



Annual Conference: September 12-13, 2022

The Penn Stater Hotel and Conference Center
215 Innovation Blvd, State College, PA

Exhibitors -Welcome!

The County Chief Adult Probation and Parole Officers Association of Pennsylvania is pleased to invite you to attend its annual conference as an exhibitor of vital products and services. We expect to attract approximately 125 county chief adult probation officers, deputy chiefs and supervisors who are integral to the future of probation and parole in Pennsylvania.

2022 Conference Location

The 2022 conference will be held at the Penn Stater Hotel and Conference Center in order to more comfortably accommodate all our attendees. The exhibitor area will provide more space and a better flow for you. We are also working to schedule more 'face-time' for the conference attendees to interact with the exhibitors.

Overnight lodging rates for the conference are \$119.00 per room for single or double occupancy, plus applicable sales and occupancy taxes. All lodging reservations must be made by conference participants no later than August 12, 2022. Space is limited, so make your reservations as soon as possible. When making your lodging reservation, indicate that you will be attending the County Chief Adult Probation Officers Conference and reference group code: CPOA22C. Reservations can be made by calling The Penn Stater Hotel & Conference Center directly at (814) 863-5000 or by utilizing the [direct booking link](#).

Attached is an exhibitor registration form along with the specifics regarding booth space and advertisements in our annual conference program booklet. You may also wish to sponsor a conference activity.

The conference materials will also include a program booklet for the conference. We have found this as a good opportunity for our exhibitors to provide their product and contact information in a booklet for attendees to have and also for the exhibitors to have contact information on the attendees of the conference. The program booklet also is a perfect way for those vendors who cannot attend our conference but still wish to advertise their product and support our Association.

Early registration will assist us in accommodating everyone in the exhibit hall area. Please mail your completed registration form and payment at the address provided on the registration form. To discuss further details or answer any questions that you may have, feel free to contact me at 814-590-6323 or heleneplacey@gmail.com. We look forward to your involvement and appreciate your continued support of CCAPPOAP.

Sincerely,

Helene

Helene Placey
Executive Director

2022 CCAPPOAP Conference Exhibitor Information

The Exhibitor area will be located in a banquet room adjacent to the conference sessions.

Sunday, September 11, 2022	4:00 p.m.- 8:00 p.m.	Exhibit Set-up
Monday, September 12, 2022	8:00 a.m. - 9:00 a.m.	Continental Breakfast w/ Exhibitors
	a.m. and p.m. (times TBD)	Refreshment break w/ Exhibitors
	4:30 p.m. - 6:30 p.m.	Reception w/ Exhibitors
Tuesday, September 12, 2022	8:00 a.m. - 9:00 a.m.	Continental Breakfast w/ Exhibitors
	a.m. (time TBD)	Refreshment break w/ Exhibitors
	by 4:00 p.m.	Exhibit Breakdown

Fees	Early Rate before August 1, 2022	Rate on or After August 1, 2022
Exhibit Table (Includes one representative)	\$700	\$800
Additional Persons	\$250 (each)	\$300 (each)
Golf	\$50 (each)	\$50 (each)
Full Page Program Ad	\$300	\$350
Inside Front/Back Cover	\$400	\$450
Outside Back Cover	\$450	\$500
Half Page Program Ad	\$200	\$250

The Table Fee includes the following:

- One six-foot draped table, linens, one chair and a wastebasket
- Conference registration fee, workshops and all meals, including Tuesday dinner for one person
- *Electrical hookup may be limited.* Please note on the registration form if you need electrical.

Event Sponsorship

Please consider sponsoring any of the following conference events.

Event	Day	Sponsor Fee
Lunch	Monday	\$1000
Lunch	Tuesday	\$1000
Continental Breakfast	Monday	\$750 each
Continental Breakfast	Tuesday	\$750 each
Refreshment Break	Monday morning	\$400 each
Refreshment Break	Monday afternoon	\$400 each
Refreshment Break	Tuesday morning	\$400 each

2022 CCAPPOAP Conference Exhibitor Registration Form (page 1 of 2)

Please provide the following information

For conference name badge and listing in conference program booklet.

Company Name:	
Product or Service to be exhibited: (drug testing, adult education, etc.)	
Do you require electrical hookup?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Information

Designate below the name of the person in your company who will be attending the conference and will receive exhibition materials, exhibitor updates, etc.

Company Representative:	
Title:	
Address:	
City, State, Zip:	
Phone (office or mobile):	
Email:	
Company Website:	

Additional Representatives

Each exhibitor booth is entitled to one full conference registration which includes the conference registration fee, workshops and all meals.

Additional exhibitor conference attendee fee is \$250 per person if received by the early deadline or \$300 per person thereafter to cover registration and meals.

Name:	
Title:	
Email:	

Name:	
Title:	
Email:	

2022 CCAPPOAP Conference Exhibitor Registration Form (page 2 of 2)

Please indicate the items for which you are submitting payment.

Item	Early Rate before August 1, 2022	Rate on or after August 1, 2022	Payment
Exhibit Table Fee	\$700	\$800	
Additional Person	\$250 per person	\$300 per person	
Golf participation	\$50 per person	\$50 per person	
Advertisements:			
Full Page Ad in Program	\$300	\$350	
Half Page Ad in Program	\$200	\$250	
Inside Front Cover Ad in Program	\$400	\$450	
Inside Back Cover Ad in Program	\$400	\$450	
Back Cover Ad in Program	\$450	\$500	
Sponsor opportunities:			
Monday Continental Breakfast Sponsor	\$750	\$750	
Tuesday Continental Breakfast Sponsor	\$750	\$750	
Monday AM Refreshment Break Sponsor	\$400	\$400	
Monday PM Refreshment Break Sponsor	\$400	\$400	
Tuesday AM Refreshment Break Sponsor	\$400	\$400	
Monday Lunch Sponsor	\$1000	\$1000	
Tuesday Lunch Sponsor	\$1000	\$1000	
Door Prize donation *	n/a	n/a	
Total			

*Door prize donation: Exhibitors are welcome to bring a gift card or prize of any value to give away during the Tuesday evening dinner.

Submission Information

If you are purchasing advertisement space in the conference program booklet, please forward all advertisements or logos to Helene Placey at heleneplacey@gmail.com

All registrations (including company logo if purchasing advertisement space) must be received no later than August 31st in order for your information to be included in the conference packet.

If you have any questions, please contact Helene Placey at 814-590-6323 or heleneplacey@gmail.com

Please make check payable to: "CCAPPOAP" (Federal ID# 25-1819655)

Mail payment and 2-page registration form to:

CCAPPOAP
c/o Helene Placey, Executive Director
P.O. Box 1505
Camp Hill, PA 17001