

CEA, PA Exhibitor Information & Guidelines

Exhibitors must first send in registration form with payment of \$450.00

Exhibit Space: All exhibit spaces are in the reception area with a 30" x 6' table with cover and 2 chairs, wastebasket, trash removal wireless internet, 1 full lunch, 1 full breakfast and 1 refreshment break in the vendor area. Tables will be assigned on a first come first served basis.

Exhibit hours: The exhibit area is available to attendees from 8:00 AM to 4:00 PM on Thursday and (if desired) Friday 8:00 AM - 11:00 A.M. If any changes need to be made, CEA staff will provide you with the update and detailed schedule information.

Set-up & tear down: Early set up is Wednesday evening after 6 PM. Regular set up for the conference is Thursday, May 9, 2019 after 6:00 AM. Breakdown is 4:15 PM on Thursday or Friday 11AM. There is a rear entrance with ramp for your convenience.

Assigned Table: Report to the registration area for your registration packet which will include your conference itinerary, name tag- which serves as your lunch ticket. You will be instructed where to unload and set up.

Then, report to the exhibitor area and locate the table with your name.

Cancellation: No refunds will be given for Exhibit cancellations after April 30, 2019

Liability & Security: *The Exhibitor area cannot be secured by CEA or the conference center.* Exhibitors are advised to use caution when leaving valuables unattended in the exhibit area. The conference organizers will not accept responsibility for theft or damage. Exhibitors are encouraged to insure themselves against losses and claims.

Meeting participation and Meals: The exhibitor registration fee covers one designee to participate in conference activities including attending breakout sessions, the luncheon, and breakfast. Additional designees may attend events by paying a fee at the registration table.

Conference Center information:

PA Corrections Hotel Room Block Rates for Wednesday, May 8 and Thursday, May 9, 2018

Use this Link: <https://www.wyndhamhotels.com/groups/hr/correctional-education-association-of-pennsylvania>

When making reservations ask for CEA Blocked Room Rates (\$108+tax if booked by 5 PM on 4/8/18)

The Hotel will honor the same room rate 3 days prior and after the event dates.

Extra Services: Shipping, Audio-Visual needs or facility questions:

** Gettysburg Wyndham, Phone: 717-339-0020 – Catering/Convention Services Department

www.wyndhamgettysburg.com 95 Presidential Circle, Gettysburg, PA 17325

If you have any questions, first go to our web site (www.ceapa.net) and if you still have unanswered questions, contact me. I will make every effort to accommodate you.

Clyde Caldwell, CEA, PA Treasurer

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