

2023 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/Rate Increases

Drexel Hill and Allentown	York	State College and Cranberry
April 1	May 1	August 1

Set-up Times (the day before the conference)

- Indoor and Outdoor Exhibitors arrive between 1:00 pm and 4:30 pm

NEW

Safety Day Sponsor and Exhibitor Reception (the day before the conference)

- The reception will be held from 5:30 pm to 7:00 pm with a complimentary dinner and drinks being served.

Exhibit Space and Table Size (based on venue)

Conference Dates	Venues	Table Size	Skirted Tablecloth	Indoor Exhibitors	Outdoor Exhibitors w/ Equipment	Outdoor Exhibitors w/ Rodeo
Tue, May 16	Drexel Hill	8 ft.	Yes	10 x 10	25 x 25	50 x 50
Thu, May 18	Allentown	8 ft.	Yes	10 x 10	25 x 25	50 x 50
Thu, Jun 15	York	8 ft.	Yes	10 x 10	25 x 25	50 x 50
Thu, Aug 10	Cranberry	6 ft.	Yes	8 x 8	25 x 25	
Thu, Sep 14	State College	8 ft.	Yes	10 x 10	25 x 25	50 x 50

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
- Refunds granted when you cancel on or before the deadlines (see above deadlines chart)

Exhibit Booth Prizes (optional)

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, you can mail the prize to them.

2023 PA Safety Days



Permitted at all Conferences

- Sale and distribution of merchandise (all companies selling must be licensed to sell, be able to handle your own point of sale, collect your own sales tax, be responsible for your own transactions and the security of your money exchange at your booth)
- Distribution of candy (in small pieces) as a free giveaway at your booth

Prohibited at all Conferences

- Sale or give away of beer, wine or liquors of any kind
- Sale or distribution of food and/or beverages
- No obscene images or literature
- No weapon sales
- No cooking with an open flame or frying
- No glass containers

Liability Insurance (requirement by our insurance company)

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

- Provide a copy of your current liability insurance to registration@pa1call.org
- Pay your invoice upon receipt

Conference Dates and Registration Deadlines

Conference	Dates	Deadlines Rate Increases
Drexelbrook Conference Center 4700 Drexelbrook Dr., Drexel Hill	Tuesday May 16	Saturday April 1
Agri-Plex's Bill Harris Agricultural Hall Allentown Fairgrounds, Allentown	Thursday May 18	
York Expo Center, Mid-Atlantic Industrial Hall East & West, 334 Carlisle Ave., York	Thursday June 15	Monday May 1
DoubleTree Hotel Cranberry 910 Sheraton Dr., Mars	Thursday August 10	Tuesday August 1
Nittany Valley Sports Centre 177 Champion Dr., State College	Thursday September 14	

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Rules and Regulations – Indoor Exhibitors

Indoor Exhibitor (Set-Up Day)

Drexel Hill, Allentown, York, Cranberry, State College

NEW

- **We're starting earlier this year!** It is **strongly encouraged** for all indoor exhibitors to set up the day before the conference between 1:00 pm and 4:30 pm. Our staff will be on the exhibit floor to assist you, if needed. Let us know if you're attending the Vendor Reception on set up day.
- If you arrive on the conference day to set up, please check-in at the **dedicated exhibitor station at the Welcome Center**.

Rules and Regulations – Outdoor Exhibitor with Equipment

Outdoor Exhibitor with Equipment (Set-Up Day)

Drexel Hill, Allentown, York, Cranberry, State College

- All outdoor exhibitors with equipment **must set up the day before** the conference between 1:00 pm and 4:30 pm
- Designated on-site contact person must be present to position equipment
- No equipment should move once it is set in position. If you plan to run machinery to show, please coordinate with the Pennsylvania 811 staff
- No staff on site is available to assist with unloading
- Trailers must drop equipment and leave
- Area: 25' x 25' with one (1) table and two (2) chairs
- No pipe and drape. May erect a 10' x 10' tent weighed down with sand bags or water containers
- No outside electric is available. Generators are welcome
- Equipment with rubber wheels only
- Spills made by the equipment subjected to additional costs determined by the venue management
- No outdoor exhibitor permitted to set up or to move on the conference day

Outdoor Exhibitor with Equipment Rodeo (Set-Up Day)

Drexel Hill, Allentown, York, State College

- All outdoor exhibitors with an equipment rodeo **must set up the day before** the conference between 1:00 pm and 4:30 pm
- Designated on-site contact person must be present to position equipment
- The equipment rodeo area must be marked with cones and caution tape. Take all safety measures to ensure guests, staff, and other exhibitors near your demonstration area are out of harm's way while participating, sitting, standing, exhibiting, or walking near the moving equipment
- Must provide a first-place prize for the rodeo winner