**Need To Know Items For Sponsors**

***Sponsors – Thank you for your support of the 2019 Spring Meeting***

**REGISTRATION / ATTENDANCE**

* Gold Level sponsorship includes registration for one person
* Platinum Level sponsorship includes registration for two people
* Diamond Level sponsorship includes registration for up to four people
* Emerald Level sponsorship includes registration for up to six people
* Additional employees from exhibitors (beyond what is included above) need to register as individual sponsor/exhibitor.
* Monday Evening Social Event **IS included in the registration fee**. Please let us know if you **can’t** join us.
* You can change the people who are attending at any time by going online on RegOnline.

**EXHIBIT TABLE**

Exhibit table at the 2019 Spring Meeting includes one table (60” x 30”) and two chairs. Please note:

* All displays must be confined to the tabletop. If your pop-up fits on the table, you are free to bring it.
* Pop-Up Banners are allowed (maximum of 2) but must stay behind the table.
* Wireless Internet for two (2) computers will be provided for each tabletop.

**HOW TO ORDER A MONITOR FOR THE MEETING**

The Hilton at Penn’s Landing has available a 24”, 32” or a 42” monitor that you can order directly from them for the SLA DPHT Spring Meeting in Philadelphia.

These are the only three (3) sizes that they have available for you to order. You cannot order monitors on a cart. All monitors must fit on your 6 ft. table.

Please fill out the order form and email it to Paul Wermuth at PSAV.

|  |  |  |
| --- | --- | --- |
| [AV Request Form for Exhibitors](PSAV/SLA%20DPHT%20PSAV%20Exhibitor%20AV%20Request%20Form.docx) |  |  |
|  |  |  |

Please send your completed forms to:

Paul Wermuth
**PSAV®**
Hilton at Penn’s Landing
201 Columbus Blvd., Philadelphia, PA.
PWermuth@PSAV.com

If you have any questions, please feel free to contact Paul at 215-413-2892.

* Setup time will be Sunday afternoon, 11a.m. to 4p.m. You should have everything ready to go by 4 p.m.
* You should plan on breakdown Tuesday afternoon, 2 p.m. to 4 p.m.
* **We want your feedback**. There will be a brief exhibitor meeting at 2:00 p.m. on Tuesday in the Exhibit Room. Please try and send one representative. An exhibitor survey will be distributed at the meeting.

**SHIPMENT INFORMATION:**

* Boxes can be received up to 3 days prior to the meeting.
* Please use the address labels that are on the Division website (see links below). Please place one label on each piece shipped to ensure proper delivery. Make copies of the labels as needed. ([Vendor Shipping Label](Venue%202019/Vendor%20Shipping%20label%202019.xlsx))
* There are package handling fees this year for each box (inbound) for your exhibitor material. The costs are $5.00 a box or $150.00 a pallet.
* There is 1 form on the Spring Meeting website (and below) that will need to be filled out before the meeting.
	+ Credit Card Authorization Form – to be filled out to charge the inbound package handling fees to a credit card.
	+ Fill out this form and send it to Tony Landolt. This form needs to be filled out prior to the meeting so we can have your boxes delivered to your vendor table.

[Download Shipping Label](Venue%202019/Vendor%20Shipping%20label%202019.xlsx)

[Hilton Penn’s Landing Credit Card Authorization Form](Venue%202019/CC%20Authorization%20-%20Exhibitors%5B13146%5D.pdf)

**SPRING MEETING PROGRAM BOOK**

1. Gold, Platinum, Diamond, and Emerald sponsors receive a **listing** in the DPHT Spring 2019 Meeting Program.
* Send **company logo and a short description** (150 words or less) of your products/services to Tony Landolt by **March 11th.**
1. Platinum, Diamond, and Emerald sponsors ALSO get a **one page color** **ad** in the Spring 2019 Meeting Program.
* Send ad to Tony Landolt by **March 11th.**

1. Sponsorships received after **March 11th** will not be guaranteed inclusion in the Final Meeting Book

**LOGO/AD SPECS**

LOGOS => Submit a high-resolution (.pdf or Vector).

ADS => 5 ½ ″ wide x 8 ½ ″ high (portrait) color PDF file (and 1/8” bleed if they contain bleeds) – (300 dpi to size)

**ONE MORE PERK**

1. All levels: we will include a **link to your company’s website** on our website Sponsor page for the Spring Meeting.
* Send URL to your website to Tony Landolt by **March 11th.**

**EXHIBITOR PRIZES & GIVEAWAYS**

Historically, many exhibitors have chosen to bring prizes to “raffle off” to attendees to spur interest and discussions. This is something that should be handled solely by the exhibitor at your booth. Feel free to collect cards and have the drawing whenever you wish.

**ADDITIONAL SPONSORSHIPS**

* In addition to the sponsorship levels listed above, additional sponsorship opportunities (e.g. Sponsorship of the Sunday night open bar, canvas registration tote bags) are still available at a nominal fee. Contact Tony Landolt for more details.