

Greater Harrisburg Association of REALTORS®

Trade Fair Exhibitor Guidelines

Penn Harris Hotel, Camp Hill - Convention Ballroom, September 14, 2022

Please be aware that by registering for this event, you authorize the Greater Harrisburg Association of REALTORS®-and any photographer/videographer hired by the Association-the right to take unrestricted, royalty-free photos, videos and audio during the event and use them in future media promotions. Thank you!

These guidelines exist to keep things as equal and fair as possible among all exhibitors and attendees. We appreciate your adherence to them and thank you for your cooperation!

Door Prize Policy

- 1) Each exhibitor should bring its own door prize. Each exhibitor must collect its own business cards. Bring an appropriate container. *(This enables you to limit the door prize to those who visited your table and also gives you follow-up information.)*
- 2) **At approximately 5:45 p.m. you should pull the name of the winner of your door prize and bring the name and your door prize to the registration table in the lobby.** You may keep all the other business cards for any mailing purposes. You may have “give-aways” at your table, but they are not required. Door prizes are announced at the end of the meeting. Winners will pick up their prize at the registration table in the lobby.

Setup/tear-down Policy

- 1) We will begin accepting exhibitor table check-ins at 2:30 p.m. No one will be allowed to set-up prior to **2:30 p.m.**
- 2) Table preferences will be assigned in order according to the date the paid reservation is received, subject to availability. Previous exhibitors are also given preference.
- 3) Exhibits can only be set up in your reserved spot. Exhibits will NOT be permitted in the lobby or outside of the Convention Center.
- 4) Please remember **no elaborate or over-large displays are permitted.** Space is limited and table size/location is not guaranteed. You may purchase additional space and/or electric but **only in advance.**
- 5) All exhibits must be fully set up by 4:00 p.m., as attendees will begin arriving. If you arrive after this time, you will not be allowed to set up. No refunds will be issued.
- 6) **No tear down of displays is permitted until the business meeting is completed, estimated to be about 7:00 p.m.** Failure to follow this guideline may result in denial of future display or advertising privileges. We ask for your complete cooperation with these times.

Distraction Policy

- 1) The Annual Meeting will be held immediately following the trade fair from 6:00 p.m.-7:00 p.m.
- 2) Exhibitors are prohibited from talking, promoting their products/services, etc., during the business portion of the meeting from 6:00 p.m. to approximately 7:00 p.m. Out of professional courtesy, all attention is to be focused on the meeting.

Acceptance Policy

- 1) Exhibitor registration fees must be pre-paid. No exhibitor will be accepted until payment is received. Exhibitors are accepted on a space available basis, “first come, first served”, until allotted spaces are filled. No Walk-in exhibitors will be accepted.
- 2) During the Annual Meeting, Exhibitors are expected to sit at their booths rather than in the reserved seating in front of the podium.

Unauthorized Solicitation Policy for the Association

- 1) Only official GHAR sponsors and exhibitors are authorized to solicit business during the Greater Harrisburg Association of REALTORS® Annual Meeting and Trade Fair. The solicitation of business includes but is not limited to the distribution of flyers, pamphlets, notices and brochures.

Reservations made and not cancelled 72 hours in advance will be billed regardless of attendance.

If you have any questions on these policies, please contact Brooke Clark at (717) 364-3200 or brooke@ghar.realtor. Please be sure to share this information with the person(s) who will be coordinating and attending this event, if that is not you.