



Annual Conference: September 16-17, 2024

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

Exhibitors - Welcome back!

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 140 county chief adult probation officers, deputy chiefs and supervisors who are integral to the future of probation and parole in Pennsylvania. **New this year, we have some unique sponsorship opportunities that may be of interest to you** (see sponsorship registration for more details).

2024 Conference Location

The 2024 conference will once again 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 have also allocated more 'face-time' for the conference attendees to interact with the exhibitors.

Overnight lodging rates for the conference are \$159.00 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 16, 2024**. 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: CHIE24A**. Reservations can be made by calling The Penn Stater Hotel & Conference Center directly at (814) 863-5000 or by utilizing their website at <https://thepennstaterhotel.com/>

Attached is an exhibitor registration form along with the specifics regarding exhibit table space and advertisements in our conference program booklet. 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.

If you wish to sponsor a conference activity (breakfast, lunch or refreshment break), sponsorship includes signage at the event with recognition of your company name. We are also looking for premier sponsors for our member appreciation social event to be held offsite on Monday, September 16th after the exhibitor reception and a sponsor for a Sunday evening welcome reception.

Early registration will assist us in accommodating everyone in the exhibit hall area. Please email your completed registration form and US mail 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@ccappoap.com. We look forward to your involvement and appreciate your continued support of CCAPPOAP.

Sincerely,

Helene

Helene Placey, Executive Director

2024 CCAPPOAP Conference Exhibitor Information

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

Sunday, September 15, 2024	4:00 p.m.- 7:00 p.m.	Exhibit Set-up
Monday, September 16, 2024	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 17, 2024	8:00 a.m. - 9:00 a.m.	Continental Breakfast w/ Exhibitors
	a.m. (time TBD)	Refreshment break w/ Exhibitors
	by 2:00 p.m.	Exhibit Breakdown

Fees	Early Rate before August 1, 2024	Rate on or After August 1, 2024
Exhibit Table (Includes one representative)	\$700	\$800
Additional Persons	\$250 (each)	\$300 (each)
Full Page Program Ad	\$300	\$350
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
- Attendance at all conference sessions
- All meals (Monday breakfast and lunch; Tuesday breakfast and lunch).
- *Electrical hookup may be limited.* Please note on the registration form if you need electrical.

2024 Conference Event Sponsorship Opportunities

Please consider sponsoring any of the following conference events.

Event	Day	Sponsor Fee
Member welcome reception	Sunday evening	\$2000
Lunch	Monday	\$1000
Lunch	Tuesday	\$1000
Continental Breakfast	Monday	\$750
Continental Breakfast	Tuesday	\$750
Refreshment Break	Monday morning	\$400
Refreshment Break	Monday afternoon	\$400
Refreshment Break	Tuesday morning	\$400
Member event – Gold Sponsor	Monday evening	\$3000
Member event – Silver Sponsor	Monday evening	\$2000
Member event – Bronze Sponsor	Monday evening	\$1000

Member Welcome Reception (September 15)

New this year is a Sunday evening welcome reception for CCAPPOAP members who will be in town the night before the conference officially begins. The welcome reception will take place September 15th from 6:00 p.m-8:00 p.m. at the hotel and include appetizers and beverages. This event is for CCAPPOAP members only. The only exhibitors permitted to attend will be the event sponsor.

Member Appreciation Social (September 16)

We are offering unique opportunities for premier sponsors at our member appreciation social event to be held Monday, September 16th from 7:00 p.m.-10:00 p.m. at Axemann Brewery, Bellefonte. This event is for CCAPPOAP members only. The only exhibitors permitted to attend will be the premier sponsors (gold, silver, bronze). This event will take place one half hour after the conclusion of the Exhibitor Reception (4:30-6:30 pm) at the Penn Stater Hotel. This event gives you a unique opportunity to socialize with CCAPPOAP members in an informal setting outside the conference venue without competing for face time from other conference exhibitors.

- **Gold Sponsor (\$3000)** – limited to one exhibitor. The company will be the title sponsor of the event with recognition in the conference materials and at the event. The sponsorship will help to offset costs including: venue rental, food and beverages, and shuttle bus from the Penn Stater hotel.
- **Silver Sponsor (\$2000)** – limited to one exhibitor. The company will be a second-tier sponsor of the event with recognition in the conference materials and at the event. This sponsorship will help to offset costs of providing food and beverages to attendees.
- **Bronze Sponsor (\$1000)** – limited to two exhibitors. The company (or companies) will be a third-tier sponsor of the event. With recognition in the conference materials and at the event. This sponsorship will help to offset costs of providing food to attendees.

Other – If you have an idea you would like to sponsor for the member event at Axemann Brewery, please contact Helene Placey to discuss other options.

2024 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:	

2024 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, 2024	Rate on or after August 1, 2024	Payment
Exhibit Table Fee	\$700	\$800	
Additional Person	\$250 per person	\$300 per person	
Advertisements:			
Full Page Ad in Program	\$300	\$350	
Half Page Ad in Program	\$200	\$250	
Sponsor opportunities:			
Sunday member welcome reception	\$2000	\$2000	
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	
Monday member event – Gold Sponsor	\$3000	\$3000	
Monday member event – Silver Sponsor	\$2000	\$2000	
Monday member event – Bronze 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 afternoon membership meeting.

Submission Information: If you are purchasing advertisement space in the conference program booklet, please forward all advertisements or logos to Helene Placey at heleneplacey@ccappoap.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 questions, please contact Helene Placey at 814-590-6323 or heleneplacey@ccappoap.com

Please make check payable to: “CCAPPOAP” (Federal ID# 25-1819655). CCAPPOAP does not accept cash, credit card, PayPal, or Venmo payments.

Mail payment and 2-page registration form to:

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