

Hilton Harrisburg
September 5 & 6, 2018

**Early Bird Rates Expire
June 1, 2018**

**Book Now to Reserve Your
Prime Location and
Select Sponsorship**

**20th Annual
Joint Fall Conference
Exhibitor & Sponsor
Registration**



PENNSYLVANIA'S PREMIER SOLID WASTE MANAGEMENT EVENT

To Our Industry Partners and Friends,

The Keystone Chapter of the Solid Waste Association of North America (SWANA) and the Pennsylvania Waste Industries Association (PWIA) are preparing to host the 20th Annual Joint Fall Conference. Due to the ongoing support from our loyal sponsors and exhibitors, it is now Pennsylvania's Premiere Solid Waste Management Event. For that, we thank you.

Our success is dependent on your conference experience. We aim to provide you with opportunities to build new relationships. The event continually attracts new faces trying to enter the marketplace or enhance their professional knowledge. The conference's networking opportunities have helped many build thriving businesses, which is why so many continue to participate year after year. Demand runs high and exhibit spaces sell out rapidly.

Our previous exhibitors and sponsors know that preferred exhibit spaces and sponsorship opportunities book quickly. They take advantage of our early bird rates to save money while securing one of those high demand placements.

Exhibit spaces and sponsorships are always reserved on a first pay basis. To confirm your spot, you can pay in full as soon as your registration clears our system. If the past years are any example, these select spaces and sponsorships disappear immediately.

To accommodate the demand, we've added new sponsorship levels and opportunities. To give our exhibitors even more visibility, included in the exhibitor package is an automatic sponsorship of a door prize. The sponsor will be announced as the corresponding prizes are awarded at the closing ceremony.

We look forward to hearing from you soon. A layout of the exhibit hall, along with sponsorship opportunities are attached for your convenience. Thank you once more for your support.

Sincerely,

Bryan Wehler
President
Keystone SWANA

Tim O'Donnell
President
PWIA

CONFERENCE CONTACTS

CONFERENCE CO-CHAIRS

Michele Nestor, Keystone SWANA
michele@nestorresources.com
Office – (724) 898-3489

Mary Keenan, PWIA
MaryKeenan@webber-associates.com
Office: 717 877-1746

CONFERENCE COORDINATOR

Chanda Martino, Keystone SWANA
Administrative and Marketing Director
chanda@keystoneswana.org
(866) 467-9262

Check [Keystone SWANA Facebook](#) and [Twitter](#)
for Conference Program
and Schedule Updates.

Exhibitor and Sponsor Benefits

PROSPECTING

Targeted Marketing

- Registration list to sponsors/exhibitors pre-conference
- Direct your marketing pieces to attendees in advance
- Agenda-free evening for customer appreciation

EXHIBIT HALL

Designed for Traffic Flow

- Placement of exhibits allows full time visibility
- Comfortable, uncrowded exhibit spaces
- Extended Exhibit Hall Hours
- Greater opportunities for attendee face-time
- Optional spaces at the entrance to the hall

FOOD AND BEVERAGE SERVICES

Frequent Breaks in Exhibit Hall

- Wednesday morning breakfast during set-up
- Food Service moves foot traffic through the exhibit hall
- Bottomless cups of coffee in exhibit hall all day**
- Evening Reception brings all attendees to the exhibit hall**

PROGRAM

Industry Relevant Speakers & Topics

- Multimedia promotions to increase attendance
- Exhibit and learn. Use your down time to attend sessions
- Speakers are recognized experts

SPONSORSHIPS

New Opportunities This Year

- Options for all budgets
- Customized upon request
- More visibility
- Joint exhibitor/sponsorship discounts

NEW SPONSORSHIP OPPORTUNITIES & FEATURES

Exhibitor Discounts Available for Sponsors

We Can Customize a Sponsorship Just for You

Titanium

Four Co-Sponsorships For Wednesday Reception

Early Bird \$2500 Each
After June 1 \$2700 Each

- Four Slides For Continual Loop Presentation In Banquet Hall
- Full Page Ad In Keystone Newsletter
- Placement On SWANA And PWIA Conference Web Pages
- Brand Name On Reception Cocktail Napkins
- Credited In Program And Slide Show
- \$100 Discount On Exhibit Space

Platinum

Two Co-Sponsorships For Wednesday Luncheon

Early Bird \$2100 Each
After June 1 \$2300 Each

- Three Slides For Continual Loop Presentation In Banquet Hall
- Half Page Ad in Conference Program
- Sponsorship Credited In Program And Slide Show
- Table Tents At Each Table With Logo, Name, Contact Info, 2 Line Message Each Co-sponsor Gets One Side
- \$85 Discount On Exhibit Space

Gold

Two Co-Sponsorships For Thursday Breakfast

Early Bird \$1850 Each
After June 1 \$2000 Each

- Three Slides For Continual Loop Presentation In Banquet Hall
- Table Tents At Each Table With Your Logo, Name, Contact
- Sponsorship Credited In Program And Slide Show
- Half Page Ad In Program
- Third Page Ad In Keystone Newsletter
- \$85 Discount On Exhibit Space

Silver

Three Sponsorships For Conference Program

Early Bird \$1300 Each
After June 1 \$1500 Each

- Full Page Ad In Professionally Printed Conference Program
 - *Three Placements Available, First Come Basis*
 - *Back Cover, Inside Front, Or Inside Back Cover*
- Two Slides For Continual Loop Presentation In Banquet Hall
- Sponsorship Credited In Program And Slide Show
- Third Page Ad In Keystone Newsletter
- \$75 Discount On Exhibit Space

Bronze

**Two Co-Sponsorships For
Wednesday Breakfast**

**One Sponsorship For
Pre-conference Training**

Early Bird \$1000 Each
After June 1 \$1150 Each

- Placard With Name And Logo At Training Podium
- Two Slides For Continual Loop Presentation In Banquet Hall
- Third Page Ad In Current Or Future Keystone Newsletter
- Sponsorship Credited In Program And Slide Show
- \$75 Discount On Exhibit Space

Copper

**Three Sponsorships For Plenary
Sessions**

**Two Sponsorships For Keynote
Speakers**

Early Bird \$850 Each
After June 1 \$975 Each

- Two Slides For Continual Loop Presentation In Banquet Hall
- Third Page Ad In Current Or Future Keystone Newsletter
- Sponsorship Credited In Program And Slide Show
- \$50 Discount On Exhibit Space

Nickel

**One Sponsorship For Closing
Ceremonies**

Early Bird \$725 Each
After June 1 \$800 Each

- Includes Sponsorship of Door Prize - Free Registration To 2019 Conference
- Two Slides For Continual Loop Presentation In Banquet Hall
- Sponsorship Credited In Program And Slide Show
- Quarter Page Ad In Current Or Future Keystone Newsletter
- \$50 Discount On Exhibit Space

Zinc

**Two Sponsorships For Breaks
One Sponsorship For Limitless
Coffee In Exhibit Hall**

Early Bird \$625
After June 1 \$700 Each

- Two Slides For Continual Loop Presentation In Banquet Hall
- Signage at Food and Beverage Stations
- Sponsorship Credited In Program And Slide Show
- Quarter Page Ad In Future Keystone Newsletter
- \$40 Discount On Exhibit Space

Iron

Four Sponsorships Your Choice

1. Exhibitor Survivor Bags
2. Bottomless Candy Bowl
3. AV Equipment
4. 20th Anniversary Treats

Early Bird \$500
After June 1 \$600 Each

- One Slide For Continual Loop Presentation In Banquet Hall
- Sponsorship Credited In Program And Slide Show
- Business Card Ad In Two Future Keystone Newsletters
- \$40 Discount On Exhibit Space

IMPORTANT INFORMATION FOR EXHIBITORS

Space Is Limited.

Act Now To Reserve The Best Locations.

Booths reserved on a first paid-first choice basis



Exhibitor Rates

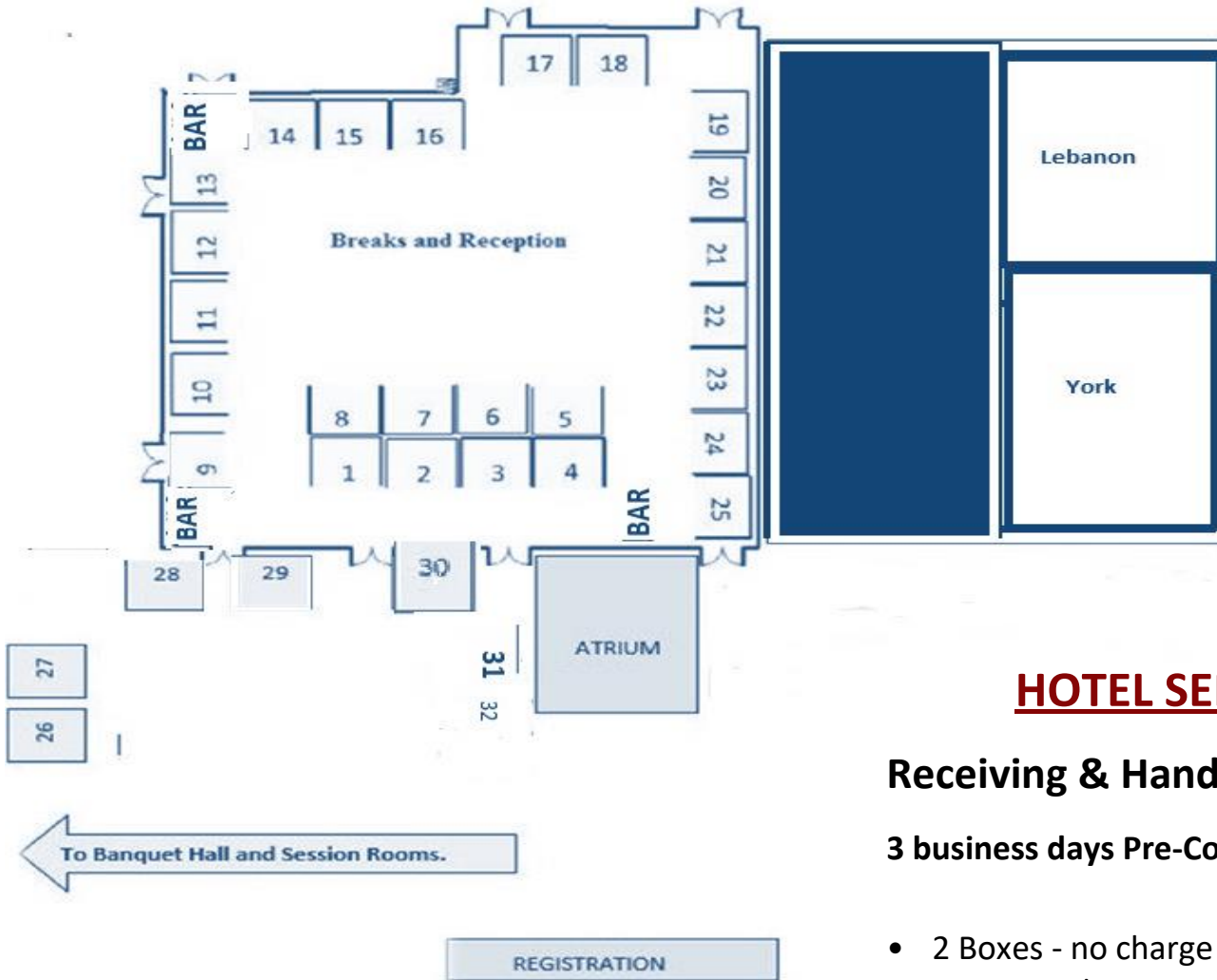
- **Discounts End June 1**
- **Rate through May 31, 2018**
\$565 per Exhibit space
- **Effective June 1, 2018**
\$650 per Exhibit space



Space and Amenities

- **All Spaces Include**
- Floor Space 8'x10'
- Piping and draping
- 6' Skirted Table with 2 Chairs
- Accommodates Freestanding Booths or Table Displays
- Electrical Connections are Available for \$50

Exhibit Hall Layout



HOTEL SERVICES

Receiving & Handling

3 business days Pre-Conference

- 2 Boxes - no charge
- 3 or more boxes under 20 lbs = \$3 per box
- 3 or more boxes 20-99 lbs each = \$5 per box
- Items 100 lbs -199 lbs = \$55 per item
- Over 200 lbs = \$110 per item
- **Storage fees of \$80 apply for items received more than 3 business days in advance**

Shipping & Handling

Post Conference

- Same fees as for Receiving plus the cost of Shipping

EXHIBITOR SET-UP

TUESDAY SEPTEMBER 4
6:00 pm – 9:00 pm

WEDNESDAY SEPTEMBER 5
7:30 am - 9:30 am



CONFERENCE VENUE AND LODGING

Hilton Harrisburg
One North Second Street,

Harrisburg, PA
717-233-6000

**Block of Rooms Reserved Until
August 3, 2018 or until sold out Rates
\$138 per night plus taxes**

Group Code Keys

Downtown Harrisburg



HELP US TO PROMOTE YOU. Please Adhere to the Following Formats & Deadlines

AUGUST 1 -Ad copy for conference program and table tents

AUGUST 21 - Deadline for promo slides and Ad copy for Newsletter

Titanium

- Four Power Point Slides with white background
- Full Page Ad (7.5w" by 10.5h")
- Logo

Platinum

- *Three Power Point Slides with white background*
- *Half Page Ad (7.5 w" by 4.75h") or (3.75"w x 9.25"h)*
- *Copy for Table Tents*
- *Logo*

Gold

- Three Power Point Slides with white background
- *Half Page Ad (7.5 w" by 4.75h") or (3.75"w x 9.25"h) for Program*
- *Third Page Ad (7.5"w by 3.5"h) or(2.5"w x 10.5"h) for Newsletter*
- *Copy for Table Tents*
- *Logo*

Silver

- Two Power Point Slides with white background
- Full Page Ad (7.5w" by 10.5h") Program
- *Third Page Ad (7.5"w by 3.5"h) or(2.5"w x 10.5"h) for Newsletter*
- Logo

Bronze

- Two Power Point Slides with white background
- *Third Page Ad (7.5"w by 3.5"h) or(2.5"w x 10.5"h) for Newsletter*
- Logo

Copper

- Two Power Point Slides with white background
- *Third Page Ad (7.5"w by 3.5"h) or(2.5"w x 10.5"h) for Newsletter*
- Logo

Nickel

- Two Power Point Slides with white background
- *Quarter Page Ad (3.5"w by 5"h)*
- Logo

Zinc

- Two Power Point Slides with white background
- *Quarter Page Ad (3.5"w by 5"h)*
- Logo

Iron

- One Power Point Slide with white background
- Business Card Ad
- Logo

For Your Convenience – An Updated Registration & Payment Process

Have questions? Need guidance?

**We can help you select the exhibit/ sponsorship package that is the best fit for you.
Michele (724) 898-3489 or Chanda (866) 467-9262**

STEP 1 SUBMIT REGISTRATION & REQUEST BOOTH/SPONSORSHIP PACKAGE

Please complete the online [registration form](#) or complete and submit this form via email to chanda@keystoneswana.org.

STEP 2 RECEIVE ACKNOWLEDGEMENT

Within 2 business days, you will receive an acknowledgement of your registration via email. We will review your request, tabulate the costs, and if necessary, contact you with any questions or alternate choices.

STEP 3 INVOICE & PAYMENT INSTRUCTIONS

You will receive an email that includes an invoice and detailed instruction on how to make your payment online via credit card or through the mail via check.

STEP 4 CONFIRMATION

Your registration is not officially confirmed until payment in full is received by Keystone SWANA. A confirmation email will follow within 2 business days of receipt of payment.

PAYMENT IN FULL REQUIRED BY AUGUST 1 TO BE GUARANTEED INCLUSION IN ANY CONFERENCE MATERIAL

After 30 business days from the date of the invoice Keystone SWANA reserves the right to offer the exhibit space to another vendor at any time prior until payment is received in full. The original exhibitor will be notified and given the opportunity to submit payment within 5 days.

CANCELLATION POLICY FOR EXHIBITS AND ATTENDEES

Exhibitor and Sponsor Registration

[Use the Online Registration Form](http://www.keystoneswana.org)

<http://www.keystoneswana.org>

Rates and Packages on Following Page

**Early Bird Exhibitor and Sponsor
Rates Expire June 1, 2018**

**Late Registration Rates for Attendees
Apply August 16**

- There will be no refunds for no shows failing to follow the advance cancellation policy.
- Only written requests for cancellation will be accepted. Send to:

Keystone SWANA
ATTN: Chanda Martino
1610 Russell Road
Lebanon, Pa 17046
(866) 467-9262
chanda@keystoneswana.org
- Phone cancellations will not be allowed or accepted.
- Cancellations will receive confirmation within 2 days of receipt via email or mail if applicable.
- For an exhibit space, written cancellation must be received twenty-one calendar days prior to the event to obtain a refund minus a 15% handling fee. No refunds after that date.
- For each attendee, a written cancellation may indicate either a substitute attendee or request a refund. A full refund minus a 15% handling fee will be issued for cancellations up to ten calendar days before the conference. Substitutions only, no refunds after that date.
- For inclement weather, catastrophic events, or for whatever reasons Keystone SWANA deems necessary to cancel the event, there will be no refunds for exhibits, sponsorships, or registrants for events rescheduled within 12 months.
- Keystone SWANA will not be responsible for any added expenses incurred by registrants for events cancelled or rescheduled.

Exhibitor and Sponsorship Packages and Rates

For Your Convenience You May Complete this Form Online

EXHIBITOR AND SPONSOR CONTACT INFORMATION

ORGANIZATION	OFFICE PHONE
CONTACT PERSON RESPONSIBLE FOR ARRANGEMENTS AND PAYMENT	MOBILE PHONE
STREET ADDRESS	FAX
CITY, ZIP CODE, STATE	EMAIL

FOR EXHIBITORS ONLY, NO CHARGE FOR FIRST ATTENDEE.

LIST ALL OTHERS, ON NEXT PAGE

DESIGNATED EXHIBITOR ATTENDEE	BADGE NAME/NICKNAME
TITLE	OFFICE PHONE
STREET ADDRESS	MOBILE PHONE
CITY, ZIP CODE, STATE	EMAIL

Options for Registering Additional Attendees

Option 1 REGISTERING BY MAIL OR EMAIL

Provide the contact information for each person who will attend by using the attendee contact sheet and send it along with the registration form.

Option 2 REGISTERING ONLINE

There will be a link to add each attendee's contact information. For prior attendees, the contact fields will begin to fill in automatically once the name is entered.

SPONSORSHIPS

		Early Bird Unit Price per Sponsor	June 1, 2018 Unit Prices		Quantity	Amount
TITANIUM	Wednesday Reception (Four Co-Sponsors)	\$2500	\$2700			
PLATINUM	Wednesday Luncheon (Two Co-Sponsors)	\$2100	\$2300			
GOLD	Thursday Breakfast (Two Co-Sponsors)	\$1850	\$2000			
SILVER	Conference Program (Three Co-Sponsors)	\$1300	\$1500			
BRONZE	Wednesday Breakfast (Two Co-Sponsors) Pre-Conference Training (One Sponsor)	\$1000	\$1150			
COPPER	Keynote Speaker (Two Sponsors) Plenary Session (Three Sponsors)	\$850	\$975			
NICKEL	Closing Ceremonies (One Sponsor)	\$725	\$800			
ZINC	Breaks (Two Sponsors) Limitless Coffee	\$625	\$700			
IRON	Exhibitor Survivor Bags	\$500	\$600			
	Bottomless Candy Bowl	\$500	\$600			
	AV Equipment	\$500	\$600			
	20 th Anniversary Treats	\$500	\$600			
SUBTOTAL SPONSORSHIPS						

EXHIBIT SPACE

Exhibit Type Circle One	Space Requested List Space Number from Diagram	Early Bird Unit Price Thru May 31	June 1, 2018 Unit Prices	Quantity	Amount
Skirted Table with two chairs	Preferred # _____	\$565	\$650		
	2 nd Choice # ____				
Electrical Services	Standard Set-Up	\$50			
SUBTOTAL EXHIBITS					

ADDITIONAL ATTENDEES

REGISTRATION FEE =\$185

\$185 PER PERSON THRU AUGUST 15

LATE REGISTRATION FEE EFFECTIVE AUGUST 16 = \$215

DUPLICATE THIS PAGE AS NEEDED

ATTENDEE	BADGE NAME/NICKNAME
TITLE	PHONE
STREET ADDRESS	EMAIL
CITY, ZIP CODE, STATE	WILL ATTEND PRE-CONFERENCE TRAINING? YES_____ NO_____
ATTENDEE	BADGE NAME/NICKNAME
TITLE	PHONE
STREET ADDRESS	EMAIL
CITY, ZIP CODE, STATE	WILL ATTEND PRE-CONFERENCE TRAINING? YES_____ NO_____
ATTENDEE	BADGE NAME/NICKNAME
TITLE	PHONE
STREET ADDRESS	EMAIL
CITY, ZIP CODE, STATE	WILL ATTEND PRE-CONFERENCE TRAINING? YES_____ NO_____

ATTENDEES			
	Unit price	Quantity	Amount
FREE EXHIBITOR ATTENDEE ONE PER BOOTH	\$0		\$0
REGULAR REGISTRATION RATES THRU AUGUST 15	\$185		
LATE REGISTRATION RATES EFFECTIVE AUGUST 16	\$215		
PRE-CONFERENCE TRAINING FULL REGISTRATION REQUIRED	\$50		
SUBTOTAL ATTENDEES			

Cancellation Policy

"If you cannot attend the event, written notification must be received by Keystone SWANA prior to the conference. Phone cancellations will not be accepted. Written cancellations may be submitted via email, or mail to the contact address shown below. For an exhibit space, written cancellation must be received twenty-one calendar days prior to the event to obtain a refund minus a 15% handling fee. No refunds after that date. When you submit your written cancellation for an attendee registration, you may either indicate a substitute attendee or request a refund. A full refund minus a 15% handling fee will be issued for cancellations up to ten calendar days before the conference. Substitutions only, no refunds after that date. There will be no refunds for no shows who failed to follow the advance cancellation policy.

In the event of bad weather or if the conference is cancelled, Keystone SWANA is not responsible for nonrefundable travel fares or lodging. Keystone SWANA/PWIA will apply payments for registrations, exhibits, sponsorships, event activities or any associated fees to the rescheduled event. Refunds will be issued only if the event is not rescheduled within 12 months."

Liability Release, Claims Waiver, and Indemnification Agreement

(hereafter collectively "Agreement"): In consideration for services of the Solid Waste Association of North America, Keystone Chapter and the Pennsylvania Waste Industries Association, its agents, officers, volunteers, participants, employees and all other persons or entities acting in any capacity on their behalf (hereinafter collectively "Keystone SWANA" and "PWIA"), I, on behalf, of myself, heirs, assigns and my estate, hereby agree to release and discharge Keystone SWANA and PWIA as follows: a.) agree to indemnify, and hold harmless Keystone SWANA and PWIA from any and all claims, demands, or causes of action in any way connected with my participation in the conference, both on and off premises, including any claims with alleged negligent acts; and b.) agree to pay for any fees and costs should Keystone SWANA and PWIA or anyone acting on its behalf, be required to incur attorney's fees and costs to enforce this Agreement. I acknowledge for this Agreement: a.) no impediments or reasons why I would lack the capacity to enter into; b.) read and understood it; and 3.) be unconditionally bound by its terms.

SUBTOTALS FROM PREVIOUS PAGE		
SUBTOTAL SPONSORSHIPS		
SUBTOTAL EXHIBITS		
SUBTOTAL ATTENDEES		
COMBINED SUBTOTAL		
SPONSOR DISCOUNTS FOR EXHIBIT SPACE		
TITANIUM	(\$100)	
PLATINUM	(\$85)	
GOLD	(\$85)	
SILVER	(\$75)	
BRONZE	(\$75)	
COPPER	(\$50)	
NICKEL	(\$50)	
ZINC	(\$40)	
IRON	(\$40)	
TOTAL DISCOUNTS		
COMBINED TOTAL PAYMENT DUE		

SIGNATURE REQUIRED

I acknowledge that I have read and understand the cancellation policy and liability release agreement and acting as an authorized agent to make this transaction accept the terms and conditions on behalf of

Company or Organization _____

Name _____

Signature _____ Date _____