



## 2023 Important Exhibitor Information

(Please read carefully, sign and return with a copy  
of your Certificate of Insurance)

PSBA's Trade Show will be held on Monday, June 26, 2023. The Trade Show will open at noon with a luncheon for all attendees in the exhibit area. The PSBA has scheduled a special time in the afternoon, after the workshop sessions conclude, to award prizes voluntarily supplied by Exhibitors, to those attending the Meet the Exhibitor Hour. In the evening we have scheduled a cocktail reception to be held in the exhibit area. **Register by May 31, 2023!**

### Set-Up and Dismantling

Exhibitors will be able to set-up exhibits on Sunday, from 1:00 p.m. to 5:00 p.m. and on Monday, from 8:00 a.m. to 11:00 a.m. Exhibits can be dismantled on Monday, from 6:30 p.m. to 9:00 p.m. or on Tuesday, from 8:00 a.m. to 11:00 a.m.

### Booth Assignments

Availability of booths will be on a first come, first served basis. Exhibit space will consist of an 8' x 10' booth display; one (1) draped table, two chairs, trash can, draped side rails and backdrop, and a exhibitor name sign.

### Shipping and Receiving and Booth Electric

An Electrical Service form is available for your use. If you would like any of these services you will need to complete the necessary form and return them with appropriate fees to the address on the form. PSBA will not be responsible for electrical service or shipping and storage services.

### Bus Displays

School buses and school vehicles will be parked outside in the back parking lot. One outside vehicle is included with booth purchase, limitations listed. **There is no electrical hookup available at this venue, so please plan accordingly. Please also turn off any generators between 5:15-6:15 during the Outside Bus Display.**

1. If you are displaying outside you must provide a vehicle for your display.
2. If you have an outdoor display, you must set up an indoor booth.
3. Please let us know the size of vehicle provided for: \_\_\_\_\_

### Registration Deadline

We will do our best to accommodate exhibitor registrations received after the deadline but cannot guarantee space or inclusion in collateral material after the deadline. A late fee of \$150 will be assessed on exhibitor application received after the deadline of May 31, 2023. Thank you for your logistical understanding and your early registration!

### Refunds and Cancellations

If you must cancel your exhibit registration, you may do so until May 31, 2023 for a complete refund of the meeting registration. There will be no refunds after May 31, 2023. Cancellations of hotel reservations are covered by the hotel policies.

### Indemnity and Insurance

Exhibitor agrees to provide a **certificate of liability insurance** acceptable to PSBA with this registration form and/or prior to setting up at the trade show. To the fullest extent permitted by law, Exhibitor agrees to indemnify, hold harmless, and defend PSBA and PSBA's consultants, independent contractors, members, officers, directors, agents, and employees (Indemnitees) from and against any and all claims, injuries, and/or damages arising from Exhibitor's conduct and/or from the joint conduct of Exhibitor and Indemnitees but Exhibitor shall not be responsible for the sole negligence of Indemnitees or others.

### Thank you!

The Pennsylvania School Bus Association is supported by many Associate Members that provide services and products to the school bus transportation industry and our membership. We have over forty Associate Members who represent a wide range of business to business relationships. As we celebrate our 43<sup>rd</sup> year of Safety, Education and Advocacy, we want to take this opportunity to thank our Associate Members for their loyal partnership and their individual expertise. As a group, contributions from our Associate Members allow the PSBA to deliver high quality educational experiences and information such our Annual Conference. Thank you again, for your partnership and support, we look forward to seeing you at this year's Convention!

By signing this form, I \_\_\_\_\_ have read and understand the information outlined above.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date