

# Municipal Leadership Summit

SCRANTON OCTOBER 10-13, 2024



## 2024 Exhibitor Information

### Loading Dock

Exhibitors may unload materials in front of the hotel. Parking is waived while unloading with a validated ticket from the Hilton front desk team.

### Shipping

**General Expo has provided a complete Exhibitor Manual for this event. • [Click HERE](#)**

### Electric

Please complete the AV/Electric Order Form from the hotel. Electric is complimentary for 120v.

### Exhibit Booth Set-Up

#### **Hilton Scranton | Steamtown Ballroom & Pre-Function | 2nd Floor**

Thursday, October 10 – 1:00 p.m. – 5:00 p.m. ♦ Friday, October 11 – 6:00 a.m. – 8:00 a.m.

*Tabletop booth spaces are 8' wide x 4' deep, include a 6' table, two chairs, table tent signage, waste can and complimentary Wi-Fi and electric.*

### Mandatory Exhibitor Meeting – Thursday, October 11 ♦ 4:00 p.m. – 4:30 p.m.

### Exhibitor Registration

#### **Hilton Scranton | Ballroom Pre-Function | 2nd Floor**

Wednesday, October 9 – 4:00 pm – 7:00 p.m. • Thursday, October 10 – 8:00 a.m. - 6:00 p.m.

Friday, October 11 – 7:30 a.m. – 4:00 p.m.

### Exhibit Hall Open to Conference Attendees

Thursday, October 10 – 5:00 – 6:00 p.m. ♦ Friday, October 11 – 9:45 a.m. – 6:00 p.m.

### Meet & Greet Reception

#### **Hilton Scranton | Steamtown Ballroom & Pre-Function | 2<sup>nd</sup> Floor (Exhibit Hall)**

Thursday, October 10 – 5:00 p.m. – 6:00 p.m.

### Exhibitors' Reception

#### **Hilton Scranton | Steamtown Ballroom & Pre-Function | 2<sup>nd</sup> Floor (Exhibit Hall)**

Friday, October 11 – 5:00 p.m. – 6:00 p.m.

### Exhibit Tear-Down

Friday, October 11 – 6:00 p.m. – 8:00 p.m.

### Mobile Conference App

Whova is the mobile event management app provider for the Summit.

If you did not receive a link to the app to update your company's website, please contact Mary Costik. **There is an expectation that ALL vendors will participate in the Exhibitor's Passport game.**

### Additional Exhibitors

Each exhibit booth is entitled to two exhibitors. Additional exhibitor badges are available for \$450.

A Summit badge is required for each exhibitor.

An exhibitor registration includes all activities for Thursday and Friday only.

### Raffle

Opportunities will be available for exhibitors to hold raffles. In addition to League prizes, exhibitors are encouraged to participate by donating a prize to the Exhibitor's Passport on the conference app.

The drawing will be held on Friday at 5:45 p.m. • Thank you for your participation!