



Pennsylvania - Delaware Chapter
Association for Education and Rehabilitation
of the Blind and Visually Impaired

2025 Penn-Del AER Conference

Exhibitor Contract Information



2025 Penn-Del AER Conference

Sharing Our Stories and Continuing Our Legacy

April 30 – May 2, 2025

Best Western Premier Central Hotel

Harrisburg, PA

Penn-Del AER continues to strive to provide high quality opportunities that serve our professionals via our conference. We are excited to be able to provide you with the opportunity to exhibit at our 2025 Penn-Del AER Conference. Our conference theme is "Sharing Our Stories and Continuing Our Legacy".

Exhibitor Hall Details

The Exhibitor Hall is open on Thursday, May 1, 2025. Attendees may visit throughout the day, but a session after lunch is reserved exclusively for exhibitor hall visitation.

All exhibitors are assigned an eight-foot table with a tablecloth and skirt.

Set-up times, shipping information, and other pertinent details relating to the exhibitor hall will be provided prior to the conference.

Each exhibiting company will be given a five-minute time slot to speak about their company or products via Facebook Live on the Penn-Del AER Facebook page. The interview will also be displayed on the Penn-Del AER website.

Exhibitors may opt to participate in the conference in one or more of the following ways:

- Attend as an exhibitor with table space to display/sell your products
- Advertise in the conference program
- Donate a product or products for our silent auction
- Provide information for a literature display in the event that you are unable to attend
- Sponsor a conference event

Registration Ends February 21, 2025

Registration for our Thursday, May 1st Exhibitor Day will be on a first come first served basis through our Exhibitor Contract. A table, lunch, and full-page ad will be \$350. Registrations ends **February 21**.

Due to limited exhibitor space and increased interest over the past few years, we encourage you to submit your contract as soon as possible. Payment can be submitted later but must be received by **February 28, 2025**, or we will not be able to guarantee inclusion of your company ad in our program.

If you are not paid in full by April 21, the week before the conference, you will not be permitted to be in person at your booth during the exhibitor day. **No exceptions will be made.**

Instructions for Submitting Contract

Submit your exhibitor contract through a Google Form process using the link below. Please have all your information ready before you click the link to begin the online form. Upon completion of the Google form, that information will be used for billing through the eShow invoice process

You will need to provide the following information:

Company or organization information: This includes the company or organization name, full address including country, email, phone number, and website entered exactly as you would like this information to appear in the conference program.

Primary company contact person: This is the name, phone number, and email address of the person Penn-Del AER should contact if we have questions about your contract, payment, ads, etc.

Choice of exhibitor package: Choose your [exhibitor package options](#) detailed below.

Additional conference options: This section includes [additional conference options](#) such as extra lunch and banquet tickets or requests for extra tables in the Exhibitor Hall as detailed below.

Contact information for each person attending the conference: This includes the name, email address, and phone number of each person who will represent your company at the conference. You may choose whether this information will be included in the conference program. For conference management purposes, you must indicate if your representative(s) plans to attend one or more conference sessions.

Meal choice for each person attending the banquet: This year, banquet attendees may choose from the choices shared on the contract form.

Ad to be included in the conference program: If you plan to provide an ad for the conference program, the full-page ad will be 7 1/2" x 9 5/16".

Total amount of payment to be submitted: Keep track of the total amount due based on your selections and enter this amount into the form where indicated.

Exhibitor Package Options

- **Gold Level Package** (\$650, four available): Two eight-foot tables in Exhibit Hall, full-page ad (7 1/2" x 9 5/16"), two lunch tickets, five-minute Facebook Live Spotlight, PLUS a prominently displayed poster with your company logo, announcement of your participation as a sponsor in our general session with your logo on the big screen, a dedicated five-minute time slot for you to promote your business or services to our conference attendees
- **Silver Level Package** (\$500): Two eight-foot tables in Exhibit Hall, full-page ad (7 1/2" x 9 5/16"), two lunch tickets, five-minute Facebook Live Spotlight, PLUS a prominently displayed poster with your company logo, announcement of your participation as a sponsor in our general session with your logo on the big screen
- **Exhibitor Package:** Includes table in exhibit hall, full-page ad, one lunch ticket, and five-minute Facebook Live spotlight (\$350.00)
- **Ad Only**, no table (\$200.00)
- **Literature Display Only**, no ad and no table (\$50.00)

Additional Conference Options

- Silent auction donation
- Sponsor a conference event
- Additional lunch tickets may be purchased for \$24.00 per person.
- Awards banquet tickets may be purchased for \$35.00 per person.
- Each exhibitor who selects an Ad Package is assigned an eight-foot table with a tablecloth and skirt. Additional tables are available for \$50.00 per table.
- Wednesday Conference Sessions (no additional cost)
- Friday Conference Sessions (no additional cost)
- Special requests for those with exhibitor tables such as electricity at exhibitor table and additional exhibitor tables

Advertisement Submission for Conference Program

All advertisements **must** be in PDF file format and must be in the same size as the ad that you are requesting. We will not accept any ads that are not ready to be put directly into the program.

Please note that all ads are included in the digital version of the conference program. Please either:

- 1) Include the alternative text (alt text) description of your ad in the properties of the ad image or
- 2) Send the description of your ad in a separate Microsoft Word or text file so that we can insert the alt text into the image.

Alt text descriptions should be concise, include the company name, and describe essential content in the ad image. The alt text should not include company contact information since this is provided elsewhere in the program. We recommend that alt text be no longer than 255 characters including space characters, less if possible. The alt text provided will also appear in braille copies of the program.

Please note full page ads will be 7 ½" x 9 5/16".

Submit ads no later than February 28, 2025. Advertisements received after that date may not appear in the conference program. Send electronic copy of ad to: PDAERvendors@gmail.com.

Payment Submission Information

An eShow invoice will be sent to the Primary Contact Person after completion of the Google Form. Payments for all contracts and advertisement submissions must be received no later than February 28, 2025. Advertisements received after that date **will not** appear in the conference program, but you will be charged the full contract fee regardless of whether or not the advertisement is included in the program.

If you have questions about this process, contact Gayle Aquino, Penn-Del AER Conference Exhibitor Chair, email PDAERvendors@gmail.com or call 610-613-0300.

2025 Penn-Del AER Exhibitor Contract Information Link

[The 2025 Penn-Del AER Conference Exhibitor Contract Information Link](#)

Hotel Information

The Central Hotel and Conference Center at the Best Western Premier

800 E Park Drive, Harrisburg, PA 17111-2807

Phone: 717-561-2800

The conference room rate at the Best Western Premier is \$129.95 plus taxes. Rooms can be booked online by visiting the [Best Western Premier Reservation](#).

If you need to book your room via phone, call the hotel directly at 717-561-2800. Just follow the prompts to reach the front desk and one of their reservation agents will be happy to make your reservation. You will need to mention that you are with the Penn-Del AER Conference to receive the conference rate.

Contacts

Gayle D. Aquino, Penn-Del AER Conference Exhibitor Chair,
PDAERvendors@gmail.com

Holly Russell, Penn-Del AER Chapter Conference Chair and Penn-Del AER Chapter Past-President, russell.hm@comcast.net

Greg Lazur, Penn-Del AER Chapter Conference Assistant Chair,
gregorylazur@hotmail.com

Maria Lepore-Stevens, Penn-Del AER Chapter President, marialepstev@gmail.com

Thank you

On behalf of the 2025 Penn-Del AER Conference Planning Committee, we thank you for your continued support. We are grateful for your commitment to our conference and to our field.

The Pennsylvania-Delaware Chapter of the Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) supports professionals who provide education & rehabilitation services to people with visual impairments.

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