

The Pennsylvania Association of
School Business Officials
invites you to exhibit at the



PASBO Facilities Management Conference & Exhibits

in Partnership with SchoolDude

September 28 - 29, 2011
Holiday Inn Harrisburg/Hershey
Grantville, PA



PASBO Facilities Management Conference & Exhibits In Partnership with SchoolDude



Conference Information

The Pennsylvania Association of School Business Officials and SchoolDude are pleased to announce the 2011 Facilities Management Conference and Exhibits. This year's program will include a pre-conference session on Tuesday, September 27 and the conference on Wednesday, September 28 and Thursday, September 29 at the Holiday Inn, Harrisburg/Hershey. We anticipate that approximately 125 facilities managers will attend this event.

Booth space is available to all facilities-related vendors on a first-come, first-served basis. There is a limit of one booth per company. All exhibits will be in the Majestic ballroom from 3:15 p.m. to 6:30 p.m. on Wednesday. A limited amount of outdoor space is available for an additional fee. Contact the PASBO office at (717) 540-9551 for details. Sponsorships and presentation opportunities are also available.

Highlights from the program include:

- *Intensive* exhibit opportunities for school industry vendors on Wednesday, September 28
- Access to a *diverse* audience of the school community who is responsible for facilities purchasing decisions
- Availability to the *entire* Pennsylvania education community including school districts, intermediate units, vocational-technical schools, private schools and other groups
- Three hours of exclusive exhibit time, including a reception in the exhibit hall for vendors and attendees

Registration & Booth Fees

Exhibit Booth **\$425***

One 6' x 10' space for a single day

Registration for **three** representatives

*Non-PASBO members must become Business Associates to be eligible to be an exhibitor or sponsor.

Cost: \$220

One table, two chairs and a wastebasket are included in the booth price. Both the display and the equipment must fit into the 6' by 10' space. There will be green and white pipe and drape supplied. The exhibit hall is carpeted.

Additional Representatives..... **\$100 per person**

- Additional services (tables, chairs, etc.) can be purchased directly from the decorator, Reber-Friel. More information will be provided with booth confirmations.
- Electric, Internet and other services can be ordered from the hotel for an additional fee.

Lodging

Rooms have been reserved at the Holiday Inn Harrisburg/Hershey for September 27 and September 28 at a cost of \$118 single occupancy plus tax. To reserve a room, call the Holiday Inn at (717) 469-0661 by 8/27/11. Ask for the PASBO rate.

Booth space will be allocated on a first-come, first-served basis. You may reserve a booth by calling the PASBO office at (717) 540-9551. Booth payment and a signed Exhibit Space Application and Contract are required to be submitted within two weeks after the original telephone contact. See booth layout diagram on the next page.

Remember to call PASBO as soon as possible.

This is the first step in reserving booth space!

(717) 540-9551

PASBO Facilities Management Conference

September 28 – 29, 2011

Holiday Inn Harrisburg/Hershey, Grantville, PA

CALL FOR SPEAKERS

PASBO is pleased to issue this “Call for Speakers” for the Facilities Management Conference to be held September 28 – 29, 2011 in Grantville. Content is specifically geared towards three school audiences: Facilities Directors; Custodial Supervisors/Head Custodians and Grounds Management Staff. All are looking for new – and cost effective – ways to solve their current challenges and propel their organizations forward. We invite your company to propose a presentation topic that will help us achieve this goal.

Selection Process: Business members must be either a Facilities Conference exhibitor or sponsor in order to submit a proposal. Your proposals must be submitted by **June 1, 2011**. You will receive a confirmation of your submission. Each submission will be reviewed by a team of facilities directors and you will be notified by **July 15, 2011** of the status of your submission. There is a limited number of each type of format. A wide variety of submissions are needed in order to find a good blend of topics.

Topic Ideas: Our goal is to offer attendees a broad range of topics providing the best knowledge and tools to do their jobs more effectively and to make their organizations more successful. Key topic areas are listed below. **Please be aware that presentation content is to be educational and non-product specific. This is not a sales opportunity.**

- Facilities Maintenance and Management
- Facilities Capital Improvement and Construction
- Housekeeping
- Staff Management
- Environmental Safety
- Benchmarking and Data Management

Audience: Three primary audiences will be represented. Please indicate which audience is most appropriate for your content (Check all audiences for which you can tailor the content.)

- Facility Managers/Directors
- Custodial Supervisors/Head Custodians

Format: Please consider which session format would most effectively deliver your content:

- Seminar – 60 minute lecture style presentation
- Mini-Workshop – 25 minute round table presentation and facilitated discussion. (Each topic presented 4 times during the 1 hour 45 minutes session.)

Submit Your Proposal: Business members are encouraged to submit proposals for presentations that meet these criteria. Final selection of topics and speakers will be made by the PASBO Facilities Committee. Submission of an exhibit contract, sponsorship or session proposal does not guarantee your topic will be chosen. Questions on the speaker proposal process can be directed to Corrine Shearer at cshearer@pasbo.org.

Proposals can be submitted online at the following link: <http://www.surveymonkey.com/s/MVR793V>

Registration/Travel Info: All primary speakers will receive a complimentary registration on the day of their presentation. Speakers will be responsible for lodging and related travel costs.

Exhibits/Sponsorships: Reach nearly 125 school facilities professionals with your products and services. Be a part of the Facilities Management Exhibit Hall or become a Conference Sponsor. For information, contact the PASBO office at (717) 540-9551.

PASBO FACILITIES MANAGEMENT CONFERENCE
September 28-29, 2011 - Holiday Inn Harrisburg/Hershey, Grantville
TENTATIVE SCHEDULE

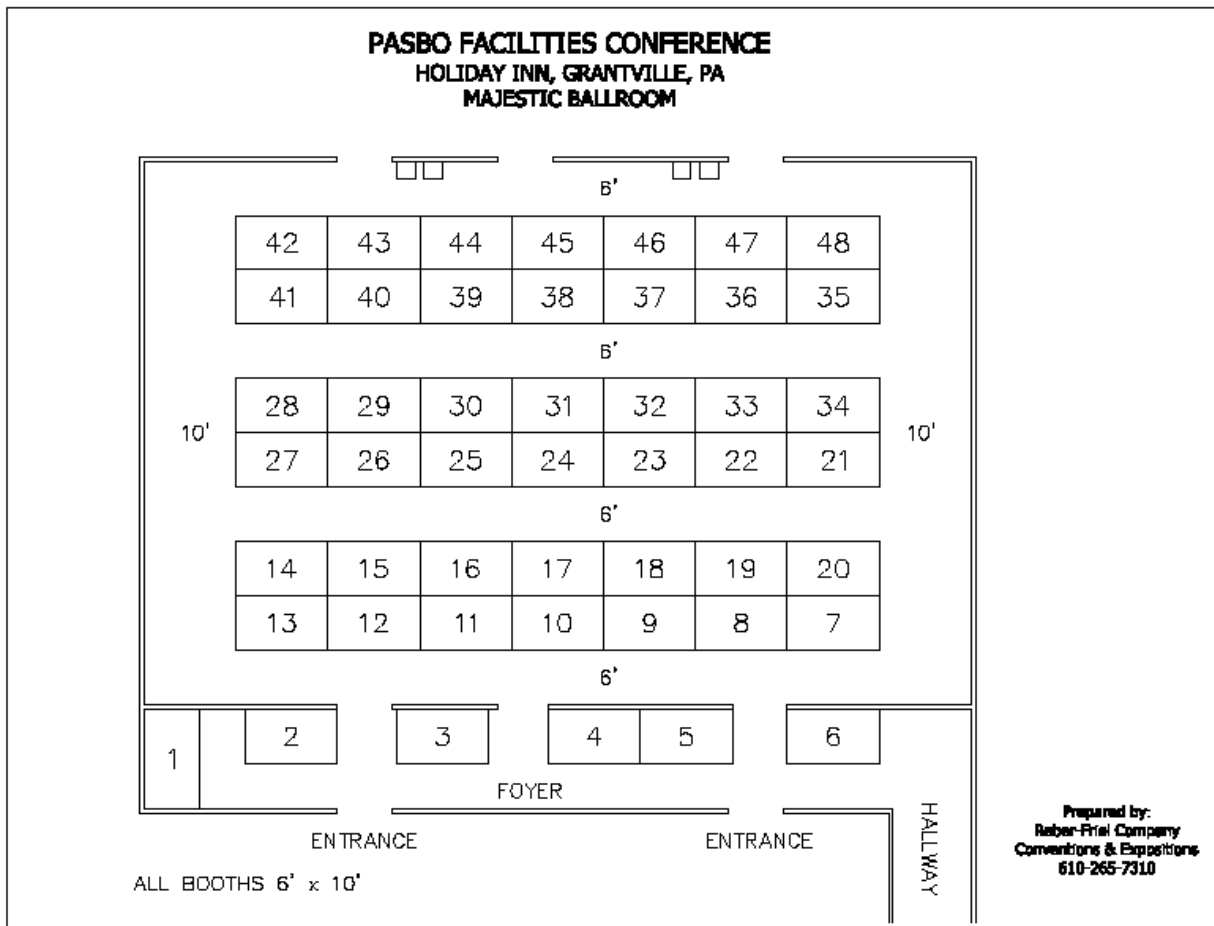
Wednesday, September 28

9:00 am – 5:30 pm	SchoolDude Computer Lab
9:15 am – 10:00 am	Registration/continental breakfast
10:00 am - 3:00 pm	EXHIBIT SET UP
10:00 am – 10:05 am	PASBO Welcome
10:05 am – 12:00 pm	Keynote Session
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:00 pm	Concurrent Tracks
2:00 pm – 2:15 pm	Break
2:15 pm – 3:15 pm	Concurrent Tracks
3:15 pm – 6:30 pm	EXHIBITS OPEN
5:30 pm – 6:30 pm	Reception in Exhibit Hall

Thursday, September 29

7:00 am – 8:00 am	Full Breakfast
8:00 am – 2:00 pm	SchoolDude Computer Lab
8:00 am – 9:00 am	Concurrent Tracks
9:00 am - 9:15 am	Break
9:15 am – 10:15 am	Concurrent Tracks
10:15 am – 10:30 am	Break
10:30 am – 12:15 pm	Mini-Workshop Tables
12:15 pm	Adjourn

Exhibit Floor Layout



PASBO Facilities Management Conference and Exhibits
2011 Exhibit Space Application and Contract

Holiday Inn Harrisburg/Hershey, Grantville, PA
September 28-29, 2011

We hereby contract for exhibit booth space at the PASBO Facilities Management Conference and Exhibits to be held
Wednesday, September 28 at the Holiday Inn Harrisburg/Hershey.

Booth # _____ \$425 per booth for PASBO Business Associates*

*A PASBO Business Associate membership is required for exhibitors and sponsors. Join now online at www.pasbo.org.

PAYMENT MUST ACCOMPANY THIS CONTRACT.

We understand that PASBO will assign space as requested. In the event your choice is already sold, the nearest space will be assigned. PASBO reserves the right to assign all booths to best meet the needs of the exhibitors and the association.

The rental fee for exhibit space includes a uniform 6' x 10' wide area with one 6-foot table, two chairs, one identification sign with booth number, company name, city and state, and free conference registrations valid for all educational sessions for **three** company representatives.

We understand additional requirements such as electricity, telephone, plumbing, furniture, porters, drayage, etc., will be at an additional charge and paid directly by us, the exhibiting company. The exhibit hall is carpeted. This contract is subject to the conditions printed on the reverse side.

The following information will be printed in the conference program booklet and PASBO documents:

Company name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Products or services to be exhibited: _____

All subsequent mailings regarding the exhibits will be forwarded to the contact person listed below:

Company Name: _____ Web Site _____

Contact name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Telephone # _____ Fax # _____ Email _____

Date: _____ Executed by: _____

(Signature and Title)

PAYMENT INFORMATION:

Enclosed is my check payable to "PASBO" for \$ _____

Bill my Credit Card: MasterCard Visa Discover American Express Authorized Amt. \$ _____

Name _____ Signature _____

Account No. _____ Exp. Date _____

SEND TO: PASBO, P.O. Box 6993, Harrisburg, PA 17112-0993

Phone: 717-540-9551 Fax: 717-540-1796

A fully executed and signed copy will be returned for your records.

ACCEPTANCE:

This application for exhibit space has been accepted and Booth # _____ has been assigned.

Payment received \$ _____.

Approved by: _____

(Date)

Jay Himes, CAE, PASBO Executive Director

CONDITIONS FOR 2011 EXHIBIT SPACE APPLICATION AND CONTRACT

PASBO Facilities Management Conference and Exhibits

1. **CONTRACT FOR EXHIBIT SPACE** - This contract for exhibit space and formal notice of assignment by the Pennsylvania Association of School Business Officials (PASBO) for the full payment of rental fees constitutes a contract for the right to use the assigned exhibit space.
2. **PAYMENT FOR SPACE** - The cost of exhibit space and/or sponsorship is due in full along with the submission of this contract. Payment must be received within two weeks of booth reservation or prior to the beginning of exhibit hours, whichever comes first.
3. **CANCELLATIONS** - A full refund will be made by PASBO for cancellations of exhibit booth contracts received in the PASBO office on or before July 31, 2011. A \$50 service fee will be charged for cancellations received between August 1 and August 31, 2011. **No refunds will be made for booths cancelled after August 31, 2011.**
4. **INSTALLING AND DISMANTLING** – Exhibitors may set up their booth space in the Ballroom on Wednesday, Sept. 28, 2011 from 10:00 a.m. until 3:00 p.m. All exhibits must be set-up and ready to go by exhibit time. Exhibit time will be from 3:15 p.m. – 6:30 p.m. on Wednesday, Sept. 28. Tear down will begin immediately after the show and all materials and equipment must be removed from the exhibit hall by midnight.
5. **USE OF SPACE** - All demonstrations and other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the space allocated without the knowledge and consent of PASBO. Displays shall not be placed in a manner as to interfere with other exhibits. PASBO reserves the right to exclude from exhibition any or all literature, illustrations, materials or products that, in its judgment, are not consistent with the proper decorum of the educational exhibits.
6. **PRIZES** - Exhibitors may award prizes at their booths during exhibit hours. PASBO is not responsible for individual exhibitor prizes.
7. **NOISEMAKING EXHIBITS** - Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, public address systems or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors or their patrons.
8. **INSURANCE** - Responsibility for various types of insurance coverage is that of each individual exhibitor. Liability insurance in the amount of \$1,000,000 is required. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his/her agents and employees, the headquarters hotel, PASBO and the employees of each such organization for loss, theft, damage or destruction of goods, or for any injury to himself/herself or employees while in the exhibit area or for any damages of any nature or character.
9. **FIRE PROTECTION** - No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof, may be used in the booth. Electrical wiring must conform to national Electric Code Safety Rules. Exhibitors must comply with local fire regulations.
10. **EXHIBIT BOOTH** - Booths will be assigned by PASBO on a first-come, first-served basis.
11. **PASBO MAILING LABELS** - PASBO will make available for purchase mailing labels of all facilities members to exhibitors upon request. To order, go to www.pasbo.org and click on the Vendors tab. Listed under the "Business Associates Benefits" is a Label Request Form and instructions for ordering. Please note that there is a \$40 minimum charge. A printed list of attendees will be given out at the conference to each company that exhibits.
12. **ACCOMMODATIONS** - Rooms have been reserved at the Holiday Inn Harrisburg/Hershey for September 27 and September 28 at a cost of \$118 single occupancy plus tax. To reserve a room, call the Holiday Inn at 717-469-0661. You must make your reservation by 9/12/11 and say you are with the PASBO show to receive this special rate.
13. **MEALS** - No meals are included as part of the exhibitor or sponsor package unless specifically stated. Meals can be purchased separately. Contact the PASBO office at (717) 540-9551 for prices. The Wednesday reception is included for all vendors and sponsors.
14. **DIRECTIONS** – Detailed directions can be downloaded from www.pasbo.org.

Sponsorship Opportunities . . .

PASBO Facilities Management Conference & Exhibits

In partnership with SchoolDude

September 28 - 29, 2011 at the Holiday Inn Harrisburg/Hershey

The PASBO Facilities Committee invites you to be a sponsor at the 2011 Facilities Management Conference & Exhibits. Interact with approximately 150 facilities managers and other school business officials from across Pennsylvania. Choose your sponsorship level below and sign up by September 2, 2011.

SPONSORSHIP OPTIONS

Exclusive Lunch or Breakfast Sponsorship (\$500) – Limit 1 breakfast and 1 lunch opportunity

- Two admissions to your sponsored meal and all educational sessions
- Half-page black & white program book ad (3.75" high x 4.5" wide)
- Event sponsorship listed in the program book and logo on general session PowerPoint
- Signage at your sponsored meal
- Opportunity to submit a proposal* to present a session or mini-workshop

Exclusive Keynote Session Sponsorship (\$500)

- Two admissions to your sponsored event and all educational sessions (No meals)
- Half-page black & white program book ad (3.75" high x 4.5" wide)
- Event sponsorship listed in the program book and logo on general session PowerPoint
- Signage at the keynote session
- Opportunity to submit a proposal* to present a session or mini-workshop

Reception Sponsorship (\$500) – No limit

- Two admissions to the reception in the exhibit hall and all educational sessions (No meals)
- Half-page black & white program book ad (3.75" high x 4.5" wide)
- Event sponsorship listed in the program book and logo on general session PowerPoint
- Signage at the reception
- Opportunity to submit a proposal* to present a session or mini-workshop

Break Sponsor (\$250) – Limit 1 for each of the three breaks

- Admittance for one person to all educational sessions at the conference (No meals)
- Quarter-page black & white program book ad (2" high x 4.5" wide)
- Sponsorship listed in the program book and on general session PowerPoint
- Signage at the break
- Opportunity to submit a proposal* to present a session or mini-workshop

Education Sponsor (\$100)

- Sponsorship listed in the program book and on general session PowerPoint
- This sponsorship level does not include conference registration or meals.
- Opportunity to submit a proposal* to present a session or mini-workshop. If proposal is accepted, the primary presenter will receive a one-day conference registration for the day of the presentation.

*Speaker Proposals are due June 1. Only those sponsors and exhibitors who have registered by June 1 will be considered as presenters. The deadline for sponsorship registration for non-presenting companies is Sept. 2, 2011.

All sponsors must complete the sponsor form that is included in this packet and submit with payment to PASBO. Call the PASBO office at (717) 540-9551 to hold the sponsorship of your choice.

PASBO Facilities Management Conference

September 28 – 29, 2011

Holiday Inn Harrisburg/Hershey, Grantville, PA

SPONSORSHIP FORM

Yes, we'd like to become a sponsor for the 2011 Facilities Management Conference!

*A PASBO Business Associate membership is required for sponsors. Join now online at www.pasbo.org.

Please check off your sponsorship preference:

Exclusive Lunch & Breakfast Sponsorship (\$500)

Wednesday Lunch

Thursday Breakfast

Exclusive Keynote Session Sponsorship (\$500)

Reception Sponsorship (\$500)

Break Sponsor (\$250) – Limit 1 for each of the three breaks (PASBO will assign break)

Education Sponsor (\$100)

Company Name: _____

Key Contact: _____

Representatives attending: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Payment Information:

Enclosed is my check payable to "PASBO" for \$ _____

Bill my Credit Card: MasterCard Visa Discover American Express Authorized Amt. \$ _____

Name _____ Signature _____

Account No. _____ Exp. Date _____

Please return by September 2, 2011:

(PASBO Sponsor Account #3034)

Mail to: PASBO

PO Box 6993

Harrisburg, PA 17112-0993

OR fax with credit card payment to (717) 540-1796.

Questions? Please call PASBO at (717) 540-9551.