



Planning to Sponsor a Hospitality Suite or Social Reception during the 2022 County Administration Conference, June 1 - 2?

Updated 4/11/2022

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

- CCAP does not allot hospitality suites or function space - this must be done directly with The Penn State Hotel and Conference Center. Please contact Peter Sorensen at (814) 863-5009 or pks5@psu.edu. The hotel will assign the function space on a first-come, first-served basis. Please make arrangements early as space is limited and may need to allow for social distancing guidelines.
- 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.
- CCAP is committed to providing a safe environment for all Conference attendees. All event hosts and guests should adhere to guidelines and review our Commitment to Well-Being, safety practices and any social distancing guidelines.
- When you book your event, please be considerate of scheduled Conference-wide activities: Wednesday is open to schedule events beginning at 5 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 County Administration 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 Mandi Glantz at mglantz@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 wish to 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 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 2022 CCAP County Administration Conference in June!

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

Please contact Mandi Glantz, CCAP director of member and vendor relations, at (717) 736-4739 or email mglantz@pacounties.org with additional questions.