

2024 PA Safety Days

YOUR CHECKLIST

Prior to the conference

Register your company.

- Register online at www.pa1call.org/liaisons for the appropriate conference(s)
- Select whether you want to sponsor, exhibit and/or advertise
- Select whether you will attend the Safety Day Sponsor and Exhibitor Reception

You will receive a *confirmation registration email with instructions*:

- Provide a copy of your current liability insurance to registration@pa1call.org. Include the venue's name as an addition on the form. This is **required** for all exhibitors per our insurance company policy.
- Pay your invoice upon receipt. If you sign up with the late rates, *your fees are due as soon as you register*

You can retrieve information online at www.pa1call.org/SDDocs

- Hotel Room Information (Sponsors and Exhibitors)
- Rules and Regulations (Exhibitors)
- Advertising Reminder (Advertisers)

Action items.

- Secure your hotel room, if needed, by contacting the appropriate hotel
- Review the Rules and Regulations with your team. It is recommended to set up the day *before* the conference
- Send all artwork and logos as soon as possible to registration@pa1call.org

Promote yourself.

- Let your customers know you will be at the conference
- Promote your participation on your social media channels by using #SafetyDay24
- Visit our website page at www.pa1call.org/SafetyDay to view conference promotions

DOWNLOAD THE CONFERENCE PACKET

The conference packet information is available online. Need assistance? Contact www.pa1call.org/liaisons



Scan QR to visit website