



2020 EXHIBITOR INFORMATION

**2020 PERENNIAL PLANT ASSOCIATION
NATIONAL SYMPOSIUM**
AUGUST 3-7, 2020 | LANCASTER, PA
MARRIOTT LANCASTER PENN SQUARE

The Perennial Plant Association • Rachaele, Membership Manager

PO Box 6652 • Raleigh, NC 27628 • info@perennialplant.org • 888-440-3122 ext. 3

2020 PERENNIAL PLANT ASSOCIATION NATIONAL SYMPOSIUM

TRADE SHOW INFORMATION

Trade Show Hours and Dates

Tuesday, August 4

10:15-11:15 AM, 12:30-2:00 PM,
5:00-6:30 PM

Thursday, August 6

9:45-10:15 AM, 11:15 AM -12:45 PM

Exact times subject to change.

Installation of Exhibits

Monday, August 3

11:00 AM - 5:00 PM

Exhibits must be ready by 9:15 AM on Tuesday, August 4. Hand carts suggested, loading dock is available.

Location

Lancaster Marriott at Penn Square
25 S Queen Street
Lancaster, PA 17603
717.239.1600

Attendance

Expected attendance of up to 350 participants from 40 states and other countries representing the herbaceous perennial plant industry.

Booth Reservations

Before May 31, 2020

10'x10' Booth Rental:
Member: \$950

Non-member: \$1,200

After May 31, 2020

10'x10' Booth Rental:
Member: \$1,200

Non-member: \$1,500

Booth Info

All booths include:

Draping in the back & on the sides
One identification sign
One 6 ft or 8 ft skirted table
Two chairs
One wastebasket

Trade Show floor is carpeted. Carpet will have visqueen but exhibitors will be asked to **be careful not to damage the carpet.** Additional tables and furniture can be rented directly from the decorator.

Staff Badge Registration

All exhibitors are allowed **1 complimentary booth staff registration** to the Core Symposium (Tuesday, Wednesday & Thursday).

Additional staff badges for exhibiting booths are \$75 per person, per day. This rate is ONLY available on Tuesday and Thursday.

Tuesday + Thursday: **\$150** (exhibitor & staff only)
Interested in sending more Attendees or participating in other events during the Symposium? Email info@perennialplant.org to request a registration form.

Assignment of Exhibit Space

Priority of space assignment is based on the order in which the applications are received at the Perennial Plant Association office. Show Management is responsible for assigning booth space and for change in location. Any changes must be approved by the Executive Director of PPA before the move is made or the exhibit space is subject to forfeit. **Payment must accompany contract.**

QUESTIONS?

Contact Rachaele at the PPA Office:
888-440-3122 ext. 3 or info@perennialplant.org

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Cancellation

Notification of cancellation of booth space must be received by the PPA office in writing via acknowledged email or mail by June 1, in order to receive a full refund.

Cancellations received after June 1 and prior to July 1 are subject to a \$300 cancellation fee. Cancellations after July 2 are not eligible for a refund.

Exhibitor Services

Furniture, special decorating, art and sign work, and skilled labor for the installation and dismantling of displays may be secured from the exhibitor contractor for the trade show. An exhibitor packet will be sent upon confirmation of booth space.

Address:

Hershey Expositions
6305 Allentown Boulevard
Harrisburg, PA 17112
717-508-5926

In addition, exhibitors can order electrical and AV services through the Marriott. These Forms will be provided with the exhibitor packet.

Exhibitor Requirements and Restrictions

Exhibitors agree to abide by all labor laws and regulations, fire marshall requirements, hotel requirements and regulations, and other applicable requirements.

Dismantling Exhibits

Thursday, August 6

1:00 - 4:30 PM

* Friday, August 7

9:00 AM - 12:00 PM

* This dismantle time allows Exhibitors to participate in the tour and dinner on Thursday evening for additional networking.

Liability

It is expressly understood and agreed between exhibitors and the Perennial Plant Association that the Perennial Plant Association shall be under no liability for loss of, or damage to, goods or property of exhibitor's or personal injury to the exhibitor or the exhibitor's employees, and each exhibitor, upon signing the enclosed space contract, expressly releases the Perennial Plant Association from and agrees to indemnify them against all claims.

Use of Exhibit Space

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein any goods other than those manufactured, produced, or handled by the exhibitor in the regular course of business, nor permit any representative of any other firm to solicit business or sublet in the space.

Further Information

For further information contact Rachaele Andrews, our Membership Manager at 888-440-3122 ext 3 or email her at info@perennialplant.org

THANK YOU, EXHIBITORS!

CONTRACT - TRADE SHOW BOOTH - 2020 PERENNIAL PLANT ASSOCIATION NATIONAL SYMPOSIUM

This agreement is subject to the conditions in the Trade Show brochure. Exhibitor, in purchasing booth space, agrees to all conditions.

Single Booth (10' x 10') Rental Pricing: Multiple single booths may be purchased

Before May 31, 2020: \$950 for Members **OR** \$1,200 for Non-Members

After May 31, 2020: \$1,200 for Members **OR** \$1,500 for Non-Members

Booth conditions are as follows:

- Reservations must be accompanied with payment by check or credit card.
- Space will be assigned based upon the order in which contracts are received.
- Notification of cancellation of booth space must be received by the PPA office in writing via acknowledged email or mail by June 1, 2020 in order to receive a full refund. Cancellations received after June 1 and prior to July 1 are subject to a \$300 cancellation fee. **Cancellations after July 2 are not eligible for a refund.**

Please select the booth number(s) you would prefer. **We will make every effort to honor your request;** however, we reserve the right to assign a company to alternative space in the event all three preferences are committed.

Booth number requested: 1st choice _____ 2nd choice _____ 3rd choice _____

Company Name (EXACT wording desired on sign): _____

Contact person: _____ **Email address:** _____

Phone: _____ **Fax:** _____

Street: _____ **City:** _____

State: _____ **Zip:** _____ **Website:** _____

Products to be exhibited: _____

Name & Email of company representative to receive the **INCLUDED** Core Symposium registration:

1. NAME: _____ EMAIL: _____

Names & emails of **ADDITIONAL STAFF** that will attend either Tuesday, Thursday or both at the special rate of \$75 each day (Wednesday tour descriptions and registration pricing to be released soon). Include this total in your check or credit card amount.

Circle which day(s) apply:

1. NAME: _____ EMAIL: _____ TUES / THURS / CORE

2. NAME: _____ EMAIL: _____ TUES / THURS / CORE

3. NAME: _____ EMAIL: _____ TUES / THURS / CORE

MAKE CHECKS OR CREDIT CARDS IN US DOLLARS PAYABLE TO: Perennial Plant Association.

PPA accepts Visa, Mastercard, Discover, and American Express. Payment required to guarantee booth.

Name on card _____ Amount enclosed \$ _____ USD

Card number _____

3-digit security code on back _____ Exp. date _____ Billing Zip Code: _____

Signature _____

RETURN TO: Perennial Plant Association | PO Box 6652, Raleigh, NC 27628 | Fax 888-440-3122

