



Pennsylvania Public Transportation Association

36th Annual Spring Conference & Expo
April 27, 28, 29, 2011

Lancaster County Convention Center &
Lancaster Marriott at Penn Square



Preliminary EXPO Program

ACCOUNTABILITY: The Standard of Performance

Preliminary Conference Program

Wednesday, April 27

- 8:00 a.m.-6:30 p.m. Conference Registration
- 8:00 a.m.-10:30 a.m. Rural Management Assistance Discussion Session (RMA)
- 9:00 a.m.-10:30 a.m. Committee Meetings
- Community Transportation
 - Marketing & Communications
 - Operations
 - Membership Services
- 10:30 a.m.-10:45 a.m. Coffee Break
- 10:45 a.m.-12:15 p.m. Committee Meetings
- Government Affairs
 - Financial Officers
 - Human Resources
 - Maintenance
 - Ride Share
- 11:00 a.m.-3:00 p.m. EXPO Set-Up
- Buses 11:00; Booths 1:00
- 12:30 p.m.-3:00 p.m. Keynote Luncheon
- Secretary of Transportation
 - Membership Meeting
 - Mark Aesch, Keynote Speaker
- 3:15 p.m.-5:00 p.m. 3 Concurrent Sessions
- 6:00 p.m. EXPO GRAND OPENING
- 6:30 p.m.-9:30 p.m. EXPO Game Night Dinner
- 10:00 p.m.-12:00 a.m. Peer-to-Peer Networking

Thursday, April 28

- 7:00 a.m.-5:00 p.m. Conference Registration
- 7:00 a.m.-8:00 a.m. EXPO Continental Breakfast
- 8:15 a.m.-9:45 a.m. 3 Concurrent Sessions
- 9:45 a.m.-10:45 a.m. EXPO Social & Prizes
- 11:00 a.m.-12:30 p.m. EXPO Closes/Teardown
- 11:00 a.m.-12:30 p.m. General Session
Policy & Regulatory Update
- 12:45 p.m.-2:45 p.m. Award Luncheon
- 3:00 p.m.-4:30 p.m. 3 Concurrent Workshops
- 5:30 p.m. Depart for Big Night Out
- 6:00 p.m.-9:30 p.m. Big Night Out
Dutch Apple Dinner Theatre
- 10:00 p.m.-12:00 a.m. Peer-to-Peer Networking

Friday, April 29

- 7:30 a.m.-8:30 a.m. Buffet Breakfast
- 8:45 a.m.-11:00 a.m. Accountability:
The Standard of Performance
A Shared-Ride Discussion
- 9:00 a.m.-11:00 a.m. Technical Tour to
Red Rose Transit

~~~~ GET YOUR GAME ON!! ~~~~

Attendees will participate in **PPTA'S VENDOR BINGO.**

VENDORS are encouraged to include **GAMES** at your display booth during **WEDNESDAY'S EXPO DINNER.**

Games such as putting contest, bean bag toss, Nerf challenge, ball throw, Wii—virtually any game that is **SAFE** and **FUN** will draw attendees to your booth.

You know our PA TRANSIT PROVIDERS are COMPETITIVE!

BRING IT!!

ACCOUNTABILITY: The Standard of Performance

PPTA EXPO EXHIBITOR FACT SHEET

WEDNESDAY & THURSDAY, APRIL 27 & 28, 2011

Lancaster County Convention Center & Lancaster Marriott at Penn Square

EXPO SHOW HOURS & AGENDA

	<u>Wednesday, April 27</u>		<u>Thursday, April 28</u>
11:00 a.m.	Vehicle Display Set-Up	7:00-8:00 a.m.	Breakfast in EXPO
1:00 p.m.	Table Display Set-Up	9:45-10:45 a.m.	EXPO Social & Prize Drawing
6:00 p.m.-??	EXPO Grand Opening GAME NIGHT DINNER	11:00-12:30 p.m.	EXPO Closes/Dismantle

MOTORIZED DISPLAY VEHICLES

- All display vehicles must file a permit application with the Security Manager no later than thirty (30) days prior to April 27. The permit fee is \$25 for each vehicle.
- Upon arrival at the Convention Center loading area, present the green "Display Vehicle Approval Form" for access to the Exhibit area.
- Vehicles must have less than 1/4 tank of gas
- Battery must be disconnected and stay disconnected for the duration of the show.
- A non permeable poly sheeting must be laid under the vehicle to prevent oil drips.

INDOOR VEHICLE & TABLE-TOP DISPLAY RENTAL PACKAGE DETAILS

- PPTA Member Fee: \$700; Non-Member Fee: \$1200
- PPTA members receive priority placement
- FEE MUST BE PRE-PAID to PPTA via check or credit card
- Registration confirmation will be sent via Fax or E-mail
- PPTA reserves the right to assign booth locations which will be announced on site
- Refunds are available, minus 20% fee, before 4/15/10 — *No refunds after 4/15/10*
- Forms for Furnishings/Shipping/Drayage/Electric and Internet needs at ww.ppta.net
- 8' x 10' booth space with 6' skirted table & two chairs — Security during closed hours

LODGING INFORMATION

*Don't be left without a room
Make your reservations NOW!
Marriott Lancaster at Penn Square
(717) 239-1600*



Be Sure to Request the PPTA Room Block—Room Rate: \$144 Single/Double

NOTE: MEALS & \$5.00 PARKING ARE NOT INCLUDED IN ROOM RATE
Guarantee your overnight accommodations with any major credit card.

Cancellations must be received **48 hours prior to day of arrival.**

European Plan - Rates are per person per day, subject to tax and gratuity.

Check in at 3:00 p.m. / Check out by 12:00 p.m.

REGISTER ON-LINE – SAFE & SECURE

***You don't have to fax or mail if you register on-line!
A few simple steps and you're good to go!***

Secure on-line payment system!

REGISTER NOW!

Visit www.ppta.net

Click on the Spring Conference Button

IF YOU HAVE QUESTIONS CALL 1-800-847-0333

Special Note to All Exhibitors

**All display vehicles must file a permit application with Serena Evans,
Security Manager for Lancaster County Convention Center,
25 S. Queen Street, Lancaster, PA 17034.**

Email Serena.evans@lancastermarriott.com or phone (717)207-4054.

The application containing Make, Model, Year and Proof of Insurance must be submitted no later than **March 25, 2011 along with the permit fee of \$25.00/vehicle.**

FULL DETAILS AND FORM INCLUDED IN THIS REGISTRATION PACKET!

PPTA Hold Harmless Clause Covering Conference Exhibits

Exhibitors assume entire responsibility and liability of losses, damages and claims arising from personal injury or damage to the exhibitor's display, equipment and other property brought upon the premises of the hotel and convention center and shall indemnify and hold harmless the hotel, the convention center, PPTA, its affiliates and their agents, servants, and employees from any and all such losses, damages and claims.

ACCOUNTABILITY: The Standard of Performance

PPTA EXPO REGISTRATION

Wednesday, April 27, Thursday, April 28, & Friday, April 29, 2011

IT'S EASY TO REGISTER ON-LINE AT WWW.PPTA.NET OR
SIMPLY FAX THIS FORM TO 717-234-7176

Badge Name & Title: _____
(Included in booth fee)

Badge Name & Title: _____
(Included in booth fee)

Additional Badge Names & Titles: _____
(Additional fee(s) apply)

Organization: _____

Address: _____

City, State, & Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

TYPE OF DISPLAY:	_____ <i>Tabletop Display</i> _____ <i>Vehicle</i> — SIZE: _____	
DESCRIBE PRODUCT FOR PROGRAM LISTING		
ORDER DISPLAY NEEDS DIRECTLY WITH HOTEL <i>Electric//Internet /Phone/Shipping Display Permit Application</i>	DOWNLOAD FORMS TO ORDER AT www.ppta.net SUBMIT ORDERS TO HOTEL AS DIRECTED ON FORM SUBMIT PERMIT APPLICATION TO CONVENTION CENTER	
NUMBER of DISPLAY SPACES: (Includes 2 Registrations per space)	_____ x \$700 (PPTA Member)	= \$ _____
	_____ x \$1200 (Non-Member)	= \$ _____
ADDITIONAL REGISTRANTS (Third Person or more):	_____ x \$195 (Three-Days)	= \$ _____
	_____ x \$85 (Wednesday)	= \$ _____
	_____ x \$125 (Thursday)	= \$ _____
	_____ x \$65 (Friday)	= \$ _____
SELECT MEALS: (EXPO Grand Opening Dinner Complementary for Registered Vendors ONLY)	_____ x \$45 (W- Membership KEYNOTE Lunch)	= \$ _____
	_____ x \$00 (W- Complementary EXPO Dinner)	= \$ <u>Vendors Comp</u>
	_____ x \$45 (TH- AWARD Lunch)	= \$ _____
	_____ x \$58 (TH- Fun Night Out Dinner)	= \$ _____
	_____ x \$19 (F- Buffet Breakfast)	= \$ _____
	SUBTOTAL:	= \$ _____
(CONTINUE EXHIBITOR REGISTRATION ON NEXT PAGE)		

ACCOUNTABILITY: The Standard of Performance

PPTA EXPO REGISTRATION CONTINUED

	SUBTOTAL FROM PREVIOUS PAGE:	= \$ _____
<p>PROGRAM AD: <i>Increase Impact Get Noticed</i></p> <p>▪ Rank Cover Preference: <i>Requests honored 1st come/1st served basis</i></p>	<p>Members: Full Page Color \$500</p> <p>Non-Members: Full Page Color \$600</p> <p>___ <i>Inside Front Cover</i> ___ <i>Inside Back Cover</i> ___ <i>Outside Back Cover</i></p> <ul style="list-style-type: none"> ▪ <i>All ad copy must be submitted to PPTA via disk or e-mail to mpierce@ppta.net</i> ▪ <i>Full Page Dimensions: Trim size 8" x 11" / 7" x 10" border may be place around ad</i> ▪ <i>Allow additional 1/8" image on material that is to bleed</i> ▪ <i>Keep live matter 1/4" from bleed edge for trim</i> 	= \$ _____
<p>SPONSOR PLEDGE \$200 Minimum per event</p> <p>BE A PPTA SUPPORTER!</p> <p>Get Recognition while you promote your products</p>	<p><u>Wednesday Events</u></p> <p>Conference Gift _____ EXPO Reception _____</p> <p>A.M. Coffee Break _____ EXPO Dinner _____</p> <p>Member Luncheon _____ EXPO Entertainment _____</p> <p>Keynote Speaker _____ Hospitality Suite _____</p> <p><u>Thursday Events</u></p> <p>Continental Breakfast _____ Big Night Out _____</p> <p>EXPO Social _____ Hospitality Suite _____</p> <p>Award Luncheon _____</p> <p><u>Friday Events</u></p> <p>Buffet Breakfast _____</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p>SPONSOR TOTAL = \$ _____</p> </div> <p>EXPO GRAND PRIZE: CONTACT PPTA AT 717-234-7420</p>
<p>REMEMBER TO BRING EXPO RAFFLE PRIZE</p> <p>REMEMBER EXPO GRAND OPENING DINNER & GAME NIGHT GET YOUR GAME ON!</p>	<p>Collect business cards during the show while you promote your services & your prize. During our EXPO SOCIAL on Thursday, April 28, at 9:45 a.m. YOU will award your raffle prize! Each exhibitor participating will be invited to the stage to present a product overview prior to presenting their winner. Don't miss this opportunity!</p>	<div style="border: 2px solid black; padding: 5px; margin-bottom: 5px;"> <p>I'LL GET MY GAME ON!!</p> </div> <div style="border: 2px solid black; padding: 5px;"> <p>I'LL BRING A RAFFLE PRIZE! YES-YES-YES!</p> </div>
<p>FAX/MAIL REGISTRATION & PAYMENT BEFORE 4/15/11 PPTA 600 North Third Street, Harrisburg, PA 17101-1113 Phone: 717-234-7420 OR 800-847-0333 Fax: 717-234-7176 cconaway@penntain.net</p>	<p>CREDIT CARD PAYMENT: ___ Visa ___ MasterCard ___ Discover ___ Amex</p> <p>Card #: _____</p> <p>Note last three numbers from signature strip on back of your card: _____</p> <p>Expiration Date: ___ / ___ Signature: _____</p>	<div style="border: 2px solid black; padding: 5px; margin-bottom: 5px;"> <p>TOTAL ENCLOSED: = \$ _____ DUE BEFORE 4/15/11</p> </div> <p style="text-align: center;">OR REGISTER ON-LINE AT www.ppta.net</p>



LANCASTER COUNTY CONVENTION CENTER

Load in & Load Out Procedure Exhibitor Guidelines

We welcome you to the Lancaster County Convention Center. We would like to thank you in advance for your cooperation in helping to assure that everyone has a safe and successful event. The Convention Center has a loading area for vendor vehicles on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from exhibit areas. Your Show Manager will publish the dates and times established for the use of the loading zone in advance. Access to the Exhibit area or loading area will not be granted outside of these arranged time.

Exhibitor Vehicle Access during Load In/Out—Must use loading dock access from Vine Street entrance at the Lancaster County Convention Center only. There are no loading privileges at any other entrances. See Map for Info.

Bring your own carts—The Convention Center has a limited number of flatbed carts available on a first come, first serve bases. Carts are checked out at the loading dock. Please return the cart when finished. We encourage you to bring your own cart to expedite the load in process.

Parking—Parking is available in the surrounding parking garages of Lancaster City. Please see attached map, your Show Manager may have arranged parking in a specific garage for Vendors. Parking in the loading area is prohibited.

Children—under 16 are NOT permitted on the loading docks during Load in / Out.

Exhibitor Giveaways—The use of lighter than air (Helium) balloons is prohibited.

Trucks with Trailers, Tractor Trailers and Container Trucks—Trucks, trailers and Containers may be parked at Loading docks 1, 2 and 3 for loading and unloading purposes only and must be moved as soon as emptied. They may not remain on the loading dock for the duration of the show unless previously authorized. Under no circumstance may trucks or trailers be left on the loading docks overnight. Once the truck is unloaded and before any equipment is set up the truck must be moved.

Storage—The Lancaster County Convention Center has no long term storage facilities for materials. Should items be shipped to the facility for your Event they can not arrive 3 days prior of the Event. Please mark all packages for your event as follows: **Name: Event Date: Event Name:** Please include this as a separate label from the shipping label. Please Note, the Lancaster County Convention Center will not be held liable for receiving damaged boxes.

Smoking Prohibited—The Lancaster County Convention Center is a smoke and tobacco free environment. Please do not smoke in the facility, smoking is only permitted 10 feet from any entrance.

Firearms—Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property. Should firearms be part of your Exhibit please review the Firearms section with the Event Manager.

Animals—Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits and / or Entertainment. All Animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs or animals will be the sole responsibility of the client.



LANCASTER COUNTY
CONVENTION CENTER

Load in & Load Out Procedure Continued

Security—The Lancaster County Convention Center will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the Event. Arrangements may be made through the Event manager for Security of exhibits, merchandise and/ or Audiovisual equipment.

Fire Safety and Decorations—All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene, explosive materials or other flammable are allowed. Gasoline powered vehicles may be displayed, please review Motorized Vehicle section. Drapery and booth decorations can not block or cover the Fire Extinguishers, AED boxes and the Fire Alarm Strobes.

- Pyrotechnics either indoor or outdoors are not permitted

- Water, chemical or dry ice fog/ haze are not permitted inside the Hotel or Convention Center with out prior written per-mission from the Security Manager. Request must be submitted 30 days prior to the first day of the Event. Fog/ haze machines will require a fire watch service. Please note this is not a complimentary service, charges will be discussed prior to the event. Varying with time, duration and size.

- A Material Safety Data Sheet (MSDS) is required for any chemical unitized by Vendors, General Contractor, Show Manager, Production or AV Company

Fork Lift / High Lift Rental—All Forklifts, or other mechanical lifts are required to run on propane or electrical power. No combustible engines will be allowed to run in the Convention Center. All Lifts are to be operated by trained personal only, with a current valid operators license. A copy must be provided to the Security department and the license should be with the operator at all times.

Pricing with Hotel provided Operator: High Lift : \$ 50 per hour; Fork Lift : \$ 65 per hour

Pricing For Equipment Rental: High Lift : \$ 25 per hour; Fork Lift : \$ 40 per hour

Once the exhibitors arrived in the loading dock, they must unload their items onto a cart. A limited number of flatbed carts are available in the loading dock area and will be signed out on a first come first serve bases. Vendors and Exhibitors are encouraged to bring their own cart, dolly or other item that could assist with transport of their items. After their items have been re-moved from their vehicle and placed either in the loading dock area or the virginity of their booth, they must return to their vehicle and move it to the authorized parking area for Vendors. Vehicles are to be removed from the loading dock before exhibitors spend time —arrangingll or —setting upll their booth. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

Load-out will not begin until the designated time approved by the presenter of the event. The loading dock interior and exterior doors will not open until the time posted in the show program pre determined by the Show Manager.



LANCASTER COUNTY
CONVENTION CENTER

Motorized Vehicles

At no time, without approval from the Security Manager, are motorized vehicles allowed to pull in and onto the exhibit hall floor, with the exception of authorized display vehicles that have obtained proper permit.

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class –1 or Class –2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.

Display Vehicles:

- **Must conform to State and City fire codes:**
- **Must have less than 1/4 tank of gas**
- **Battery must be disconnected and stay disconnected for the duration of the show.**

All display vehicles must file a permit application with the Security Manager. The Application containing Make, Model, Year and proof of Insurance must be submitted no later than thirty (30) days prior to the Event date. The permit fee is \$25 for each vehicle.

There will be assigned load in and load out time for the display vehicles.

Upon arrival at the Lancaster County Convention Center loading area, present the green “Display Vehicle Approval Form” clearly for the Loading Master to see. This form will grant access to the Exhibit area for display vehicles.

Upon entering, a non permeable poly sheeting must be laid under the vehicle to prevent oil drips. The sheeting must remain under the vehicle for the entire duration the vehicle is in the building.

Within the first 30 minutes of the vehicle entering the building the vehicle must be inspected by the Security Manager, who will check the fuel gage level then supervise the battery being disconnected. The vehicle will then receive the permit from the Security Manager. At no time should the battery be reconnected without the Security Manager’s approval.

Serena Evans, Security Manager
(717)207– 4054
Serena.evans@lancastermarriott.com



Display Vehicle Permit Application

Company Name : _____

Owner Name : _____

Contact Number : _____

Owner Address : _____

City, State : _____

Driver Name : _____

Contact Number #2 : _____

Event Name : _____

Event Date : _____

Make : _____

Model : _____

Year : _____

Color : _____

Notes : _____

**Lancaster Marriott at Penn Square
& Lancaster County Convention Center**

Serena Evans
Security Manager
25 South Queen Street
Lancaster, Pa, 17034
(717)207- 4054

Serena.evans@lancastermarriott.com

Please include a copy of the Insurance card with this Application