



**Sponsor a Hospitality Suite or Social Reception
during the 2023 Spring Conference in Harrisburg, March 19 - 21**

Updated 1/2023

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

- CCAP does not allot hospitality suites or function space – this can be done directly with the Hilton Harrisburg. Please contact Lauren Azzarelli at (717) 237-6427 or lauren.azzarelli@hilton.com. The hotel will assign the function space on a first-come, first-served basis.
- CCAP requests that at least one representative from each vendor hosting a public or private suite, dinner, or reception be registered for the full Conference and obtain a Conference name badge.
- When you book your event, please be considerate of scheduled Conference-wide activities: Sunday evening is open to schedule events beginning at 5 p.m., and Monday evening beginning at 4:15 p.m. CCAP thanks vendors for acknowledging the importance of county member attendance at our scheduled Conference events. We invite all registered vendors to participate in Conference activities with the county membership as their registration package allows. If space limitations apply, preference for admittance will be granted to county member attendees first. Please see the complete Conference agenda on the Spring Conference webpage at www.pacounties.org.
- A complete schedule of Conference events and activities, including a listing of hospitality functions that are open to all Conference attendees, will be included in the Conference mobile app. Please confirm the details of your event with Patty Stroble, Director of Vendor Relations, at pstroble@pacounties.org prior to the Conference to ensure your listing is accurate.
- CCAP is unable to distribute literature promoting your hospitality suite or function. You may send electronic announcements or post flyers in the hosting facility with the permission of the hotel representative. Use of the copyrighted CCAP logo and use of the CCAP name (County Commissioners Association of Pennsylvania) is not permitted without prior permission from CCAP.
- If you have drawings or giveaways, you must coordinate getting prizes to the winners. The CCAP registration desk is unable to distribute or hold prizes. Vendors 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 2023 CCAP Spring Conference in March!

A tentative Conference agenda and registration information can be found at www.pacounties.org.

Please contact Patty Stroble, CCAP Director of Vendor Relations, at (717) 736-4739 or email pstroble@pacounties.org with additional questions.