



# Municipal Leadership Summit

CITY OF ERIE



OCTOBER 1-4, 2025



## EXCLUSIVE EXHIBIT SPACE

Available Only to Business Leaders Network (BLN) members, Gold and Silver Sponsors

### 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.

### EXCLUSIVE EXHIBITING REQUIREMENTS

**Exhibitors must be BLN, Gold or Silver Sponsors to be eligible to exhibit.** 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.

### EXCLUSIVE 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, Thursday, October 2. Electric will be available to purchase in the exhibitor kit for \$55 with 6% tax and a 21% service charge in the exhibitor kit.

### FREIGHT SHIPMENTS

Shipments will be accepted up to 72 hours prior to the start of the Summit on Wednesday, October 1 (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 Municipal Leadership Summit on label. Questions? Contact Erica Zeiber at 814-480-6071 or [ezeiber@erievents.com](mailto:ezeiber@erievents.com)

### OVERNIGHT RESERVATIONS – SHERATON BAYFRONT HOTEL & COURTYARD BY MARRIOTT HOTEL

The Sheraton Bayfront Hotel and Courtyard by Marriott Hotel will also be providing overnight rooms for the Summit. The room rate at the Sheraton Bayfront Hotel and Courtyard by Marriott Hotel is \$168 + 13% sales tax. The group rate will be available until **SEPTEMBER 15** or until the room block is sold-out. Check-in time is 3:00 p.m. and check-out time is 11:00 a.m. Please [CLICK HERE](#) to make your overnight hotel reservations or call (814) 454-2005. Parking is complimentary.

Book your room for Municipal Leadership Summit at:  
[PML.org/municipal-leadership-summit/sponsorship](http://PML.org/municipal-leadership-summit/sponsorship)

### 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 Municipal Leadership 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 Wednesday, September 3. Cancellations must also be received by September 3. After this date, no money will be refunded.

### WATCHMEN

Neither the Pennsylvania Municipal League nor the Bayfront Convention Center 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 Hilton Scranton, 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 Wednesday, October 1 and the Welcome Breakfast, lunch, and Exhibitor's Reception on Thursday, October 2; a company listing on the Summit mobile app; 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 Wednesday, October 1 with a Welcome Reception from 5:00 - 6:30 p.m. Thursday, October 2 hours are 9:30 a.m. - 6:00 p.m. All morning and afternoon breaks are scheduled in the exhibit hall as are announcements of door prizes. The luncheon on Thursday 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 Wednesday, October 1, from 11:00 a.m. – 3:00 p.m. and Thursday, October 2, from 6:00 a.m. – 8:00 a.m.
- **TEAR-DOWN** is scheduled for Thursday, October 2, from 6:00 p.m. – 8:00 p.m.