**2020 PAPPC EXHIBITOR INFORMATION**

This information shall define the contractual agreement with the Pennsylvania Association on Probation, Parole and Corrections (PAPPC), and your agency, for exhibit space at the 2020 Training Institute to be held at the Hilton Hotel, Harrisburg, PA from May 17th through May 20nd, 2020.

Contracts will be honored on a first come first serve basis.

* All exhibitors will be required to set up on Sunday, May 17th between 4:00 p.m. and 5:00 p.m.
* All exhibitors must be broken down on Tuesday, May 19th by 6:00 p.m.
* Additional information concerning electricity and shipping options is enclosed.
* All overnight attendees of the Training Institute are required to stay at the Hilton Hotel, 1 North Second Street, Harrisburg, PA. Overnight accommodations are $137 plus tax, per night. Reservations can be made by calling the Hilton Hotel at 717-233-6000, no later than April 17, 2020 by 5 p.m. to ensure the discounted rate.
* Cancellations of exhibit that are made prior to April 19, 2020 will be charged a $50 cancellation charge. Any cancellations after April 19, 2020 will NOT be refunded.
* Please include an electronic form of your company logo for signage, etc., with your packet.
* Exhibitor Hours:

 Sunday – 6:00 pm to 8:00 pm

 Monday – 8:00 am to 5:30 pm

 Tuesday – 8:00 am to 5:30 pm

Contact – Darrell Kirkbride, PAPPC Exhibitor Chair…..….…dkirkbride@renewalinc.com