



Pennsylvania School Bus Association

Safely Transporting Pennsylvania's Future

2017 Annual Convention & Trade Show

THE PENN STATER

**STATE COLLEGE,
PENNSYLVANIA**

**Pennsylvania School Bus Association
2017 Annual Convention & Trade Show
June 25-27, 2017**

Exhibitor Information

The Pennsylvania School Bus Association was founded in 1980 and consists of over 350 school bus contractors and industry partners who have come together to be a strong voice for school bus safety and the school bus contracting industry. Join your fellow contractors, industry experts and business partners at the premier school bus industry event in Pennsylvania!



Deadline to register: May 20, 2017 | Register on www.paschoolbus.org

Why Should You Exhibit?

- ♦ **Maximize Your Time & Budget**—The PSBA Convention is the single largest gathering of school bus contractors in the state. In 2016, over 450 contractors and their company teams attended.
- ♦ **Meet the Decision Makers**—Spend exclusive time with owners and their key staff people.
- ♦ **Grow Your Customer Base** - Meet with new customers while reconnecting with current clients.
- ♦ **Presentation Opportunities** - Increase your visibility. Suggest a workshop session for a future convention.
- ♦ **Expand Your Professional Network** - Link up with other exhibitors and industry professionals.



Exhibit Set Up and Breakdown

Set Up

Sunday, June 25 1:00pm-5:00pm

Breakdown

Monday, June 26 6:00pm- 9:00pm

Breakdown

Tuesday, June 27 7:00am-10:00am

Exhibitor Advisory Committee

The Exhibitor Advisory Committee is comprised of experienced PSBA Associate Members and regular exhibitors of our Annual Trade Show. They are available to assist and answer questions you may have during the convention.

Meet the Committee...

Dan Gardo *Wolffington Body Company*

Mason Hemphill *Brightbill Body Works*

Michael Hope *Convention Committee Chair/R.J. Rhodes Transit*

Matt Kalbfell *Myers Equipment*

Mike Berk, *Executive Director, PSBA Staff*

Maggie Bues, *Member Services Coordinator, PSBA Staff*

Reach the Decision-Makers

Show Dates and Hours

Outdoor Bus Display

Sunday, June 25 5:00pm-6:00pm

Trade Show

Monday, June 25 2:30pm - 5:00pm

Vendor Cocktail Hour

Monday June 26 5:00pm-6:00pm



Events

Theme This year's theme is COLLEGE PRIDE! Wear your team colors and show your spirit in your booth display!

Sunday Afternoon Trip Join us for an afternoon of leisure that will begin with the Penn State Arboretum and end with the Penn State staple, the creamery! This is a great opportunity to spend time getting to know contractors and their families while being transported by a PSBA member. As this is a family event, feel free to bring yours as well. There is a small fee for this trip.

Welcome Reception This pre-dinner function is a wonderful way to showcase your vehicles and mingle with contractors and fellow vendors. This casual reception will take place in the outdoor bus display. Get ready to show off your vehicles, because this event is a favorite among all attendees.

Sunday Evening Dinner An extension of the Welcome Reception, Sunday Dinner gives you the opportunity to continue the networking over a delicious meal. There is an additional charge for dinner, and you must pre-register.

Trade Show/Meet The Vendor One of the premier highlights of the year, this event is all about you, the vendor! This is a prime opportunity to get in front of the decision-makers. All the networking on Sunday evening will pay off - now is the time to show those connections your products and services! Meet the Vendor hour will be your chance to get in front of the crowd, give an elevator speech and then impress the guests with your awesome giveaway prize.

Vendor Cocktail Party The cocktail takes place between the Trade Show and Annual Banquet. This is a great opportunity to share a drink and network with fellow attendees, and even potential clients.

Annual Banquet On Monday evening, we recognize family owned businesses who have provided student transportation for 25, 50 and 75 years of continuous services. This is a great time to learn more about the people and culture of the association over a delicious served dinner.

Community Hospitality Suite Monday night brings everyone together to mingle and enjoy the company of customers and friends.

Become An Exhibitor

Deadline to Register: May 20, 2017

Company Registration

PSBA Associate Member (inc. 8x10 inside booth)

\$425 per person

Non-PSBA Member (membership dues & 8x10 booth)

\$880 per person

Company registration includes: One (1) company representative registration fee, exhibit space as described, registration materials, Sunday Welcome Reception, all breaks on Monday, the Monday luncheon, Sponsorship of Vendor Dinner Reception on Monday evening, and the Annual Banquet Dinner. A non-PSBA member registration fee includes the above and a one (1) year membership to the Pennsylvania School Bus Association.

Company Representative - Individual

PSBA Associate Member

\$165 per person

A company representative is a person representing your company and will be present during the trade show hours. The company must be registered first before adding individual attendance. Registration fee includes the same as Company Registration.

Other Attendees

Spouse and/or Guests

\$115 per person

A spouse, guest or child (13 and older) is a person whom is attending the conference functions but not the workshops. Fee includes: Sunday Welcome Reception, Monday lunch, annual banquet, and scheduled coffee breaks.

Children (3-12)

\$50 per person

Fee includes: Same as above.

To Register

Step 1: Go to www.paschoolbus.org

Step 2: Click the *Education & Events* tab

Step 3: click on *PSBA Annual Convention & Trade Show page*

Step 4: click to register



Lodging

Attendees will make their reservations at the Penn Stater Conference Center and Hotel on an individual basis by calling **1-800-233-7505**. Attendees must ask for the PSBA group block. Reservations by attendees must be received by May 24, 2017. Room rate: \$127.00 per room, per night, plus tax. This rate is for either single or double occupancy. After the cut-off date, rooms can be booked at the group rate if available.



Important Exhibitor Information

(Please read carefully, sign and return with a copy
of your Certificate of Insurance)

PSBA's Trade Show will be held on Monday, June 26. The Trade Show will open at noon with a luncheon for all attendees in the exhibit area. The PSBA has scheduled a special time in the afternoon, after the workshop sessions conclude, to award prizes voluntarily supplied by Vendors, to those attending the Meet the Vendor Hour. In the evening we have scheduled a cocktail reception to be held in the exhibit area.

Set-Up and Dismantling

Exhibitors will be able to set-up exhibits on Sunday, from 1:00 p.m. to 5:00 p.m. and on Monday, from 8:00 a.m. to 11:00 a.m. Exhibits can be dismantled on Monday, from 6:30 p.m. to 9:00 p.m. or on Tuesday, from 8:00 a.m. to 11:00 a.m.

Booth Assignments

Availability of booths will be on a first come, first served basis. Exhibit space will consist of a 8' x 10' booth display; one (1) draped table, two chairs, trash can, draped side rails and backdrop, and a vendor name sign.

Shipping and Receiving and Booth Electric

An Electrical Service form is included with this mailing. If you would like any of these services you will need to complete the necessary form and return them with appropriate fees to the address on the form. PSBA will not be responsible for electrical service or shipping and storage services.

Bus Displays

School buses and school vehicles will be parked outside the Exhibit Hall. Please provide the size of vehicle

Outside: _____

Hospitality Suites

For information on Hospitality Suites, contact Delyn Walker at the Penn Stater: dyh7@psu.edu.

Refunds and Cancellations

If you must cancel your exhibit registration, you may do so until May 1, 2017 for a complete refund of the meeting registration. There will be no refunds after May 1, 2017. Cancellations of hotel reservations are covered by the hotel policies.

Indemnity and Insurance

Exhibitor agrees to provide a **certificate of liability insurance** acceptable to PSBA with this registration form and/or prior to setting up at the trade show. To the fullest extent permitted by law, Exhibitor agrees to indemnify, hold harmless, and defend PSBA and PSBA's consultants, independent contractors, members, officers, directors, agents, and employees (Indemnitees) from and against any and all claims, injuries, and/or damages arising from Exhibitor's conduct and/or from the joint conduct of Exhibitor and Indemnitees but Exhibitor shall not be responsible for the sole negligence of Indemnitees or others.

Thank you!

The Pennsylvania School Bus Association is supported by many Associate Members that provide services and products to the school bus transportation industry and our membership. We have over forty Associate Members who represent a wide range of business to business relationships. As we celebrate our 37th Anniversary of Safety, Education and Advocacy, we want to take this opportunity to thank our Associate Members for their loyal partnership and their individual expertise. As a group, contributions from our Associate Members allow the PSBA to deliver high quality educational experiences and information such our Annual Conference. Thank you again, for your partnership and support, we look forward to seeing you at this year's Convention!

By signing this form, I _____ have read and understand the information outlined above.

Name (print)

Signature

Date

AUDIO VISUAL & ELECTRIC SERVICE ORDER FORM

The Penn Stater Hotel and Conference Center

215 Innovation Boulevard

State College, PA 16803

Phone: 814-863-5000 Fax: 814-863-5001

www.pennstatehotels.com

Please return to Conference Manager: Delyn Walker Email: dyh7@psu.edu

Name of Conference: PA School Bus Association Dates: June 25 – 26, 2017

Company: Table #:

Name: Phone:

Address: E-mail:

City: State: Zip:

Check Number: Credit Card Number: Expiration:

Important: Please read the information below before completing this form.

- A. ALL CHARGES MUST BE PRE-PAID. A 6% PA sales tax applies. Please make checks payable to: The Stater Hotel and Conference Center.
- B. Prices are subject to change.
- C. In order to ensure that your request is met, please return this form to Penn State Hospitality Services no later than 15 days prior to the exhibit setup date. Orders received after this date may be subject to an additional charge.
- D. Every effort will be made to accommodate orders received at the time of setup once all previous orders have been filled. Additional charges may be applicable for day of setup requests.
- E. All audio visual equipment and electric must be ordered through the Conference Services Manager at The Penn Stater Hotel and Conference Center.
- F. The Penn Stater Hotel and Conference Center will not be responsible for power failures or voltage fluctuations

Audio Visual and Electric Request Form

Item	Qty.	Cost	Day of Charge	Billed
1. Standard Electric Service (charge per outlet)-one time charge		\$48.00	\$60.00	
2. Ethernet Line (one time charge)		\$50.00	\$75.00	
3. Wireless Internet is complimentary		N/A	N/A	
4. Conference Phone/Speaker Phone (per day)		\$90.00	\$135.00	
5. Unrestricted Phone Line (toll calls additional)-one time charge		\$50.00	\$75.00	
6. Laptop Computer Rental (per day)		\$100.00	\$150.00	
7. Computer Monitor (per day)		\$50.00	\$75.00	
8. LCD Computer Projection (per day)		\$250.00	\$375.00	
9. Projection Screen (per day)		\$25.00	\$40.00	
10. Blu-Ray or DVD Player (per day)		\$50.00	\$75.00	
11. 32" Flat Screen LCD TV (per day)		\$125.00	\$190.00	
12. Laser Pointer (per day)		\$25.00	\$40.00	
	Subtotal			
	6% Sales Tax			
All prices subject to PA 6% sales tax and 18% gratuity	18% Gratuity			
	Total			

The Penn Stater Hotel & Conference Center

215 Innovation Blvd.
State College, PA 16803
www.pennstatehotels.com
Fax: 814-863-5001

Shipment Handling Form

- If the conference/event is utilizing an exhibit company, your shipment must be made through the designated company.
- The completed shipment handling form must be faxed to The Penn Stater at 814-863-5001 two weeks prior to your event with appropriate credit card information.
- The Penn Stater will only accept shipments within three business days of the start of your event.
- Prepayment is required prior to release of exhibit materials.
- The shipment handling fee (includes receipt, storage and delivery)

Send Form to:	Delyn Walker				E-mail: dyh7@psu.edu
Event Name:	PA School Bus Association 36th Convention & Trade Show				
Event Date(s):	June 25—26, 2017				
Name:					
Company Name:					
Phone					E-mail:
Address:	Address: City & State: Zip Code: Phone:				
# of Packages:	Estimated Weight:				
Shipment Description:					
Shipping Company:	FedEx	UPS	DHL	Other:	
Fees per pound Crated/Cartoned:	\$25.00 plus 6% PA state sales tax 1 lbs. to 25 lbs. \$75.00 plus 6% PA state sales tax 26 lbs. to 100 lbs. \$75.00 plus 6% PA state sales tax per 100 lbs.				
Method of Payment:	CC: AMEX VISA MC DISC #:				Exp:

Outbound Shipping:

- Make outbound shipping arrangements prior to departure.
- Complete the appropriate UPS, FedEx or DHL shipping labels online and attach one label to each package.
- If needed, call company for pick up. If arrangements are already made, attach a copy of the company bill of lading to your packages.

FedEx: 1-800-GOFEDEX
UPS: 1-800-PICK-UPS
DHL: 1-800-CALL-DHL

Sample Label:

On-site package recipient
Exhibitor's name & Company
PA School Bus
The Penn Stater Conference Center Hotel
215 Innovation Blvd.
State College, PA 16803