

Greater Harrisburg Association of REALTORS®

Trade Fair Exhibitor Guidelines

Sheraton Harrisburg-Hershey Hotel- (4650 Lindle Rd, Harrisburg) - Commonwealth Ballroom, October 1, 2026

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!*

Trade Fair Policy

- 1) Exhibitors are expected to stand behind their booth, not blocking the aisles, or standing at other exhibitors' areas.
- 2) Each member exhibitor includes two complimentary registrations. Each non-member exhibitor includes one complimentary registration. Additional registrations can be purchased, up to a maximum of 3 total.

Door Prize Policy

- 1) Each exhibitor can bring their 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 visit your table and also gives you follow-up information.)*
- 2) **You will be responsible for drawing your door prize winner and contacting them.** This will give you multiple points of contact with that individual. You can have the chosen individual come to your office, drop it off to them, or meet somewhere. You will be responsible for coordinating this.

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.
- 7) 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 23 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.**

**Please be sure to share this information with the person(s)
who will be coordinating and attending this event.**