



TWO DAY OCTOBER CONFERENCE

HR Legal Academy

October 1st and 2nd 2018
Best Western, Bethlehem

Dear Prospective Exhibitor/Sponsor:

We would like to invite you to our 2018 Two Day Conference **TO BE HELD ON MONDAY AND TUESDAY, OCTOBER 1st and 2nd** at the Best Western in Bethlehem, Pennsylvania. As in the past, the number of exhibitors will be limited to twenty-five. We are certain that the subject matter of the various programs will attract many interested HR professionals.

As an exhibitor/sponsor, the following opportunities are available:

- Personal contact with more than 200 HR professionals from the Lehigh Valley and surrounding areas.
- Extended major opportunities to visit with the participants as you enjoy breakfast and lunch each day.
- Set up your displays in the Main Ballroom of the Best Western.
- Breakfast and lunch buffets will be located in the Main Ballroom offering maximum exposure to attendees.
- Sponsorship opportunities are also available.

The exhibitor fee is \$600.00. Space is limited. Please complete the attached application form – note instructions on form.

Exhibitors will be provided with a draped six-foot table and two chairs. The exhibitor area is carpeted and electricity will be available. The Conference Committee requires that set up **be accomplished Sunday evening (9/30) between the hours of 6:00 pm – 8:00 pm as attendees begin arriving early on Monday morning.** Our last session will be held in the Main Ballroom on Tuesday; therefore, ***Exhibitor tear down must take place after the last session on Tuesday, October 2nd.***

You are invited to join the participants for breakfast and lunch both days. There is **a limit of two breakfasts and two lunches per exhibitor registered each day of the conference.** Exhibitors may also attend sessions at no additional cost. A listing of attendees will be provided to the exhibitors.

For further information, please email Beth Carey at admin@shrm.lv.org. We are looking forward to seeing you in October at the conference.