

PMCA Booth Reservation Form

Monday, April 8, 2019 • 12:30pm - 5:00pm
Freedom Hall

Membership Requirements

Any company that wishes to reserve a booth at the PMCA Supplier Show needs to be a PMCA member. Membership needs to be paid in full before a booth can be assigned to any company. Failure to pay member dues will result in the termination of your booth reservation.

To find out if you're a member of PMCA or if your dues for the fiscal year have been paid, please contact the PMCA Office: Brandy.Kresge@pmca.com or 610-625-4655.

Company Information

Company Name: _____
(Print name as you wish it to be viewed in all press related materials and on your booth sign)

Company Web Address: _____

Exhibit Contact Information

Exhibit Contact: _____ Telephone: _____
** This person will receive all confirmation materials and receipts.*

Exhibit Contact Email: _____

Press Information

Exhibit Pamphlet Company Description

**Describe your business (maximum of 12 words) as it relates to the confectionery industry.*

Press/Proceedings Company Description

**Describe (short paragraph) what your business will be exhibiting at the 2019 Supplier Show.*

In order to be included in the press and printed materials related to the conference, please submit descriptions to the PMCA office no later than Monday, December 3 2018. Descriptions will be accepted after this date but may not be included in all press and printed material opportunities. Descriptions can be submitted by email to Brandy.Kresge@pmca.com. If you would like to use your description from 2018 please note "use last years description".

Electrical Information

Electrical and wireless internet services can be ordered directly from the Lancaster County Convention Center. An order form for these services will be provided to the Exhibit Contact in their confirmation materials and can be downloaded from the pmca website by visiting www.pmca.com/production-conference.

New for 2019 - Exhibit Only Hall Passes

PMCA will now be offering Exhibit Only Hall Passes to your customers that just wish to walk the show floor. These passes are for **non-exhibiting companies only** and a flyer will be included in your confirmation packet. Individuals from non-exhibiting companies can register for these passes online by visiting www.pmca.com/production-conference.

Attendee Information

One Full Conference Registration is required when reserving your booth space. Additional Attendees can also be registered with this form. A confirmation email will be sent to all registered attendees in March 2019 that will include a program booklet and hotel information. You can also register anytime online by visiting www.pmca.com/production-conference.

In order to be included in the Pre-Registration List your registrations need to be received by **March 25, 2019**.

<u>Registration Type</u>	<u>Before March 25th</u>	<u>After March 25th</u>
Full Conference	\$450.00	\$500.00
Active Press	\$350.00	\$375.00
Monday Only	\$275.00	\$295.00

First Name	Last Name	Email	City, State	Amount
				\$ 450.00
				\$
				\$
				\$
				\$
Total				\$

**Attendee Cancellations received before March 25, 2019 will be refunded less a \$50.00 cancellation fee. No refunds will be given after March 25, 2019, a substitution can be named at anytime.*

New for 2019 - Booth Expansions

PMCA will now offer three different booth sizes to help you showcase your company products. Please choose from the options below and include the cost associated with that booth in the payment portion below.

10x10 Booth: \$425.00

10x20 Booth: \$650.00

10x30 Booth: \$850.00

Booth Information

*A floorplan can be viewed by visiting [Conference Floor Plans](#) online.

Booth # Request 1: _____ Booth # Request 2: _____ Booth # Request 3: _____

PMCA will assign booths on a first come, first serve basis with additional consideration for the length of time the company has been exhibiting. PMCA will make every attempt to honor your requests but cannot guarantee you will receive any of the 3 you pick. If we are unable to assign one of your choices we will contact you for further options. Please keep in mind with the addition of booth expansions this year booths and their numbers will not be the same as in previous years.

Payment Information

Booth Amount \$ _____

Attendee Amount \$ _____

Total Amount \$ _____

_____ Check made payable to "PMCA" enclosed in U.S. funds drawn on a US or Canadian Bank

_____ Credit Card Payment VISA MasterCard American Express

Card Number: _____ Exp. Date: _____

Billing Address: _____

Booth Cancellations received by **February 11, 2019 will be refunded less \$50.00 cancellation fee. No refunds will be given after **February 11, 2019** and the fees can not be transferred.*

Please return completed form with payment to:

PMCA
2980 Linden Street • Suite E3
Bethlehem, PA 18017
Tel & Fax: (610) 625-4655
Email: Brandy.Kresge@pmca.com

For PMCA Use:

Date Received in office: _____ Received By: _____ Member Dues Paid: _____
Email Confirmation: _____ Write-Up Received: _____ Date Payment was issued: _____