

Senator Michele Brooks and Representative Marla Brown's 2023 Lawrence County Senior Expo

Exhibitor Guidelines

Friday September 22nd, 2023

Cascade Park- Dance Hall

10:30am- 1:30pm

The following are the guidelines we respectfully ask all exhibitors to follow. Questions regarding these guidelines should be directed to Heather Maurer at hmaurer@pasen.gov or 724-654-1444 or Jaclyn Thompson at jthompson@pahousegop.com or 724-498-4397.

Please note: Due to space limitations within the venue, this response is not transferable. Any organization interested in being added to the invitation list should contact the office.

- ❖ Exhibitors will be allowed to set up on Friday, September 22nd from 9:00 a.m.-10:00 a.m. All exhibitors must be set up no later than 10:15 a.m. with the expo start time of 10:30 a.m.
- ❖ Each registered exhibitor will receive an 8' table and two chairs. Special arrangements may be made for additional space if needed on a first-come first-served basis. Space is limited.
- ❖ Exhibitors may unload their vehicles at the entrance doors. However, after unloading, we ask that exhibitor vehicles be moved to the far end of the parking lot to allow easy access to the building for the seniors. At the conclusion of the expo, you are welcome to bring your vehicle back to the lot for post-expo loading.
- ❖ Staff is unable to assist exhibitors with unloading. Exhibitors must provide their own hand trucks or dollies and extension cords.
- ❖ Exhibitors are asked to provide a door prize, if able. Please plan to bring tickets, and any other necessary supplies in order to collect entries at your table. If you need us to contact the winner and have them pick up the prize at our office, please bring the basket to the front after the expo with a business card and winner information attached at the conclusion of the expo. Exhibitors are not eligible for door prizes.
- ❖ The Expo hours of operation are from 10:30 am until 1:30 p.m. Exhibit tables must be manned at all times during Expo hours. **Please do not take down your display prior to 1:30 pm.**
- ❖ Exhibitors will **not** be permitted to sell any merchandise or services on site.
- ❖ Exhibitors must register by July 31st if you wish to have your information printed in the program booklet. Other exhibitors may register up until August 15th.
- ❖ We appreciate your cooperation in removing all literature, decorations, your own trash etc. at the conclusion of the Expo.
- ❖ Senator Brooks, Representative Marla Brown, and the Pennsylvania Senate and House are not responsible for items lost or stolen before, during or after the event. Exhibitors are solely responsible for the security of their display materials and products.

We want to personally thank you for participating in our 2023 Senior Expo. This event is a great way to assist our seniors who have enriched our community over the years.

- Senator Michele Brooks and Representative Marla Brown

Sponsorship options for for-profit organizations planning on participating in the Senior Expo:

- Level 1/Premier Sponsor (\$500) will receive recognition as a Level 1/Premier Sponsor in our program booklet, your logo will be displayed in our program directory as a sponsor, and you will have the option of an exhibit table. If more space is required, special arrangements may be possible.
- Level 2 (\$250) will receive recognition as a Level 2 Sponsor in our program directory, and you will have the option of an exhibit table.
- Level 3 (\$100) will receive recognition in the program directory, and you will have the option of an exhibit table.

Please be sure to register prior to July 31st to be included in our program directory.