven.edu

2016 PENNSYLVANIA SCIENCE TEACHERS ASSOCIATION CONVENTION

November 30 – December 1, 2017

EXHIBIT SPACE REGISTRATION FORM

DUE OCTOBER 6, 2017

Company/Organization Name _____

Name of Person(s) Attending the Convention _____

Exhibit Booth Name _____

Address: Street _____

City _____

State _____ Zip _____

Voice Phone _____ email _____

Fax _____

Representative/Contact Name _____

Address: Street _____

(if different) City _____

State _____ Zip _____

Voice Phone _____ email _____

Fax _____

EXHIBIT SPACE REQUEST

Included is an 8 foot X 10 foot exhibit space pipe and drape, one 8'x 30" table, two chairs, and two badges for admission. Lunch and snacks are included for exhibitors. Wifi is also available in the exhibit hall at no additional cost.

Indicate Number		Indicate Amount
_____	Commercial space @ \$525 per space.....	\$ _____
_____	Non-Profit group @ \$300 per space (proof of non-profit status required)	\$ _____
_____	# of Attendees over the 2 included in feeX \$50.00 =	\$ _____

<i>Full payment is appreciated with this application!</i>	Total Amount Due.....	\$ _____
	Amount enclosed.....	\$ _____
	Amount to follow.....	\$ _____

IMPORTANT NOTE: On May 17, 2008, the PSTA Convention Committee voted to pass a policy in regard to exhibitor cancellations. If an exhibitor cancels their exhibit space registration 30 days or more in advance of the set-up day for the convention, they can receive a full refund of the exhibit space fee. If an exhibitor cancels their exhibit space registration less than 30 days in advance of the set-up day for the convention, their exhibit space fee, minus a 50% charge for having held the space, will be applied toward next year's exhibitor registration. If they choose not to exhibit the following year, the registration fee will be forfeited.

Make checks payable to "Pennsylvania Science Teachers Association."
We are NOT set up to accept credit cards.

Mail this form and check to
Dr. Michael J. Cullin, 107 East Campus Science Center, Lock Haven University of Pennsylvania
Lock Haven, PA 17745
Questions: **Email: mcullin@lockhaven.edu**

Company/Organization
Name _____

ADDITIONAL EXHIBITOR INFORMATION (Requests are not guaranteed. Attempts to accommodate requests will be made.)

_____ I prefer the same location as last year.

_____ I prefer to be near _____

_____ Other considerations _____

_____ We plan on selling items (No mercantile license needed)

ADDITIONAL INFORMATION FOR CONVENTION PLANNING COMMITTEE

_____ I (we) would be interested in discussing the possible **sponsorship** of some aspect of the convention. (Credit is always given for such sponsorship.)

_____ I (we) wish to be contacted about **advertising** in the final 2017 Convention Program.

_____ I (we) would be interested in donating a **door prize**. (Door prizes are appreciated)

IMPORTANT REMINDERS

1. **Keep a copy of this application for your records.** Mail the original application and check to:

Dr. Michael J. Cullin, Exhibits Chairperson
107 East Campus Science Center, LHUP
Lock Haven, PA 17745
570-484-2813 (W)
570-484-2047 (Fax)
mcullin@lhup.edu

2. Set up time is Thursday, November 30, 2017 from 10:00 am-4:00 pm.

3. Exhibits are open to the public on Thursday, November 30, 2017 from 4:15 – 6:00 p.m. and Friday, December 1, 2017 from 8:00 a.m. – 3:00 p.m. All exhibitors are required to remain in the Exhibit Hall through 3:00 p.m. on Friday. Breakdown time is Friday, December 1, 2017 from 3:00-5:00 p.m. **NOTE: We will be holding a reception in the Exhibit Hall on Thursday, November 30, 2017 from 4:15 – 6:00 pm and Friday, December 1, 2017 from 9:00 – 10:00 am when no other sessions will be scheduled.**

The Pennsylvania Science Convention is organized and staffed entirely by volunteers/members of the Pennsylvania Science Teachers. We value your partnership as we continue to work to improve science education in Pennsylvania. Please advise how we can continue to improve our service to you. Thank you in advance for your participation.

_____ Received

_____ Amt Paid

_____ Number

