

TO: 2023 Sustainable PA Annual Conference Exhibitors FROM: Leslie Rhoads, Sustainability Coordinator

SUBJ: Sustainable PA Annual Conference Information DATE: October 2, 2023

Thank you for participating as a vendor at this year's Sustainable PA Annual Conference in Gettysburg, Pennsylvania. Enclosed you will find a variety of information about this year's show. **The exhibitor kit is available by clicking** [**here**](https://www.pml.org/forms/2023-sustainable-pa-conference-sponsorship-opportunities/)**.** A conference agenda is available on the League’s website under the Sustainable PA Annual Conference tab.

All exhibit functions will be held in the Wyndham Gettysburg Hotel. Exhibits will be in the Salon D on the 1st floor. The booth spaces are 8’ wide x 4’ deep. The exhibit space is carpeted. A 6’ x 30” table, two chairs, and Wi-Fi are included in the booth. Please complete the AV order form for electric.

Registration will be in the Salon DEF hallway area. Hours are included on the exhibitor registration information page. Please be sure to visit the registration desk upon arrival to receive the exhibitor packet containing conference badges, and other important information.

Neither the League nor the Wyndham Gettysburg Hotel are responsible for any materials, articles, or equipment in the exhibit area. Small or easily portable articles of value should be properly secured or removed for safe keeping after exhibit hours. An attendant should remain with the exhibit each day during exhibit hours.

Please be sure that your exhibit equipment and supplies are in working order. The League and the Wyndham staff **will not** be responsible for supplying vendors with items such as light bulbs, screws/bolts or other items not requested prior to the conference.

Each exhibiting organization will be supplied with a copy of the registration list in the exhibitor's packet and an Excel spreadsheet will be emailed to you the week of October 9th.

Don’t forget to complete your information on the Whova mobile conference management app. A link will be emailed to you on Thursday, October 12 at 12:00 noon. **We have scheduled a Welcome Reception in the exhibition hall for Wednesday evening from 5:00 p.m. – 6:00 p.m. and exhibitors are encouraged to participate. In addition, to increase traffic in the exhibit area, we will be holding all meals in the exhibit hall as well as scheduled networking events on Thursday from 10:15-10:45 am and 2:15-3:00 pm**.

Our attendees will be able to access your company through this site for an entire year and we will continue to promote this endeavor through our monthly publications. Please be sure to email me your company logo in a .jpg and .gif format and .eps or high resolution pdf format (no exceptions to format) to include on the website.

If you have any questions, please contact Leslie Rhoads at The League: (717) 236-9469 ext. \*237 or lrhoads@pml.org.

We are looking forward to seeing you in Gettysburg, November 1-2.