

# Municipal Leadership Summit

SCRANTON OCTOBER 10-13, 2024



## MEMO

TO: 2024 Municipal Leadership Summit Exclusive Exhibitors  
FROM: Mary Costik, CMP, Meeting Manager  
SUBJ: Municipal Leadership Summit Information  
DATE: August 28, 2024

Thank you for participating as a vendor at this year's Municipal Leadership Summit in Bethlehem, Pennsylvania. Enclosed you will find a variety of information about this year's show. **The exhibitor kit is available by [clicking HERE](#).** A [conference agenda](#) is available on the League's website under the Municipal Leadership Summit tab. **Please note there is a mandatory exhibitors' meeting from 4:00 p.m. – 4:30 p.m. in the Steamtown Ballroom at the Hilton Scranton.**

**All exhibit functions will be held in the Hilton Scranton Hotel. Exhibits will be in the Steamtown Ballroom and Prefunction area on the 2<sup>nd</sup> floor. The booth spaces are 8' wide x 4' deep. The exhibit space is carpeted. A 6' x 2', purple or white linen skirted table, two chairs, waste can, Wi-Fi, electric, and a head sign are included in the booth. New this year is an exhibitor/walk around vendor lounge in the Electric City Pre-Function area.**

Registration will be in the Ballroom Pre-Function 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 Hilton Scranton 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 Hilton Scranton 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 September 16<sup>th</sup>.

Don't forget to complete your information on the Whova mobile conference management app. A link was emailed to you in late July. **We have scheduled a Meet and Greet Reception in the exhibition hall for Thursday 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 exhibitor prize drawings on Friday, October 11 tentatively scheduled for 12:45 p.m. and 5:45 p.m.** If you are interested in donating a gift or contributing towards the purchase of a prize, please complete the prize order form which will be available in the exhibitor registration packet on-site.

**Just a reminder that exhibitors and sponsors are promoted on the League's website at [www.pml.org](http://www.pml.org).** Our municipal officials 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 General Expo at 610-495-8866, mention the upcoming **PA Municipal League event**, and one of their Customer Service Reps will be happy to assist you.

We are looking forward to seeing you in Scranton, October 10-13, 2024.