



## **Guidelines for Sponsoring a Hospitality Suite or Reception during the 2024 Annual Conference and Trade Show, August 4 - 7 at the Wyndham Gettysburg and Courtyard by Marriott, Gettysburg, PA.**

The County Commissioners Association of Pennsylvania offers the following guidelines for those coordinating public or private functions scheduled during the Annual Conference:

- CCAP does not allot hospitality suites or function space. This must be done directly with the Wyndham Gettysburg or Courtyard by Marriott in Gettysburg. **Please contact Cindy Bray at [cindy.bray@gatewaygettysburg.com](mailto:cindy.bray@gatewaygettysburg.com).** The hotels will assign the function space on a first-come, first-served basis. Please make arrangements early since space is limited.
- CCAP requests that at least one representative from each company or organization hosting a Hospitality Suite, reception or dinner be registered for the full Conference.
- Please be considerate of scheduled Conference-wide activities. You may schedule your Hospitality Suites Sunday evening at 6:30 p.m. or after, Monday or Tuesday evening at 8:30 p.m. or after. CCAP thanks you for acknowledging the importance of county member attendance at our scheduled Conference events. We invite all registered attendees to participate in Conference activities as registration allows. If space limitations apply, preference will be granted to county member attendees first.
- A complete schedule of Conference events and activities, including a listing of hospitality functions, will be included in the Conference mobile app. Please confirm the details of your event with Patty Stroble at [ppstroble@pacounties.org](mailto:ppstroble@pacounties.org) prior to the Conference.
- CCAP is unable to distribute emails or flyers promoting your hospitality suite or function. You may wish to send emails or post flyers in the hosting facility with the permission of the hotel representative.
- If you have drawings or giveaways, you are responsible for getting prizes to the winners. The CCAP registration desk is unable to hold prizes. Companies are cautioned to use good judgment in offering gifts and/or holding gift raffles for public officials and public employees who must adhere to the Pennsylvania Ethics Act and their own county's policy regarding acceptance of gifts and hospitality.
- **See you at the 2024 CCAP Annual Conference and Trade Show Conference in August!**  
A tentative Conference agenda and registration information can be found at [www.pacounties.org](http://www.pacounties.org).

Please contact Patty Stroble, CCAP director vendor relations, at (717) 736-4739 or email [ppstroble@pacounties.org](mailto:ppstroble@pacounties.org) with additional questions.