

# 2024 PA Safety Days

## Rules and Regulations - Exhibitors

### Exhibitor Responsibilities

Pennsylvania One Call System and the venue management will not be responsible for any misplaced, broken or stolen items in, on or around your exhibit area. All exhibit areas must be free of trash before departure. Venue management may charge a cleanup fee if debris remains.

### Registration Deadlines/Rates Increase

Oaks and Wilkes-Barre	York	Erie and Canonsburg
April 6	May 11	August 17

### Set-up Times *(the day before the conference)*

- Indoor and outdoor exhibitors arrive between 1:00 pm and 4:30 pm

### Exhibit Space and Table Size *(based on the venue)*

Conference Dates	Venues	Table Size	Skirted Tablecloth	Indoor Exhibitors	Indoor Exhibitors w/ Equipment	Outdoor Exhibitors and Rodeos
May 7	Oaks	8 ft	No	10 x 10	Yes	Yes
May 16	Wilkes-Barre	6 ft	No	8 x 8	No	No
June 13	York	8 ft	No	10 x 10	Yes	Yes
September 17	Erie	8 ft	No	10 x 10	Yes	No
September 19	Canonsburg	6 ft	No	8 x 8	No	Yes

### Additional Venue Information

- Oaks venue – will not accept freight shipments of any kind

### Breakdown Times *(the day of the conference)*

- Indoor exhibitors may carry their items from the venue to their parked vehicles starting at noon
- Outdoor exhibitors may start breaking down starting at noon and must be off the property by 3:00 pm. No exceptions unless discussed with the venue management team, who may charge a storage fee.
- Additional fees may apply for any exhibitor breaking down before the designated times

### Cancellations

- You may cancel before the conference by sending an email to [registration@pa1call.org](mailto:registration@pa1call.org)
- Refunds granted when you cancel on or before the deadlines *(see above deadlines chart)*

### Exhibit Booth Prizes

As an exhibitor, you may offer prizes at your booth in exchange for attendee's information. The prize cannot be offensive or obscene. If the winner is not present, the exhibitor can mail the prize to them.