



We are delighted that you will be joining us for the
2023 Annual Conference – *A Decade of Unity!*

Your products and services are integral to a strong rehabilitation and
community-based provider system in Pennsylvania.

Exhibit Details

Location

The conference is held at the Hershey Lodge in Hershey, PA.

Exhibit Booth Specifications

Each booth space is 10' x 10'. One 8-foot skirted table and two chairs are provided. A head sign with your company name will be hung in your space. Booths are enclosed in blue drape. Tables are also covered and draped. Booths also come with a wastebasket.

If you want any additional furniture or supplies for your booth, you will need to contact Hershey Expositions and complete [the Booth Supply Order form](#). Electricity is also available for an extra charge and may be reserved prior to the event utilizing [the Electrical Order form](#). You will find additional information regarding these arrangements on the [RCPA Conference website](#). To reach Hershey Expo, contact Jason A. Gross [via email](#) or at 717-508-5926. A copy of the payment form is available [here](#) for your convenience.

Exhibit Schedule

Wednesday, October 11

Connections Hall Move-In : 10:00 am – 3:00 pm

Connections Hall Opening : 3:00 pm

Reception : 5:00 pm – 7:00 pm

Thursday, October 12

Exhibits Open : 7:30 am – 3:30 pm

- Breakfast at 7:30 am
- Lunch at 12:00 pm

Prize Giveaways and Afternoon Snack : 12:30 pm – 3:30 pm

Exhibit Set Up and Dismantle

Exhibits are set up on Wednesday, October 11. All exhibits must be prepared by 3:00 pm for the Connections Hall Opening. Exhibits will then be dismantled on Thursday, October 12 **after** 3:30 pm, and teardown must be completed by 8:00 pm. ***RCPA requires that exhibitors maintain displays throughout the hall hours.***

Shipping and Storage

INBOUND SHIPPING — PRIOR TO EVENT START DATE

All inbound materials must be shipped to the Hershey Expositions Services (“HES”) Warehouse and should be addressed as follows: “Hershey Expositions — 210 Franklin ST, Palmyra, PA 17078.”

Any shipments sent directly to the Event Location will be delivered to the HES Warehouse, and the Customer will be responsible for and will be charged the applicable handling rates. Inbound drayage and handling services include receiving, logging, storing, and transporting Customer’s materials to the Event Location. Materials will be held in the HES Warehouse until they are scheduled to be delivered to the designated booth(s).

OUTBOUND SHIPPING INFORMATION – AT CLOSE OF EVENT

Customer must label the outgoing shipment crates/cartons at the close of the Event on the Event End Date. A bill of lading must be provided to HES at the HES Service Desk at the Event Location. If needed, blank bill of lading forms are available from the HES Service Desk. Outbound drayage and handling services include removal of crates/cartons from the Event Location and delivery and storage at the HES Warehouse until they are picked up by Customer’s designated outbound shipping carrier.

The form for processing shipping is available [here](#). For any questions, please contact [Jason Gross](#).

Security

The hall is closed until the time of opening, with no access available other than set-up/teardown times as well as the times the hall is scheduled to be open, unless exhibitors are accompanied by the conference coordinator. However, all exhibitors are solely responsible for their own exhibit materials and should insure their exhibits against loss or damage. All property of exhibitors is understood to remain in their care, custody, and control.

Connections Hall Activities

Engage With the Theme

To make the most of your experience with us, we encourage you to get involved in our theme. Many exhibitors collect business cards from guests and do prize giveaways for those that stop by. During the closing event in the hall at 1:15 pm on Thursday, the Conference Committee will showcase each exhibitor one last time and assist with a prize drawing if you have one.

Scheduled Events and Activities

We hold several events in the hall designed to bring our guests to you. There will be an opening reception on Wednesday at 5:00 pm. On Thursday, breakfast, lunch, and the prize giveaways are all held in the hall. We encourage you to make the most of your time with us and consider attending our events, such as the awards luncheon on Wednesday (during set-up), and the RCPA suite after the exhibit hall reception.

Explore the Floor

Our guests engage in a Connections Hall game. By **“exploring the floor of Connections Hall,”** they will meet vendors in their booths. You will be provided with a game card that has an acronym related to our theme. Conference guests must discover what acronym you have and enter it on their game card in order to be eligible for Thursday’s grand prize drawing. Committee staff will walk exhibitors through this process on Wednesday at 4:30 pm as we prepare to open the hall.

Make the Most of Your Experience – Win “Best of Show”

Does your booth, message, or staff stand above the rest? We'll help answer that question during our "Best of Show" Contest! The contest evaluates your company "in action," and judging is conducted by a team of rehabilitation and behavioral health care professionals.

All exhibitors are automatically entered. Judges walk the floor during exhibit hours on Wednesday and Thursday to complete an evaluation of each booth based on these criteria:

- ✓ **Exhibit Display:** Does the exhibit engage the attendee? Is it innovative and fun? Did you include the conference theme — *A Decade of Unity* — in your display?
- ✓ **Messaging:** Is your message informational, and does it provide a reason to visit the booth?
- ✓ **Exhibit Staff:** Is staff approachable and eager to speak with visitors?

The winner receives:

- Announcement in Connections Hall;
- 20% discount on 2024 exhibit fees and a free one-half page advertisement in the 2024 program; and
- Recognition in the RCPA post-event newsletter.

Hotel Information

Hotel room reservations are at a discounted conference price and will be available for Sunday, October 8, to Friday, October 13, 2023. Please be sure to use only the link below to make your reservations. Copy and paste the link into a new browser any time you need to visit the site. The link will not work in Internet Explorer.

<https://reservations.hersheypa.com/HRSApp/HRSHome?groupCode=RCPA2023L&venue=hersheyLodge>

*** Due to the high volume of guests at Hershey Lodge on Monday, October 9, you may not be able to book a room. As an alternative, Hershey is offering a one-night stay at the Hotel Hershey for the same rate. Please utilize the link below to make a reservation for **ONLY** Monday, October 9 at the Hotel Hershey as needed. We apologize for the inconvenience, and are hoping that additional rooms may become available closer to the date, as room block holds for other groups may change closer to their events as well. This link must be shared exactly as shown. If you click on the link and then copy a URL from the browser, the link will not work for group attendees.

<https://reservations.hersheypa.com/HRSApp/HRSHome?groupCode=HHRCPA2023H&venue=hotelHershey>

Guests who prefer to call to make reservations may call 855-729-3108 and ask for the room block for RCPA's 2023 Conference at Hershey Lodge. Their reservations team is available seven days a week, from 8:00 am – 8:00 pm, to assist you. Our group's room rate is \$199 per room per night, plus 11% taxes = \$220.89. Credit cards will be charged a one night's advance deposit including tax at time of booking a room reservation. **The room block cut-off date is Monday, September 18, 2023.** After the cut-off date, rooms and/or group rate may no longer be available. Cancellations must be made two (2) days prior to the day of arrival. No changes or cancellations are permitted within two (2) days of arrival.

Additional questions? Contact Carol Ferez, Conference Coordinator, [via email](#).