

120<sup>th</sup> Annual Summit In Gettysburg, PA

# SPONSOR EXHIBIT ADVERTISE

October 3-6, 2019

## SPECIAL OPPORTUNITIES

### Sponsor A Session

Great speakers energize and inspire Summit attendees and they create long-lasting impressions. Help set the tone for a dynamic event! Recognition in program and speaker introduction. Daily post on mobile app activity screen.

**Keynote Session** ..... \$5,000

**Leadership Session** ..... \$5,000

### Sponsor a Reception

Never underestimate the power of networking. Second only to education in importance to Summit attendees, let these networking sessions work for you! Recognition in Program, recognition at Reception.

**Welcome Reception 2x** ..... \$2,500

**President's Reception 2x** ..... \$2,500

### A La Carte Opportunities

Every business has its own personality; choose the opportunity that best fits yours. Don't see what you are looking for? Please contact our sponsorship team with your ideas!

**Mobile App**..... \$2,500  
Sponsor logo on banner, link on app to company website.

**Summit Mug**..... \$2,000  
Logo on Summit mug (with League), recognition in the program. **SOLD**

**Charging Station**..... \$1,500  
Signage at the charging station, recognition in the program.

**Lanyard** ..... \$1,500  
Alternating logo on lanyard (with League), recognition in the program. **SOLD**

**Hotel Key Card** ..... \$1,500  
Logo on Hotel Key Card (with League), recognition in program. **SOLD**

**Summit Bag**..... \$1,500  
Logo on Summit Bag (with League), recognition in program.

**Agenda At-A-Glance** . \$750  
Logo on Agenda At-A-Glance (with League), recognition in program.



We are pleased to announce this year's 120<sup>th</sup> Annual Summit in historic Gettysburg, PA.

The League offers high-profile opportunities that will showcase your brand. First come, first served... Act Quickly!



Visit [PML.org/league-summit/exhibitors-only](http://PML.org/league-summit/exhibitors-only) to register and purchase.

# Business with PA's Municipal Market Begins with The League!

	Business Leaders Network \$10,000	League Sponsor \$5,000	Company Sponsor \$2,500	Contributor \$1,500
<b>EXHIBIT SPACE</b>				
Pre-Summit attendee list with names & addresses	•	•		
Exhibit space in exhibit hall (sign & return exhibit contract)	•	•	25% DISCOUNT	
<b>BENEFITS OF SPONSORSHIP</b>				
Complimentary Summit registrations	2 + 2 AT EXHIBIT BOOTH	1 + 2 AT EXHIBIT BOOTH	1	50% DISCOUNT ON 1 REGISTRATION
Company listing included in Summit program & signage	FULL-PAGE AD	LOGO	NAME ONLY	NAME ONLY
Company listing included on League website	LOGO & WEB LINK	LOGO & WEB LINK	LOGO & WEB LINK	LOGO & WEB LINK
Signage recognizing sponsors at major Summit events	LOGO	LOGO	NAME ONLY	NAME ONLY
Public recognition of sponsorship during General Sessions	•	•		
Opportunity to meet and interact with municipal officials at the Meet & Greet Reception and the President's Reception	•	•	•	
Professional Directory listing in post-summit issue of the <i>Municipal Reporter</i> magazine	•	•		
<b>ADDITIONAL BENEFITS</b>				
Opportunity to be involved in Board policy-making process	•			
Attend one selected League Board of Directors Meeting annually	•			
Non-Summit benefits include: Conducting training events, publishing articles & attending district meetings & more	•			
Year-round opportunities for recognition & awards	•			

## Hurry! First come, first served.

Join mayors, councilmembers, commissioners, supervisors, administrators, managers and city clerks, as they come together to discuss topics critical to municipalities and learn about solutions for moving their communities forward.

Help reach your business development goals by presenting your products, services, and solutions to these local champions who have the influence to impact business decisions in their communities. Your company is a vital part of our Annual Summit!

**Contact Mary Costik**, Meeting Manager, [mcostik@pml.org](mailto:mcostik@pml.org) · (717) 236-9469, ext. \*232 or visit [PML.org/league-summit/exhibitors-only](http://PML.org/league-summit/exhibitors-only) to register and purchase.

# COMMERCIAL EXHIBIT REGULATIONS

2019 Annual League Summit • October 3 - 6 • Gettysburg Hotel and Majestic Theater

## ASSIGNMENT OF SPACE

Booths will be assigned on a “first-received, first-assigned” basis. The League will have a designated section for League sponsored business programs and Business Leaders Network Members.

## EXHIBITING REQUIREMENTS

Only one company may be represented at each table. Additional companies or subsidiaries are prohibited from sharing table spaces. If requested, The League will make every effort to locate companies/subsidiaries close to one another.

## EXHIBITING SPECIFICATIONS

An 8 ft. wide x 3 ft. deep booth, one 6 ft. draped table, head sign, two chairs, waste can, complimentary Wi-Fi, and signage the day of the exhibition, Friday, October 4. The exhibit hall is carpeted.

## FREIGHT SHIPMENTS

Shipments will be accepted up to three weekdays before the start of the Summit on October 3 (excluding holidays) 9:00 a.m. to 4:00 p.m. Multiple shipments of materials delivered on different days, or by different carriers shall be considered separate shipments. Include the person’s name, company name and attention to Fawn Reid.

Questions? Contact Fawn Reid at: [freid@hotelgettysburg.com](mailto:freid@hotelgettysburg.com)

## GETTYSBURG HOTEL

The address for the Gettysburg Hotel is: 1 Lincoln Square, Gettysburg, PA 17325, (717) 337-2000, [www.hotelgettysburg.com](http://www.hotelgettysburg.com)

## THE LEAGUE WILL HAVE OVERNIGHT ROOMS:

Available at the Best Western Gettysburg. The room rate is \$145 for Thursday, October 3, and \$175 for Friday, October 4 and Saturday, October 5 plus 11% tax. The cut-off date is August 2 or until the room block is filled.

Parking at the Best Western Gettysburg is complimentary.

### Best Western Gettysburg

301 Steinwehr Avenue, Gettysburg, PA 17325  
Phone: (717) 334-1188

Book your room for The League’s Annual Summit at:  
[PML.org/league-summit/exhibitors-only](http://PML.org/league-summit/exhibitors-only)

## RESTRICTIONS

The League reserves the right to remove or eliminate any objectionable exhibits, persons, advertisements, souvenirs, or any other feature or activity which might harm or impair the high standards of the Summit. No form of selling will be allowed from the table. Hospitality rooms must be approved in advance with The League’s Executive Director, must not be open when workshops, business sessions, or receptions are scheduled during the Summit, and must close by 12:00 midnight.

## TERMS

All exhibit contracts must be postmarked by Friday, August 30. Cancellations must also be received by August 30; if cancelled space is resold, any money paid, less a \$50 handling charge, will be returned. After this date, no money will be refunded. Advertising and exhibiting fees must be paid in full at the time of submission of the contract. The deadline for advertising and exhibiting contracts is August 30.

## WATCHMEN

Neither the Pennsylvania Municipal League nor the Gettysburg Hotel and Majestic Theater are responsible for any material, articles, or equipment in the exhibit area. Small or easily portable articles of value should be properly secured or removed for safekeeping after exhibit hours. An attendant must remain with the exhibit during exhibit hours.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the premises, and will indemnify, defend, and hold harmless the Gettysburg Hotel and Majestic Theater, its agents, servants, and employees from any and all such losses, damages, and claims.

## REGISTRATION/AMENITIES

Exhibitor packets will include registration for two representatives from a registered exhibiting firm. Registration includes admittance to the Welcome Reception on Thursday, October 3 and the Welcome Breakfast, lunch, and President’s Reception on Friday, October 4; a company listing in the Summit program book; and a one-year listing on The League’s website in the virtual exhibit hall. Additional tickets for any event may be purchased on an “as-available” basis. Representatives must register and wear the name badge provided to them.

## EXHIBIT HALL EVENTS

The exhibit hall officially opens on Friday, October 4 at 9:30 a.m. All morning and afternoon breaks are scheduled in the exhibit hall as are announcements of door prizes. The luncheon on Friday will be held in the exhibit hall and surrounding areas, with seating and tables available in various locations. This event will provide an additional opportunity for attendees to enjoy lunch while maximizing interaction with exhibitors.

• SET-UP is scheduled for Thursday, October 3, from 1:00 p.m. – 6:00 p.m. and Friday, October 4, from 6:00 a.m. – 8:00 a.m.

• TEAR-DOWN is scheduled for Friday, October 4, from 6:00 p.m. – 8:00 p.m.

If you would like more information on exhibiting, walk-around vendor or sponsorship opportunities, please contact Mary Costik, CMP, Meeting Manager, at The League office at (717) 236-9469, ext. \*232 or via email at [mcostik@pml.org](mailto:mcostik@pml.org).

# SPONSORSHIP CONTRACT

2019 Annual League Summit • October 3 - 6 • Gettysburg Hotel and Majestic Theater

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Contact to be listed in Program Book: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

Please email your company logo in a high-resolution EPS file, as well as JPEG and GIF formats to [mcostik@pml.org](mailto:mcostik@pml.org) for inclusion on sign boards and the virtual Exhibit Hall.

## PLEASE SELECT A SPONSORSHIP LEVEL

Level	Cost	
<input type="radio"/> Business Leaders Network	\$10,000	<input type="radio"/> Yes, I would like to take advantage of the complimentary full-page ad (Business Leaders Network only). Please sign and return Advertising Contract.
<input type="radio"/> League Sponsor	\$5,000	
<input type="radio"/> Company Sponsor	\$2,500	
<input type="radio"/> Contributor	\$1,500	

**TOTAL Amount Due \$** \_\_\_\_\_

**SUMMIT PROGRAM ADVERTISING information available on Advertising contract.**

## EXTRA SPONSOR OPPORTUNITIES

*To sponsor extra opportunities, you must be at Contributor Sponsor level or higher*

<input type="radio"/> Mobile App	\$2,500
<input type="radio"/> Summit Mug – <b>SOLD</b>	\$2,000
<input type="radio"/> Charging Station	\$1,500
<input type="radio"/> Lanyard – <b>SOLD</b>	\$1,500
<input type="radio"/> Hotel Key Card – <b>SOLD</b>	\$1,500

- Summit Bag Co-Sponsorship \$1,500  
 Agenda At-A-Glance Sponsorship \$750

## EXHIBIT SPACE

**Please sign & return Exhibit Contract.**

- Yes, I would like to take advantage of the complimentary exhibit booth (Business Leaders and League Sponsor categories only)

**TOTAL Amount Due \$** \_\_\_\_\_

## PAYMENT

## PAYMENT MUST BE RECEIVED BY AUGUST 30, 2019

- I am paying with a check made payable to The League  
 I am paying with a credit card  VISA  MasterCard  Discover  American Express

Name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit card billing address: \_\_\_\_\_

Email credit card receipt to: \_\_\_\_\_

**Please mail completed contract and payment to: The League**

414 North Second Street  
 Harrisburg, PA 17101

**Questions about sponsorship:** Mary Costik  
 (717) 236-9469, ext. \*232  
[mcostik@pml.org](mailto:mcostik@pml.org)

**TOTAL AMOUNT DUE**  
 (include Sponsor, Advertising & Exhibition fees)  
 \$ \_\_\_\_\_

# COMMERCIAL EXHIBITING/ADVERTISING CONTRACT

2019 Annual League Summit • October 3 - 6 • Gettysburg Hotel and Majestic Theater

Company: \_\_\_\_\_  
 Contact to be listed in Program Book: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: The League**  
 or **PLEASE CHARGE MY:**  MasterCard  
 Visa  Discover  American Express

Total Exhibiting/Advertising \$ \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

As an exhibitor, I hereby agree to the requirements, restrictions and conditions stated on the Commercial Exhibit Regulations page.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email credit card receipt to: \_\_\_\_\_

**MAIL CONTRACT AND PAYMENT TO:**

The League • 414 North Second Street • Harrisburg, PA 17101

**QUESTIONS:** Contact Mary Costik, CMP

(717) 236-9469, ext. \*232 • [mcostik@pml.org](mailto:mcostik@pml.org)

**EXHIBITION**  
 on Friday,  
 October 4

Booths are  
 assigned on  
 a first-come,  
 first-served basis.

**Contracts and checks postmarked by Friday, August 30**

- \$775 — 6 ft. table top booth
- \$1,025 — 12 ft. table top booth (double booth)
- \$875 — Walk-Around Vendor Registration\*\*\*
- League 10% associate member discount
- 25% Company Sponsor discount
- \$125 — Extended Exhibitor Registration\*  
 (See separate registration form included in exhibitor kit)

**Contracts and checks postmarked after Friday, August 30\*\***

- \$875 — 6 ft. table top booth
- \$1,125 — 12 ft. table top booth (double booth)
- \$975 — Walk-Around Vendor Registration\*\*\*
- League 10% associate member discount
- 25% Company Sponsor discount

**BLN/League Sponsor comp exhibit space**

\* Extended Individual Exhibitor Registration. If you are planning to stay for the entire Summit, The League is offering an extended registration benefit for exhibitors. The cost is \$125 and covers the cost of all events for Saturday and Sunday's breakfast.

\*\* Company may not appear in Summit program book if registered after August 30.

\*\*\* Includes two registrations with access to all social events and workshops for the entire Summit, a company listing in the Summit program book, and a one-year listing on The League's website in the Virtual Exhibit Hall. This option does not include a booth space. Please email your company logo in a high-resolution EPS file, as well as JPEG and GIF formats to [mcostik@pml.org](mailto:mcostik@pml.org) for inclusion in the Virtual Exhibit Hall.

**Exhibiting Total Due:**

\$ \_\_\_\_\_

**ADVERTISING**

**Rates Per Insertion**

Page Unit	Wide x Deep	Cost
<b>ARTWORK</b>		
<input type="radio"/> Half page	4 3/4" x 3 3/4"	\$300
<input type="radio"/> Full page	4 3/4" x 7 1/2"	\$425
<input type="radio"/> *Inside front cover	4 3/4" x 7 1/2"	\$530
<input type="radio"/> *Inside back cover	4 3/4" x 7 1/2"	\$530

\*First-received, first-assigned basis

**ARTWORK**

(high-resolution, CMYK pdf preferred)

Electronic file emailed to [bkosier@pml.org](mailto:bkosier@pml.org)

**Questions about advertising:** Debbie Bitting (717) 236-9469, ext. \*223  
[dbitting@pml.org](mailto:dbitting@pml.org)

League associate member 20% discount

**BLN full-page comp ad**



Pennsylvania Municipal  
**League**

**120<sup>th</sup> Annual Summit**

**Closing date is Friday, August 30, 2019.**

Payment must accompany ad contract. The program book is 6" x 9".  
 Ads must comply with dimension requirements and be positioned vertically.

**Advertising Total Due:**

\$ \_\_\_\_\_