

**DEADLINE: Friday, March 18, 2011**

**PENNSYLVANIA BAR ASSOCIATION  
ANNUAL MEETING**

*May 4 – 6, 2011*

*Sheraton Philadelphia City Center Hotel  
Philadelphia, Pennsylvania*

**SPONSORSHIP APPLICATION FORM**

**Sponsorship Opportunities**

Event sponsors will be recognized verbally during programs, in printed materials, and by signage. Representatives of the sponsoring company (maximum of four) may attend their sponsored functions at no additional cost. Listed below are the opportunities for sponsorship. **Partial or shared sponsorships will be considered.** Please indicate on the reverse side of this application/contract form those events you wish to sponsor.

***Wednesday, May 4***

Morning Break	\$1000
Lunch	\$12,500
Afternoon Break	\$1000

***Thursday, May 5***

Morning Break	\$1000
Afternoon Break	\$1000
Reception	\$10,000
Annual Dinner	\$20,000

**COMPLETE THE REVERSE SIDE**

**SPONSORSHIP APPLICATION/CONTRACT FORM**

We, the undersigned organization, do hereby make application to participate as a sponsor as indicated by this contract and do hereby agree unconditionally to all terms of this contract.

We hereby enclose our check for \$ \_\_\_\_\_ made payable to the Pennsylvania Bar Association as payment in full for (check one) ( ) sole sponsorship ( ) partial sponsorship of the following event(s):

Or, pay by credit card:  MASTERCARD  VISA  AMEX  DISCOVER

Credit Card No: \_\_\_\_\_ CID # \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
(If MC or Visa)

Signature: \_\_\_\_\_

We understand that the money is non-refundable after April 1, 2011.

We also understand that if we are the sole sponsors of an event, a maximum of four (4) people may attend the function without additional cost.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION *(except for the signature of the authorized agent)*

Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Brief description of organization (to appear in printed materials) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) for badges of those who will represent the organization at the Annual Meeting

\_\_\_\_\_ Nickname \_\_\_\_\_

\_\_\_\_\_ Nickname \_\_\_\_\_

\_\_\_\_\_ Nickname \_\_\_\_\_

\_\_\_\_\_ Nickname \_\_\_\_\_

Check here if you are interested in attending the Annual Dinner (cost \$125.00 per person). List name(s) of person(s) planning to attend. Total payment for the Annual Dinner should be added to the check for sponsorship (unless your company is the sole sponsor of the Annual Reception or Annual Dinner)

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Make checks payable to the Pennsylvania Bar Association and return to: Wendy Loranzo, Pennsylvania Bar Association, P.O. Box 186, Harrisburg, PA 17108-0186 Phone: (717) 238-6715 ext.2225 Fax: (717) 238-4134

**DEADLINE: Friday, March, 18, 2011**

# PENNSYLVANIA BAR ASSOCIATION ANNUAL MEETING

*May 4 – 6, 2011*

*Sheraton Philadelphia City Center Hotel  
Philadelphia, Pennsylvania*

## EXHIBIT INFORMATION AND RULES

### Exhibitor Fee - \$750

#### Includes:

- One 6' x 30" skirted table
- Two chairs
- One wastebasket
- Two tickets to lunch on Wednesday, May 4
- Carpeted exhibit area

#### Not Included:

- Receipt of shipped materials
- Drayage and installation
- Electricity
- Easels
- Audio-visual equipment
- Internet access
- Telephone lines
- Any other services provided through the hotel
- Additional meal functions

#### Installation of Displays

Tuesday, May 3 7:00 p.m. - 9:00 p.m.

*All exhibitors must have their displays ready for exhibition no later than 8:00 a.m. Wednesday, May 4.*

#### Exhibit Hall Hours

Wednesday, May 4 8:00 a.m. - 5:00 p.m.

Thursday, May 5 8:00 a.m. - 4:00 p.m.

#### Dismantling Displays

Thursday, May 5 4:00 p.m. - 6:00 p.m.

#### Space Assignment

Space will be assigned in the order that contracts are received, except for those who are also sponsors, who will be given first choice. The contract must be accompanied by full payment in order to be processed and have space assigned. The Pennsylvania Bar Association reserves the right to change location and schedule at any time, and at its sole discretion.

#### Cancellation of Exhibit Space

A cancellation charge of \$125 will be assessed to exhibit fees for exhibits canceled up to and including April 8, 2011. Refunds will not be given after this date.

#### Shipping Information

Should you wish to ship exhibit materials directly to the Sheraton Philadelphia City Center Hotel, schedule shipping so that materials arrive 2 days prior to the meeting. The hotel must have prior notification of all incoming packages. Packages that

are shipped for the PBA Annual Meeting must be addressed to:

C/O Stefanie Mattera, Director of Meeting Services (Contact information below)  
PABAR2011 / May 4 – 6, 2011  
Sheraton Philadelphia City Center Hotel  
17<sup>th</sup> & Race Streets  
Philadelphia, PA 19106  
Attn/Hold For: <Hotel Guest Name – Primary On-site Company Representative>

Your company will be held accountable for box handling fees and shipping costs. Storage fees may apply for packages received more than 3 days prior to the meeting date (May 1). Handling prices are determined by package weight.

### **Audio-Visual Services**

Please coordinate any audio/visual requirements you may have prior to your arrival with the Sheraton Philadelphia City Center Director of Meeting Services, Stefanie Mattera. Her direct telephone line is (215) 448-2857. She may also be reached via email at [stefanie.mattera@ihrc.com](mailto:stefanie.mattera@ihrc.com).

### **Exhibitor Badges**

Exhibitors must wear Pennsylvania Bar Association identification badges while on the exhibit floor and at meal functions.

### **Restrictions:**

- The Pennsylvania Bar Association reserves the right to restrict and/or eliminate exhibits because of noise, method of operation, or for any other reason that detracts from the character of the conference. The Pennsylvania Bar Association may also, at any time, forbid the installation or continuance of any exhibit or part thereof which in its sole judgment and discretion, is detrimental to the interests of any other exhibitor or the PBA or which is conducted in an objectionable manner. No refunds will be made.
- Distribution of circulars or other materials may be made only within the assigned space.
- By submitting an application for exhibit space, the applicant releases the Pennsylvania Bar Association from any and all liabilities to applicant, its agents and licensees, which may arise or be asserted as a result of submission of application or of participation in this exhibit.
- The Pennsylvania Bar Association assumes no liability for loss or damage of goods or materials owned or leased by the Exhibitor.
- By acceptance of your exhibit fee the PBA is not endorsing your product or services.

### **Hotel Reservations**

Reservations can be made by contacting the Sheraton Philadelphia City Center Hotel directly at 800-325-3535. Identify yourself as a participant in the Pennsylvania Bar Association meeting to qualify for the group rate of \$189.00 single or \$209.00 double occupancy per night, plus taxes. Reservations must be made by April 2, 2011 to qualify for this special rate.

### **Dates to Remember for Exhibitors**

March 18, 2011	Deadline to register---\$750 payment-in-full due
April 2, 2011	Deadline to make guest room reservations at the Sheraton Philadelphia City Center Hotel
April 8, 2011	No refunds for cancellation of exhibit space after this date
May 3, 2011	Installation of Displays (7:00 p.m. - 9:00 p.m.)
May 5, 2011	Dismantling of Displays (4:00 p.m. - 6:00 p.m.)

**DEADLINE: Friday, March, 18, 2011**

# PENNSYLVANIA BAR ASSOCIATION ANNUAL MEETING

*May 4 – 6, 2011*

*Sheraton Philadelphia City Center Hotel  
Philadelphia, Pennsylvania*

## EXHIBIT SPACE APPLICATION/CONTRACT FORM

We, the undersigned, do hereby make application to participate as an Exhibitor at the Pennsylvania Bar Association's Annual Meeting and do hereby agree unconditionally to all terms of this contract and restrictions listed in the *Exhibit Information and Rules*.

### Exhibit Details

Competitors from whom you desire exhibit space separation:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**The total cost of each exhibit table/space is \$750 due by Friday, March 18, 2011.**

Exhibit table fee includes one 6' x 30" table with skirting, two chairs and one wastebasket; two day exhibiting during the hours of the conference. Audio-visual, electrical, internet access, phone and data connections are additional and are not included in the exhibit fee.

### Name of Person(s) Staffing Exhibit Table (limit of four persons per table at any one time)

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

**Please note a brief description of your organization to be used in printed materials:**

---

---

---

Full payment is required with this contract. It is understood and agreed that **this contract is non-cancelable after April 8, 2011.**

It is understood and agreed that in case the Pennsylvania Bar Association shall fail to open the exhibit area, or to furnish space to us, or cancel the sponsored event it will refund to us our full exhibit/sponsorship registration fee, without any further liability to the PBA.

Check here if you are interested in attending social events associated with the PBA Annual Meeting. List name(s) of person(s) planning to attend. The total payment for these events should be added to the payment for exhibit space (unless your company is also the sole sponsor of the Annual Reception or Annual Dinner)

---

- Wednesday ~ Additional Tickets to Luncheon \_\_\_\_\_ tickets at \$35 each = \$ \_\_\_\_\_  
(2 Tickets are included in your Exhibit Table Fee)
- Thursday ~ Women in the Profession Luncheon \_\_\_\_\_ tickets at \$35 each = \$ \_\_\_\_\_
- Thursday ~ Annual Reception & Dinner \_\_\_\_\_ tickets at \$125 each = \$ \_\_\_\_\_

**Subtotal for Social Events:** \$ \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Name \_\_\_\_\_ Nickname \_\_\_\_\_

We hereby enclose our check made payable to the Pennsylvania Bar Association, as payment for the exhibit space and social event tickets requested. We hereby accept the exhibit space assigned to us and agree to abide by any rules concerning this exhibit provided to us by the Pennsylvania Bar Association and/or the Sheraton Philadelphia City Center.

**Make check payable to the Pennsylvania Bar Association and return with completed application to:**

Wendy Loranzo, Director of Meetings      PHONE: (717) 238-6715 ext. 2225  
 Pennsylvania Bar Association      FAX: (717) 238-4134  
 P.O. Box 186  
 Harrisburg, PA 17108-0186

Or, pay by credit card:    MASTERCARD       VISA       AMEX       DISCOVER

Credit Card No: \_\_\_\_\_ CID # \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 (If MC or Visa)

Signature: \_\_\_\_\_

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION** *(except for signature of authorized agent)*

Contact Person/Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Return completed form with credit card information and application to:**

Wendy Loranzo, Director of Meetings      PHONE: (717) 238-6715 ext. 2225  
 Pennsylvania Bar Association      FAX: (717) 238-4134  
 P.O. Box 186  
 Harrisburg, PA 17108-0186