



Pennsylvania Recreation & Park Society 2022 Expo Rules & Regulations

LOCATION

Kalahari Resort and Convention Center
250 Kalahari Boulevard
Pocono Manor, PA 18349

SCHEDULE

**Dedicated Expo Hall hours*

Commercial Booths: March 29-30, 2022

Tuesday March 29

10:00 am - 2:30 pm	Expo Hall Set up
3:45 pm - 6:30 pm	Expo Hall Opening & Reception *
4:30 pm - 5:00 pm	Expo Speed Dating Session
5:30 pm - 6:00 pm	Expo Speed Dating Session
6:30 pm	Dinner
7:00 pm	Keynote
9:00 pm - 11:00 pm	Social

Wednesday, March 30

9:45 am - 12:00 pm	Expo Hall Open with break *
10:30 am - 11:00 am	Expo Speed Dating Session
12:00 pm - 1:00 pm	Lunch
1:00 pm - 2:30 pm	Expo Hall Closing Reception *
1:30 pm - 2:00 pm	Expo Speed Dating Session
2:30 pm - 6:00 pm	Expo Hall Teardown

Non-profit Booths: March 30, 2022

Wednesday, March 30

8:00 am - 9:00 am	Non-profit Set up
9:45 am - 4:00 pm	Non-profit Expo open
12:00 pm - 1:00 pm	Lunch
2:30 pm - 3:45 pm	General Session
3:45 pm - 4:00 pm	Refreshment Break *
4:00 pm - 6:00 pm	Non-profit Booth Teardown

BOOTH DETAILS

- **Island:** 16' x 20' space in prime location with 1, 6' table & 5 chairs, 5 Tuesday reception tickets, 5 Tuesday dinner tickets, 5 Wednesday luncheon tickets, ID sign
- **Prime:** 8' deep x 10' wide booth in prime location with 1, 6' table & 2 chairs, 2 Tuesday reception tickets, 2 Tuesday dinner tickets, 2 Wednesday luncheon tickets, ID sign
- **Standard:** 8' deep x 10' wide booth with 1, 6' table & 2 chairs, 2 Tuesday reception tickets, 2 Tuesday dinner tickets, 2 Wednesday luncheon tickets, ID sign
- **Non-profit:** 1, 8' table & 1 chairs, 1 Wednesday luncheon ticket

In addition, all booths receive wifi, refreshment breaks, listing in the Program Guide and Mobile Event App, mailing list of attendees within 30 days after the event and admission to educational sessions.

BOOTH ASSIGNMENTS

The PRPS online portal displays all available booths. Booths are self-assigned as companies make their selection(s) via the online portal; it's a first-come, first-served process. The booth is considered secured when PRPS receives payment. Non-profit booth locations are assigned by PRPS based on date of purchase.

BOOTH REPRESENTATIVE MEALS

Commercial Booths: 3/29/22 Reception and Dinner – 2 for Standard and Prime Booths and 5 for Islands; 3/30/22 Luncheon – 2 for Standard and Prime Booths and 5 for Islands, and Refreshment Breaks

Non-profit Booths: 3/30/22 Luncheon (1) and Refreshment Breaks

The Kalahari Resort features a variety of sit down and casual fast eateries for breakfast. In addition, the 3/30/22 morning refreshment break will offer slightly heavier food fare.

CERTIFICATE OF INSURANCE

Commercial Booths are required to provide PRPS with a Certificate of Insurance (COI) with a \$1,000,000 limit of commercial general liability. The Pennsylvania Recreation & Park Society, Inc. (2131 Sandy Drive, State College, PA 16803) should be the COI certificate holder and also included as “additional insured.” Utilize the Expo dates of March 29-30, 2022. The COI is due by **Friday, March 11, 2022**. **Non-profit Booths** are not required to provide PRPS with a COI.

ELECTRICAL, DRAYAGE & FURNITURE

General Exposition Services will coordinate drayage and furniture needs for an additional cost. Kalahari Resort will coordinate electric and shipping for an additional cost. The information for ordering these services is available on prps.org.

RESTRICTIONS

PRPS reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason, become objectionable.

LIABILITY

PRPS and its employees, or conference committee will not be responsible for any injury, loss, or damage that may occur to the exhibitor, nor to the exhibitor’s employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract. This includes the period of storage prior to and following the conference. The exhibitor, on signing the contract, expressly releases the above-mentioned PRPS, individuals, and committee from any and all claims for such loss, damage, or injury. To prevent loss, small or portable articles of value should be properly secured or removed after exposition hours and placed in safekeeping.

USE OF SPACE

All demonstrations must be confined to the limits of the exhibit space. No exhibitors shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of PRPS. Aisles must be clear. Advertising material may be distributed only within the space assigned to the exhibitor presenting such material.

HOLD HARMLESS AGREEMENT

The exhibitor agrees to indemnify and hold harmless PRPS, its members, officers, directors, and employees against any and all damage to property or personal injury or loss caused by the exhibitor or its agents, representatives, or employees. The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor’s display, caused by the exhibitor, its agents, representatives, or employees. The exhibit assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor’s activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages, and claims.

PAYMENT

Payment in full is required for sponsorships and exhibit booths along with the authorized contract.

CANCELLATIONS

Booth cancellations must be received by PRPS in writing before **Friday, March 11, 2022**. Written notification must be sent to: PRPS, 2131 Sandy Drive, State College, PA 16803, or emailed to egates@prps.org. A \$100 handling fee will be deducted from the refund. Mail and personal delivery of the cancellation notice shall be deemed delivered on the day such notice is received at the PRPS office.

Direct any questions to Emily Gates, PRPS Director of Strategic Partnerships, at egates@prps.org.