

# Greater Harrisburg Association of REALTORS®

## Trade Fair Exhibitor Guidelines

Penn Harris Hotel, Camp Hill - Convention Ballroom, October 5, 2023

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 marketing 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) If you choose to tear down your display before the completion of the event, estimated to be about 7:00 p.m., please be mindful that the Annual Meeting will be going on and we ask that noise is kept to a minimum. Failure to follow these guidelines 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 cancelled after September 27 will be non-refundable, regardless of attendance.**

**If you have any questions on these policies, please contact Shana Loudon at  
(717) 364-3200 or [shana@ghar.realtor](mailto:shana@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.**