

Senator Pat Browne's Community and Family Expo

Thursday, August 1, 2019
3:00 p.m. – 7:00 p.m.
PPL Center
701 Hamilton Street, Allentown, PA 18101

Important information for attending exhibitors!

Welcome to Senator Browne's Community and Family Expo. Along with the new location, we have a few new and important pieces of information for you:

- Although the event begins at 3 p.m., the Exhibitor Entrance will be open beginning at 12 p.m. for drop off. To prevent a traffic jam at the Loading Dock, we strongly recommend that local exhibitors drop off exhibit supplies between the hours of noon and 2 p.m. Enjoy one of the local restaurants within walking distance of the Center prior to returning for the show. Please return to the PPL Center no later than 2:45 p.m.
- Please utilize the Linden Street Loading Dock entrance between 7th and 8th Streets. You may unload your vehicle at the Loading Dock and move immediately to either the Linden or Spiral Deck parking garages. You will not be allowed to leave your vehicle parked in the Loading Dock area for any reason; volunteers will be available to unload and move your supplies for you. There is a \$3 fee for parking in either garage.
- Exhibitors are prohibited from handing out stickers or bubble/chewing gum within the building. Please do not bring any with you!
- Exhibitors are asked to provide a door prize for the attendees. All door prizes must be brought to Senator Browne's table during set-up hours. Please attach your business card to your door prize. Exhibitors are not eligible for the door prize drawings.
- The hours of operation are from 3:00 p.m. – 7:00 p.m. Exhibit tables must be manned at all times during the Expo hours.
- Each exhibitor will be allotted one 6 ft. table and two chairs. Limited electric is available.
- This event is for informational purposes only. Absolutely no sales or financial transactions of any kind will be permitted during the event.

The PPL Center, Senator Pat Browne and the Pennsylvania Senate are not responsible for items lost or stolen before, during or after the event. Exhibitors are solely responsible for the security of their display materials and products.

Registration for the 2019 event is extremely limited. Tables are being offered on a first-come, first-served basis; please complete the online form immediately. The deadline for an organization's information to be included within the program is Friday, June 28, 2019. Information received after that deadline may not be printed.

Register at [www. http://www.senatorbrowne.com/community-family-expo/](http://www.senatorbrowne.com/community-family-expo/)

Questions regarding these guidelines should be directed to Tara Reidler at (717) 772-0500.