

Exhibitor Brochure for the 2018 PCCCA Annual Conference at Zephyr Point Presbyterian Conference Center on Lake Tahoe

EXHIBITOR INFORMATION

We hope you will join us for the 2018 Annual Conference for the Presbyterian Church Camp and Conference Association (PCCCA). The event will be held on November 11-16 at Zephyr Point Presbyterian Conference Center on Lake Tahoe. This conference is projected to draw 120-145 participants from across the United States and Canada. If the attendance tracks with previous conferences, we will have at least 60 camps and conference centers represented at this event. This is a unique opportunity for your company or organization to make contacts with a significant number of camp directors, staff members, and board/committee members. The exhibit hall gives your company or organization an active role in the conference, while sponsorship opportunities allow you to participate whether you travel to Lake Tahoe or not.

"The PCCCA Annual Conference is one of the events we most look forward to each year. The spirit of the conference is one of exceptional hospitality and valuable business contacts. The support from staff and volunteers in making the space both functional and welcoming is extraordinary. As vendors, we feel that we are truly partners in the work that PCCCA accomplishes. This event is definitely on our short list of 'not to be missed' conferences."

- Pam Harris from Run River Enterprises (a ten-time exhibitor)

EXHIBIT HALL

The exhibit hall will be held on Tuesday, November 13 from 10:30am to 12:00pm and from 12:45 to 5:00pm. This includes unopposed exhibit hall hours, a dessert reception, and a possible snack reception. We have room for 28 vendors in our exhibit spaces **(as of June 7, only 1 booth remains)**. While the number of companies and organizations involved is small, the conference will provide an intimate atmosphere that will allow you to make great connections with the participants. Here is what is provided to every exhibitor:

- Your space in the exhibit hall (approximately 8'w x 6'd) will include one six-foot table, two chairs, electricity access, and wireless internet access.
- Day registration for Tuesday is provided for up to three exhibitors, which includes meal tickets for lunch that day.
- The exhibit hall will be located in the Talking Mountain and Echo Peak meeting rooms. These two spaces are connected by covered walkways. One of them is also connected to the dining facility in the Tallac Center. Both of these rooms offer spectacular views of Lake Tahoe.
- There will be a dessert reception on Tuesday. Conference participants who want something sweet after lunch will find it on tables in the exhibit hall. This is a great time to visit with the participants. There will also be a snack reception in the exhibit hall on Tuesday afternoon, if it is sponsored.
- During the exhibit hall hours, conference participants can visit with the different vendors and get a special card stamped. Those who visit all of the booths will have their cards entered in a special drawing, which will take place on Tuesday evening. You don't want to stamp cards at your booth? No problem. Only those exhibitors who choose to donate items for this drawing will be part of this

special card.

- Each exhibitor will receive **two (2)** of the following **four (4)** opportunities with your booth:
 - (1) to pick their location in the exhibit hall **OR**
 - (2) to lead a workshop (limited availability) or informal "cracker barrel" discussion during the conference **OR**
 - (3) to have a [small banner ad in the conference app](#) **OR**
 - (4) to have a PowerPoint slide during the announcements at breakfast each morning.

Since exhibitors have different kinds of needs, we want to give you options. During the registration process, you will have the chance to select two of the above opportunities.

All exhibitors receive the following:

- Your company or organization will be mentioned in a special email that goes out to the participants before the conference. This includes your logo and a 100-word marketing statement that describes the goods and services you provide.
- Your company or organization will appear on the exhibitor page of the conference website (your logo, website link, and 100-word marketing statement).
- Your company or organization will receive a contact list of all conference participants two weeks prior to the event.

All of this is available to your company or organization for just **\$525** (\$472 for [PCCCA Business Members](#)). Exhibitors can arrive to set up their displays on Tuesday between 8:00 and 10:15am. All display items are to be carried in by your staff and can be shipped to the site (please make arrangements for items to arrive no sooner than Thursday, November 8).

If you want to stay at Zephyr Point Presbyterian Conference Center during that week, you have the option of reserving a private bath bedroom and/or purchasing additional meals. These options will be available to you during the registration process.



The Echo Peak conference room is one of the rooms where the exhibit hall will be held.

"We have been attending the PCCCA Annual Conference for many years. While we attend about 25 conferences each year, we enjoy this one for a couple unique reasons: 1) It is well organized and well run, with a sincere understanding of what companies need. You will have a good opportunity to meet most of the camps present; and 2) For little or no cost, there are additional opportunities to get your brand in front of the camps beyond just the exhibit hall."

- Rob Carmichael from CampBrain (a ten-time exhibitor)

SPONSORSHIP OPPORTUNITIES

Whether you decide to attend this event or not, your company or organization can sponsor parts of the program. These opportunities are available on a first-come, first-served basis, so register as soon as possible (we are unable to reserve them by phone). [PCCCA Business Members](#) receive a 10% discount on all sponsorship opportunities. **All of these opportunities include an acknowledgement in the conference app.** When a sponsorship opportunity is purchased, it will be indicated below in red.

- \$300** [Fandana head and neck wear](#) for each participant that includes your name, logo, and website as part of the imprint (\$270 for PCCCA Business Members)
- \$150** [Snack bag for the airport shuttle bus on Sunday](#) that includes your name, logo, and website on the bag indicating your sponsorship. You may also give us a tri-fold brochure or rack card that we will put in each snack bag. (\$135 for PCCCA Business Members)

- \$200 Group picture for each participant that includes your name, logo, and website on the photo envelope indicating your sponsorship. You may also give us a brochure (smaller than 8" x 10") that we will put in each envelope. (\$180 for PCCCA Business Members)
- \$200 Dessert reception in the exhibit hall on Tuesday. This includes sign recognition with the name and logo of your company/organization and table space to display brochures. (\$180 for PCCCA Business Members)
- \$200 Dessert reception at the conference auction on Thursday. This includes sign recognition with the name and logo of your company/organization and table space to display brochures. (\$180 for PCCCA Business Members)
- \$200 Snack reception in the exhibit hall on Tuesday afternoon includes sign recognition with the name and logo of your company/organization and table space to display brochures. (\$180 for PCCCA Business Members)
- \$200 One of the evening snack services (**Sunday** or Thursday) which features a sweet or salty snack and a beverage. This includes sign recognition with the name and logo of your company/organization and table space to display brochures. (\$180 for PCCCA Business Members)
- \$50 If you do not choose it as one of your special opportunities, you can purchase a PowerPoint slide that will appear during the announcements at breakfast each morning. (\$45 for PCCCA Business Members)
- \$35 If you do not choose it as one of your special opportunities, you can purchase a banner ad in the conference app. To learn more about a banner ad, please click [here](#). (\$31 for PCCCA Business Members)

OTHER OPPORTUNITIES

- ? During the exhibit hall hours, participants can visit with certain vendors and get a special card stamped. Those who visit all of the booths will have their cards entered in a special drawing, which will take place on Tuesday evening. Only exhibitors who contribute items to the drawing will appear on this special card.
- ? There will be an auction on Thursday. Participants contribute items and the money raised supports the ministry of PCCCA. Exhibitors who would like to donate items for the auction will be acknowledged before it goes up for bids.

Do you have a good or service that might be helpful to the conference? Perhaps a gift-in-kind may be bartered for one of the sponsorship opportunities above. Maybe you have a suggestion for a sponsorship we have not yet considered. If so, please contact Joel Winchip at 803.322.0232 or joel@pccca.net.

You can learn more about [PCCCA](#) by following this link. The conference website is released in stages. You will find the current stage by going to www.pccca.net/ac2018. To learn more about the facilities at Zephyr Point Presbyterian Conference Center, please go to their [website](#). If you would like to ship items to the conference, those may be sent to Zephyr Point Presbyterian Conference Center, 660 Highway 50, Zephyr Cove, NV 89448, ATTN: Joel Winchip - PCCCA Exhibit Hall, Phone: 775.588.6759. Please make arrangements for items to arrive no sooner than Thursday, November 8.

If you wish to pay with a check (payable to PCCCA), please mail it with the Exhibitor Application and the Special Opportunities page to Joel Winchip, PCCCA, 9935 Tealridge Lane, Charlotte, NC 28277. If you would like to pay with a credit card, please fill out the form at www.pccca.net/2018exhibithall. We are only able to accept your registration with full payment. As the booths and sponsorship opportunities are sold, this website will be updated. Be sure to check [this website](#) before you send in your application. If you have any questions about the conference, the exhibit hall, or the sponsorship opportunities, please contact Joel Winchip at 803.322.0232 or joel@pccca.net.

Thank you for considering these opportunities for your company or organization.

PCCCA Annual Conference Exhibitor Application 2018

Contact Name _____

Name of Company/Organization _____

Address _____

Phone _____ Ext. _____

Contact Email Address _____

Company/Organization Website _____

Names for the Three Name Badges (print as they will appear)

Fees

- \$525 Exhibit Hall Booth (\$472 for PCCCA Business Members)
- \$50 Registration/Meal Tickets for each additional exhibitor (if you want more than three)

Name(s) for Name Badge(s) _____

Lodging and Additional Meals at the PCCCA Annual Conference (optional)

- \$90 x _____ room(s) Private Bath Bedroom at Zephyr Point on Monday night
- \$90 x _____ room(s) Private Bath Bedroom at Zephyr Point on Tuesday night
- \$90 x _____ room(s) Private Bath Bedroom at Zephyr Point on Wednesday night
- \$15.50 x _____ person(s) x Dinner on Sunday Monday Tuesday Wednesday
- \$11.00 x _____ person(s) x Breakfast on Monday Tuesday Wednesday Thursday
- \$12.00 x _____ person(s) x Lunch on Monday Wednesday (lunch on Tuesday is included)

Sponsorship Opportunities (optional)

I am interested in the following sponsorship opportunities (please check boxes below). I have included the amount(s) in my total, but I understand that I will be refunded if a particular opportunity is no longer available. PCCCA Business Members receive a 10% discount on these sponsorship items. As sponsorship opportunities are purchased, they will be indicated below in red.

- \$300 (\$270) Fandana Head and Neck Wear
- \$150 (\$135) Sponsorship of the Snack Bag for Sunday's Airport Shuttle Bus
- \$200 (\$180) Sponsorship of the Conference's Group Picture
- \$200 (\$180) Dessert Reception in the Exhibit Hall on Tuesday
- \$200 (\$180) Snack Reception in the Exhibit Hall on Tuesday
- \$200 (\$180) One of the Evening Snack Receptions (Sunday or Thursday)
- \$200 (\$180) Dessert Reception at the Auction on Thursday
- \$50 (\$45) PowerPoint Slide in the Announcements at Breakfast Each Morning
- \$35 (\$31) Banner Ad in the Conference App

Exhibitor Rules and Regulations

I acknowledge that I have read and agree to abide by the exhibitor rules and regulations found on page 6 of this brochure. I also agree to assume responsibility for sharing these policies with all persons attending the event on our behalf and making sure they follow these rules.

- Yes No

Please mail this form and the Special Opportunities page (along with your check) to Joel Winchip, PCCCA, 9935 Tealridge Lane, Charlotte, NC 28277. Your exhibit hall confirmation will be sent to your email address.

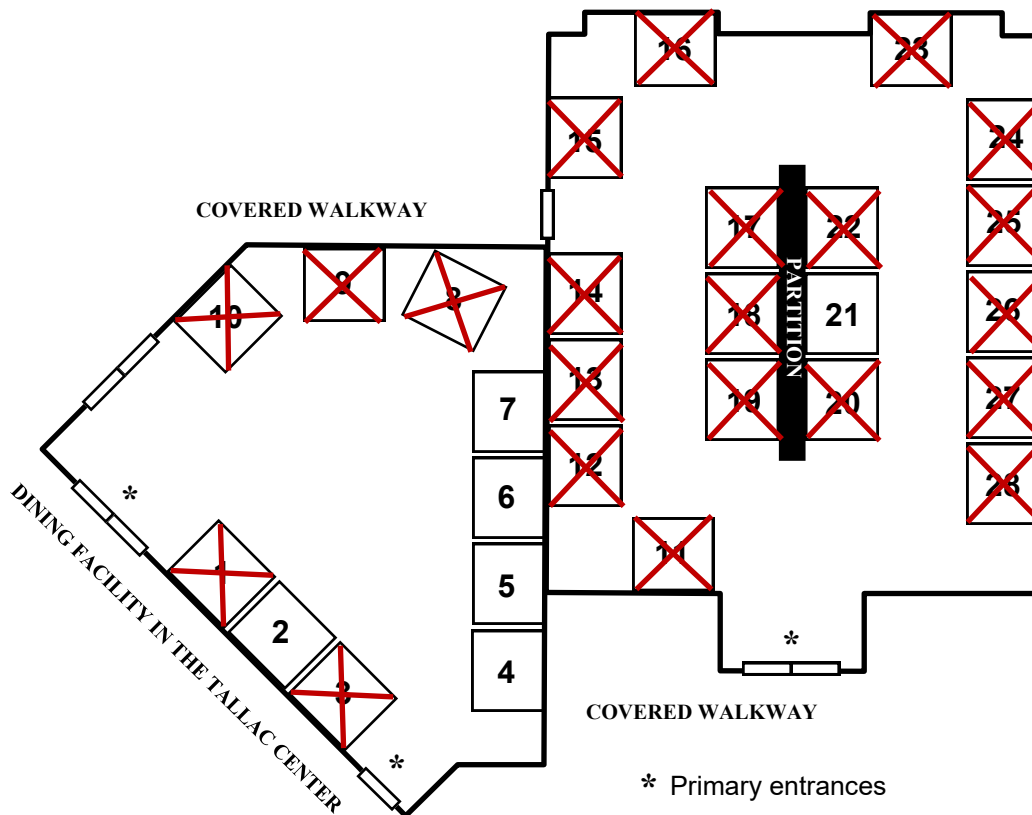
Exhibitor Application 2018 - Special Opportunities Page

Two out of the following four opportunities are included with the purchase of an exhibit hall booth. Please indicate below which two you would like to select:

1. Choose the location of your booth

This opportunity allows you to choose your booth location in the exhibit hall. Under the diagram below, please indicate your top five selections in the order of your preference. The selections below are on a first-come, first-served basis with your paid registration. We will do everything in our power to avoid placing direct competitors in adjacent booths.

Your top 5 selections for booth location _____



2. Have a small banner ad in the conference app

This opportunity is for a banner ad within the conference app. To learn more about a banner ad, please click [here](#).

3. Lead a workshop or informal "cracker barrel" session during the conference

This opportunity allows you to lead a 75-minute workshop (limited to just six presenters) or a 30-minute "cracker barrel" conversation during the conference. Your session must focus on a topic that is meaningful to camp and conference professionals – not just on your product or service (no infomercials). Workshops will be scheduled during exhibit hall hours (2:15-3:30pm on Tuesday). The cracker barrel discussions are offered during lunch that same day.

If you are interested in leading a workshop or cracker barrel session, please check the box for this opportunity. After you register, please go to www.pccca.net/exhibitorworkshop and fill out the session request form. We will then let you know if the Planning Team selects your presentation as one of the six scheduled workshops.

4. Have a PowerPoint slide during the announcements at breakfast each morning

This opportunity is for a PowerPoint slide that will appear during the daily announcements at breakfast each morning. This is a file that you will send to us a week before the conference.

Exhibitors Rules and Regulations (the fine print)

1. **AGREEMENT FOR SPACE:** An agreement for booth space at the PCCCA Annual Conference will consist of a complete application form and a signed acknowledgement of the exhibitor rules and regulations. This will constitute an agreement to use the booth space, subject to all conditions, terms and regulations. PCCCA reserves the right to reject an application without cause.
2. **PAYMENT FOR SPACE:** A space (approximately 8'w x 6'd) with an 6' table, two chairs, electricity access, and wireless internet access will be provided for the exhibit hall booth. The exhibitor will also receive day registrations for Tuesday for three people, which includes meal tickets for lunch that day. The total cost of the exhibit booth is \$525. We are only able to accept your registration with full payment.
3. **BOOTH CANCELLATION:** All fees paid for booth space prior to September 15, minus a \$100 processing fee, are refundable. No refunds will be given after September 15, 2018. There are no refunds for sponsorship opportunities.
4. **INSTALLATION and DISMANTLING:** The exhibitor agrees not to dismantle the exhibit or do any packing before the closing of the exhibit hall. Failure to comply with this rule can result in your company/ organization not being invited to return for future PCCCA Annual Conferences. Goods must be packed for removal or shipment immediately following the closing of the exhibits. All goods will be removed at the expense of the exhibitor.
5. **USE OF SPACE:** All product demonstrations and "displays" must occur only within the confines of the assigned booth space. Exceptions must have prior written consent of the PCCCA Annual Conference. No exhibitor shall assign, sublet, or share the allocated space without the written consent of PCCCA.
6. **NOISE-MAKING EXHIBITS:** Exhibits, which include the operation of musical instruments, radios, public address systems, video or audiotapes, CD's or DVD's, motion pictures, slide machines, or any other noise-making machines must be arranged so that the sound resulting from the demonstration will not distract, annoy, or disturb any adjacent exhibitors or their patrons.
7. **CIRCULARIZATION AND SOLICITATION:** Distribution or promotional materials may be made only within the booth assigned to the exhibitor presenting such materials.
8. **CHARACTER OF EXHIBITS:** PCCCA reserves the right to restrict, prohibit, or evict anything without assigning any cause therefore. This reservation covers persons, things, conduct, printed matter, or anything of a character which PCCCA determines should be restricted, prohibited, or evicted. In the event of such restriction, prohibition, or eviction, PCCCA is not liable for any refunds of rentals or other exhibit expenses.
9. **LISTING IN EMAILS AND THE CONFERENCE WEBSITE:** Exhibitor application forms and fees must be received by October 1 for an exhibitor to be listed in the pre-conference emails and the conference website. After that date, an exhibitor may submit an application for a booth, but we cannot be guaranteed a listing in these two locations. An exhibitor will receive the form for submitting their listing as a part of the email confirmation.
10. **EXHIBITOR'S PROPERTY:** Neither Zephyr Point Presbyterian Conference Center, PCCCA, nor any officer, director, member, agent, employee, or representative of Zephyr Point and PCCCA will be responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, or other causes including, without limitation, for property delivered to the exhibit hall before setup day or for property left at the conference center after the closing hour of the exhibit hall. Exhibitors wishing to insure their goods must do so at their own expense.
11. **CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, furniture, fixtures, or equipment. When such damage appears, the exhibitor is liable to the owner of the property so damaged.
12. **TERMINATION:** The PCCCA Annual Conference organizers reserve the right to cancel the conference at any time and for any reason at its sole discretion. In the event of such cancellation, the exhibitor's sole remedy shall be refund of rental charges previously paid to the PCCCA Annual Conference. Under no circumstances shall PCCCA be liable for consequential, special, or incidental damages.
13. **INDEMNIFICATION:** The exhibitor agrees to hold harmless PCCCA, officers, chairpersons, committee members, agents or staff members against any claim, damage, expense, or loss, including but not limited to reasonable attorney's fees, arising out of or being related to the exhibitors' participation in the PCCCA Annual Conference.