

## Conference Exhibitor Information

- Once you arrive at convention, please check in at the exhibitor registration area in the Garden Terrace Lobby to receive your table assignment, schedule, name badges and list of attendees.
- The exhibit area includes a six-foot skirted table, keep in mind that it is not an eight by ten booth. If you have signed up for a floor standing display and will NOT need a six-foot table, please notify us by February 28, 2020.
- Exhibitors requiring wireless Internet access should contact Melvin Morales (717-534-8847) at The Hotel Hershey directly.
- If shipping supplies prior to the convention please send them no more than one week prior to the start of convention. Clearly mark your container with **YOUR COMPANY NAME** along with **PADONA April 1-3, 2020 CONVENTION**. Anything you ship directly to the hotel prior to convention should be addressed to the contact and address below.

*Melvin Morales, Convention Services Manager  
The Hotel Hershey  
100 Hotel Road  
Hershey, PA 17033*

- **Exhibit times are scheduled as follows:**
  - a. Wednesday, April 1: 9:45AM-10:30AM and 1:45-2:30PM and 3:15-4:00PM**
  - b. Thursday, April 2: 9:45AM-10:30AM and 1:45-2:30PM and 3:15-4:00PM**
- **Regular Exhibitor set-up** will be Tuesday, March 31 from 5:00-7:30 PM and Wednesday, April 1, 2018 from 8:00-9:30 AM. **Set up must be completed by 9:30 AM on April 3rd.** Exhibits will close at 4:00 PM on Thursday, April 2; however, you will NOT be permitted to break down your exhibit until 5:00PM or later to ensure there is no disruption of our educational programming.
- Break Exhibitors actual exhibit time is only for the exhibit time noted above. You will be permitted to set up 30 minutes prior to the scheduled break times; however, breakdown of your display must be completed immediately following the exhibit time.
- You and your representatives are invited to attend the luncheons on both Wednesday and Thursday along with our attendees. Lunch will be available in the Fountain Lobby and Circular Dining Room both days between 11:30AM – 1:00PM.
- You and your representatives are encouraged to attend our Vendor Appreciation Reception on Wednesday evening 5:30-6:30 PM in recognition of your support. You are also invited to attend our Gala Reception on Thursday evening 5:30-6:30 PM. Both events will give you additional opportunity to network with peers and convention attendees.
- Please plan to attend a vendor breakfast hosted Thursday, April 2 beginning at 8:30AM in the Blue Mountain Room at the Harvest Restaurant located on the Hotel premises behind the main building.
- We will continue with the vendor sign-off to encourage attendees to visit every booth. This year, we will provide gift cards as door prizes for those attendees who return their completed vendor sign-off form.
- We will again be coordinating the basket raffle in support of our scholarship program. If you are interested in providing a gift basket to be included in our scholarship raffle, please let Candy Jones know. We will be sending out a separate notification regarding the scholarship baskets. **Please note that this year, any gift/raffle item that you include at your booth will be your responsibility to distribute.**