



## **2012 HOUSING SERVICES CONFERENCE**

June 25-27, 2012

Sheraton Station Square Hotel  
Pittsburgh, PA

### **2012 Marketplace of Vendors - Call for Exhibits**

Join us and more than 400 housing and social service professionals from across Pennsylvania at PHFA's Annual Housing Services Conference.

You will meet property managers, service coordinators, housing administrators, activity directors and service providers who work in elderly, family, and housing for people with special needs, including staff of HUD-assisted, public and tax-credit housing and a variety of other professionals. Let our participants know how your services and products can assist them in performing their work. As an Exhibitor, you will have the opportunity to display your services and products to a key market.

We are seeking organizations to sponsor the Conference and/or exhibit their products and services on Monday, June 25, 2012, at The Sheraton Station Square Hotel from 10:00 AM to 6:00 PM.

### **SCHEDULE FOR MARKETPLACE 2012 EXHIBITS**

Exhibitor Registration/Lunch Participation 10:00 AM –1:30 PM

Set-up 10:00 AM – 11:00 AM

Exhibit Area Open 11:00 AM - 6:00PM (Networking & Snacks 3:00 PM)

Exhibitor Registration Fee of \$300 will provide each exhibitor with:

Recognition in the "Marketplace Program"

Marketplace table (6' by 2') and 2 chairs

Please indicate if electric if needed.

Please indicate is wireless internet if needed.

There will be a luncheon fee of \$30.00 per person for any extra vendors over two per exhibit

(PHFA reserves the right to make schedule changes of the Exhibit hours at its discretion.)

# **SPONSORSHIP LEVELS FOR THE 2012 HOUSING SERVICES CONFERENCE**

In addition to the Exhibit, there are also other opportunities for recognition/sponsorship. Please contact Carla Falkenstein at 412-429-2841 if interested in sponsorship opportunities:

<b><u>Champion</u></b>	<b>\$5,000</b>
<ul style="list-style-type: none"><li>• Recognition at Sponsored Luncheon</li><li>• Signage at Luncheon</li><li>• Recognition in the Program-At-A-Glance</li><li>• Marketplace Tabletop Exhibit</li><li>• Two free conference registrations</li></ul>	
<b><u>Partner</u></b>	<b>\$2,500</b>
<ul style="list-style-type: none"><li>• Co-sponsor of evening reception with signage</li><li>• Recognition in the Program-At-A-Glance</li><li>• Marketplace Tabletop Exhibit</li><li>• Lunch for two representatives</li></ul>	
<b><u>Sponsor</u></b>	<b>\$1,200</b>
<ul style="list-style-type: none"><li>• Breakfast sponsor</li><li>• Recognition in the Program-At-A-Glance</li><li>• Marketplace Tabletop Exhibit</li><li>• Lunch for two representatives</li></ul>	

# Exhibitor Registration Application

Application for exhibit space at the 2012 Housing Services Conference indicates the applicant's willingness to abide by all accompanying terms and conditions, as well as additional rules and regulations that PHFA deems necessary for the success of the exposition, provided these do not materially alter the exhibitor's contractual rights. The application becomes a contract when accepted by PHFA. PHFA reserves the right to restrict exhibit sales to those companies and organizations that PHFA deems are beneficial to the success of the conference.

## Terms/Conditions

In the event that an exhibitor must cancel prior to the exhibit, all refunds will be at the discretion of PHFA based on date of cancellation and benefits received thus far. To reserve space, booths must be paid in full. All requests for booths and electricity must be coordinated through PHFA. (Wireless internet capacity is provided.)

Company Name

Contact Name

On-site Attendee (s)

Mailing Address

City

State

Zip

Phone

Fax

E-mail

Web-site

Product or service to be displayed

- Are you bringing a free- standing display?  Yes  No
- If your display is larger than 6-feet-wide, what are the dimensions?
- If you are bringing a free standing display, will you also require the six foot table?  
 Yes  No
- Will your display require electricity?  Yes  No
- Will you require Wireless internet access?  Yes  No

Please complete below a 25 word description to be printed in the Marketplace program about your product(s)/service(s): \_\_\_\_\_

Company representatives who will attend conference: (Please print)

Name for Badge:

Title:

Name for Badge:

Title:

By signing this contract, you verify having read and agree to abide by the terms/conditions.

Authorized Signature

Date

Luncheon Fee (over first 2) for extra vendor attendees \$30.00/per person  
(luncheon fee must be paid prior to conference through RegOnline at time of registration)

**To register for an exhibit space:**

**1) Complete the above application**

**2) FAX to: Crystal Baker at 717-780-1811**

**3) Questions? Call (717) 780-1808 or email [cbaker@phfa.org](mailto:cbaker@phfa.org)**

***and***

**Mail your check (no later than April 1<sup>st</sup>) to:**  
Pennsylvania Housing Finance Agency (PHFA)  
211 N. Front Street, Harrisburg, PA 17101

**ATTN: Crystal Baker**  
**Housing Services Department**