

2026 Exhibitor Information

Loading Dock

Exhibitors may unload materials at the Hershey Lodge and Convention Center at the entrance closest to Stack's Restaurant.

Oversized loads should contact the Hershey Lodge for loading dock instructions.

Shipping

Shipments will be accepted up to three days prior to the start of the Summit on Thursday, October 1, 9:00 am – 4:00 p.m. Include the person's name, company name, 325 University Drive, Hershey, PA 17033; and "Municipal Leadership Summit" on the label. Questions contact: Dylan Leveroni at dytleveroni@hersheypa.com.

Electric

Please complete the [Electric Order Form](#) and the [Wi-Fi Order Form](#) to pre-order electric & Wi-Fi.

Exhibit Booth Set-Up

Hershey Convention Center | Chocolate Lobby & Aztec Ballroom

Wednesday, October 7 – 11:00 a.m. – 4:00 p.m. ♦ Thursday, October 8 – 6:00 a.m. – 8:00 a.m.

Tabletop booth spaces are 8' wide x 3' deep, include a 6' skirted table, two chairs, table tent signage, & waste can

Exhibitor Meeting – Wednesday, October 7 ♦ 3:00 p.m. – 3:15 p.m.

Exhibitor Registration

Hershey Convention Center | Chocolate Lobby

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

Thursday, October 8 – 7:30 a.m. – 4:00 p.m.

Exhibit Hall Open to Conference Attendees

Wednesday, October 7 – 5:00 – 6:30 p.m. ♦ Thursday, October 8 – 9:30 a.m. – 6:15 p.m.

Exhibitor Showcase & Welcome Reception

Hershey Convention Center | Chocolate Lobby and Aztec Ballroom

Wednesday, October 7 – 5:00 p.m. – 6:30 p.m.

Exhibitor and Sponsor Appreciation Reception in Exhibit Hall

Chocolate Lobby & Aztec Ballroom

Thursday, October 8 – 5:15 p.m. – 6:15 p.m.

Exhibit Tear-Down

Thursday, October 8 – 6:15 p.m. – 8:15 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, CMP, at mcostik@pml.org.

There is an expectation that ALL vendors will participate in the Exhibitor's Passport game.

Additional Exhibitors

Each booth is entitled to two exhibitors. Additional exhibitor badges are available for \$475 until 8/15; \$525 after 8/15. A Summit badge is required for each exhibitor.

An exhibitor registration includes all activities for Wednesday and Thursday 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 drawings will be held on Thursday at 1:00 p.m. and 5:45 p.m. • Thank you for your participation!