# **2024 PSHA Convention**

# **Exhibitor Prospectus**



# CREATING A VIBRANT PROFESSION PITTSBURGH 2024

# April 10-13, 2024 Sheraton Pittsburgh Hotel at Station Square

# 2024 PSHA Convention April 10-13 • Pittsburgh, PA



### Location and Hotel Information

2024 Location

Sheraton Pittsburgh Hotel at Station Square 300 West Station Square Drive Pittsburgh, PA 15219

> Hotel Reservations 1-800-325-3535

A special room rate of \$179 per night (single) will be available until March 25, 2024, or until the room block is sold out, whichever occurs first. To receive the special room rate, please ask that your reservation be booked within the Pennsylvania Speech-Language-Hearing Association room block.

### **Exhibit Hall Hours - Tentative**

**Wednesday, April 10** 6:00 pm - 9:00 pm

**Thursday, April 11** 6:30 am - 7:00 am \*7:00 am - 6:30 pm 5:00 pm - 6:30 pm

Exhibitor Setup Exhibits Open Exhibitor/President's Recention

**Friday, April 12** \*7:00 am - 1:00 pm 1:00 pm - 2:00 pm Exhibitor/President's Reception

Exhibits Open Exhibitor Tear Down

Exhibitor Setup

\* Breakfast is provided for exhibitors and attendees in the Exhibit Hall! Boxed lunches will be available for purchase.

## Other Important Information

**Contact Information** 

Craven Management Associates Amy Caye Email: acaye@robertcraven.com Telephone: 412-366-1177 Fax: 412-366-8804

- **Cancellations** received in writing and no later than March 20, 2024, will receive a 75% refund.
- **Exhibitor Kits** will be sent 30-45 days prior to the event. Please review them carefully for shipping instructions. Details on how to order items such as extra tables will also be included.
- **Donations** needed for door prizes and silent auction. Please consider donating a gift card or merchandise. Money raised at the silent auction benefits the Student Fund and PSH-PAC Fund. Please check one of the boxes located on the Exhibitor Selection Form.

### **Exhibitor Deadlines**

January 17	Guarantee your recognition in the On-Site Program by purchasing your display space, ads, sponsorships and marketing opportunities.
February 28	Early registration deadline to receive reduced exhibitor rate.
March 20	Final day to register or cancel.

# Display Space and Marketing Opportunities

### **Display Space**

#### Single Table: \$475

Display space includes: One 6' skirted table, two chairs, wastebasket and signage. One complimentary Convention registration and one complimentary post Convention attendee mailing list is also included.

#### Strategy Package: \$800

Achieve your goals by purchasing this enhanced exhibitor package. This option includes our single table package plus all of the marketing items below, enabling you to reach more of your audience.



- Your choice of a prime location on the exhibit floor
- Half-page advertisement in the Convention On-Site Program
- Company logo with a link to your home page from the PSHA website for a six-month period

#### Non-Profit or Home-Based Table: \$275

Display space includes: One 6' skirted table, two chairs, wastebasket and signage. This display space does not include one complimentary Convention registration or a Convention attendee mailing list.

Note: The **non-profit** rate is available to those filing as 501(c) who are exhibiting to promote FREE services/information for individuals with disabilities. Proof of non-profit status or similar IRS documentation must accompany the exhibitor application. Applications without proof of tax status will be placed on hold and coded as incomplete. Your booth space will not be reserved until your application is complete. **Home-based** is defined as a business that is involved in direct selling of merchandise such as Mary Kay and Discovery Toys out of their home.

#### Take-One Display: \$175

Can't attend the Convention but would still like a presence? Have a Take-One Display to showcase your product, catalogs or printed materials (without a representative). Extra products or materials will not be returned. Receive recognition on the Exhibitor Page of the PSHA website. This table space *does not* include one complimentary Convention registration or a Convention attendee mailing list.

### **Marketing Opportunities**

#### Badges for Convention Attendees: \$500 - TAKEN

Your company logo will be placed on all attendee badges. This is a first-come, first-served opportunity. As the *exclusive* badge sponsor, your company will be responsible to provide the logo for placement on the attendee badge. Sizing and email instructions will be provided with your exhibitor confirmation.

#### Bags for Convention Attendees: \$350 - TAKEN

Be the company that is in the hands of every attendee by providing the carrying totes. The bags should be strong enough to hold up to five pounds and made of a material other than paper. This is a first-come, first-served opportunity. As the *exclusive* bag sponsor, your company will be responsible to order and ship the bags as instructed by the PSHA Office. Shipping instructions will be provided with your exhibitor confirmation.

#### Lanyards for Convention Attendees: \$150 - TAKEN

Provide the attendee lanyards and see your company name in motion as the attendees wear your name. This is a first-come, first-served opportunity. As the *exclusive* lanyard sponsor, your company will be responsible to order and ship the lanyards as instructed by the PSHA Office. Shipping instructions will be provided with your exhibitor confirmation.

#### **Company Banner Ad Placed on the PSHA Website**

Banner Ad for PSHA website with email or web link. \$250

Banner ads must be submitted by email to <u>acaye@robertcraven.com</u> as either a jpeg or gif file. Ad size to be no larger than 234 x 60 pixels and any animation shall be limited to two cycles. Banner ads will be displayed on the Convention information page.



# **Sponsorships**

#### Exhibitor/President's Reception Sponsor: \$1,500

- 50% discount on exhibit display
- Receive exclusive exposure with sign recognition during the Friday event
- Your banner ad on the PSHA website Home Page for three months
- · Quarter-page ad in the On-Site Convention Program
- · Company brochure included in the attendee bag or folder
- Recognition in the summer issue of the Keystater newsletter

#### Student Reception Sponsor: \$1,000

- 50% discount on exhibit display
- Receive exclusive exposure with sign recognition during the Thursday event
- Receive exclusive company exposure to address the students personally at the Thursday event
- · Quarter-page ad in the On-Site Convention Program
- Recognition on the PSHA website Convention page
- Recognition in the summer issue of the Keystater newsletter

#### **Refreshment Break Sponsor: \$500**

- · Receive exclusive exposure with sign recognition
- Recognition on the PSHA Convention website page
- Recognition in the On-Site Convention Program
- Recognition in the summer issue of the Keystater newsletter

#### Session Sponsor: \$250

- Receive exclusive exposure with sign recognition at the sponsored session
- Recognition on the PSHA Convention website page
- Recognition in the On-Site Convention Program
- Recognition in the summer issue of the Keystater newsletter



### **Contact Information**

#### **Craven Management Associates**

700 McKnight Park Drive, Suite 708 Pittsburgh, PA 15237

Amy Caye acaye@robertcraven.com p: 412-366-1177 f: 412-366-8804

Have a suggestion or new idea for a sponsorship? Contact us to discuss. 412-366-1177

Please note that January 17, 2024, is the deadline to be recognized in the Convention On-Site Program.



#### **Registration Information**

Company Name (preferred for badge):

Contact Information			
Name:			
Address:			
Email:			
Phone:			
Payment Options			
<ol> <li>Check Enclosed (Payable to PSHA)</li> <li>Mail completed form to:</li> </ol>			

c/o Craven Management Associates

700 McKnight Park Drive, Suite 708 Pittsburgh, PA 15237 | FAX 412-366-8804

□ Visa □ MasterCard □ Discover □ American Express

		REGISTRATION FEE		
EXHIBITOR OPTIONS	QUANTITY	ON OR BEFORE 2/28/24	<b>AFTER</b> 2/28/24	TOTAL DU
DISPLAY SPACE				
Single Table <sup>*</sup>		\$475	\$525	
Strategy Package*		\$800	\$850	
Non-Profit, Home-Based Table		\$275	\$325	
Take-One Display		\$175	\$225	
Additional Table (limit to one)		\$300	\$350	
MARKETING OPPORTUNITIES				
Name Badges for Convention Attendees		\$500		TAKEN
Bags for Convention Attendees		\$350		TAKEN
Lanyards for Convention Attendees		\$150		TAKEN
Banner Ad for PSHA website with email or web link		ç	\$250	
SPONSORSHIPS				
Exhibitor/President's Reception Sponsor		\$1	,500	
Student Reception Sponsor		\$1	,000	
Refreshment Break Sponsor		ç	500	
Session Sponsor		\$250		
DONATIONS				
Door Prize		Yes 🗖	Qty	No Charge
Silent Auction		Yes 🗖	Qty	No Charge
	TOTAL DUE			

**PSHA 2024 Exhibitor Selection Form** 

April 10-13, Pittsburgh, PA

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#### **Contact Information**

**PSHA Office** 

2) Credit Card

EXPIRATION DATE

CREDIT CARD ACCOUNT NUMBER

PSHA Office **Craven Management Associates** Amy Caye Email: acaye@robertcraven.com Telephone: 412-366-9858 | Fax: 412-366-8804

#### Cancellations received in writing and no later than March 20, 2024, will receive a 75% refund.

#### THE EXHIBITOR AGREES TO THE FOLLOWING PROVISIONS:

It is agreed that failure on part of the exhibitor to meet booth payment in full shall automatically forfeit all rights, privileges and claims of any nature the exhibitor has, may have, including the forfeit of any payments previously made. Exhibitor assumes responsibility and agrees to defend PSHA and Sheraton Pittsburgh Hotel at Station Square and their respective employees and agents against any claims or expenses arising out of the use of the Exhibit premises.

#### **Booth Representative(s)**

Name	Cell Phone	Email	* See Below

\* Indicate which representative will be using the one free Convention registration. This applies to single space or strategy packages only.