



Dear SNAPA Business & Industry Partners,

As another annual conference quickly approaches us, we want to extend a sincere thank you for your continued support of SNAPA and food service staff across the state of Pennsylvania! Your support is extremely valuable in ensuring our members continue to have the resources and network to thrive.

The 2025 SNAPA Annual Conference is scheduled for July 28 - 31, 2025 at the Blair County Convention Center in Altoona, PA! "Adventure Awaits!" and invite you to join us as we work to provide a one-of-a-kind experience for all members and partners.

As we quickly approach the 2025 SNAPA Annual Conference, we have put together the attached materials to help in your preparations. Please review the attached materials for information on registering as a partner, participating in the conference, exhibiting at the 2025 food show, and more!

SNAPA Annual Conference  
July 28 - 31, 2025  
Blair County Convention Center  
1 Convention Center Dr, Altoona, PA 16602  
\*Food Show to be held on Wednesday, July 30, 2025

Please ensure that you have completed the following items in preparation for this year's conference:

- ☐ Register for the 2025 SNAPA Annual Conference - [HERE](#).
- ☐ Reserve your booth for the SNAPA Annual Food Show starting June 11, 2025, for Presenting, Diamond, and Platinum Partners and June 18, 2025 for all other partners. We will send registered partners a link to do so via email.
- ☐ Reserve a hotel room for this year's conference.

If you have any questions about this year's conference or your partnership, please don't hesitate to reach out to SNAPA at [executivedirector@snapa.org](mailto:executivedirector@snapa.org) or by phone to (717) 732-1100.

Thank you again for your support. We look forward to working with you!

-The SNAPA Team





# 2025-26 SNAPA PARTNERSHIP OPPORTUNITIES

## PRESENTING PARTNER

**\$8,000**

- One (1) **extra large focal booth** at the 2025 Pennsylvania School Nutrition Industry Expo with designation as a "Presenting Partner"
- Recognition as evening social event sponsor
- Recognition as a keynote speaker sponsor
- Recognition as Wi-Fi Sponsor
- Logo on **conference giveaway** item for all director attendees
- One complimentary partner registration at the 2026 **Director Workshop**
- One complimentary partner registration/table at the 2026 **Commodity Show (if applicable)**
- Recognition as sponsor of conference mobile website
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of Director's Only Day Lounge
- Logo used on portion of conference registrant lanyards
- Ability to facilitate one 30 minute "Innovation Session" at Annual Conference
- 5 minute live speaking opportunity at Annual Conference
- One pre or post conference email to director registrants
- Opportunity to provide a 30 second commercial spot for use at the Annual Conference
- Sponsor of Entertainment Night Event - Partner may provide gift(s) for winners (or similar event if it is not held)
- One table at exclusive Prized Partners Reception prior to President's Dinner
- Listing and recognition as Sponsor for all main sessions at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. \*\*Provided by partner
- Four complimentary partner registrations at the Annual Conference
- Four complimentary tickets to the President's Dinner
- A full page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for each SNAPA Happenings
- Linked logo recognition in all SNAPA Monday Morning Newsletters
- Ability to share company updates/information through SNAPA's Monday Morning Newsletter twice annually
- Ability to create original pre-recorded webinars for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured on the home page of SNAPA's website w/ logo
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

## DIAMOND PARTNER

**\$5,600**

- One (1) **large corner booth** at the 2025 Pennsylvania School Nutrition Industry Expo with designation as a "Diamond Partner"
- One complimentary partner registration at the 2026 **Director Workshop**
- One complimentary partner registration/table at the 2026 **Commodity Show (if applicable)**
- Recognition as sponsor of conference mobile website
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of **Director's Day Lounge**
- Logo used on portion of conference registrant lanyards
- Ability to facilitate one 30 minute "Innovation Session" at Annual Conference
- 5 minute live **speaking opportunity** at Annual Conference\*
- One pre or post conference email to director registrants
- Opportunity to provide a 30 second commercial spot for use at the Annual Conference
- One table at exclusive **Prized Partners Reception** prior to President's Dinner
- Listing and recognition as Sponsor for a main session at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. \*\*Provided by partner
- Three complimentary partner registrations at the Annual Conference
- Three complimentary tickets to the President's Dinner
- A full page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for each SNAPA Happenings
- Linked logo recognition in all SNAPA Monday Morning Newsletters
- Ability to share company updates/information through SNAPA's Monday Morning Newsletter twice annually
- Ability to create original pre-recorded webinars for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured on the home page of SNAPA's website w/ logo
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

## PLATINUM PARTNER

\$3,100

- One (1) traditional booth at the 2025 Pennsylvania School Nutrition Industry Expo with designation as a "Platinum Partner"
- One complimentary partner registration at the 2026 **Director Workshop**
- One table at exclusive **Prized Partners Reception** prior to President's Dinner
- Listing and recognition as a Session Sponsor for a main session at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. \*\*Provided by partner
- Inclusion of static logo in commercial video loop at the Annual Conference
- Two complimentary partner registrations at the Annual Conference
- Two complimentary tickets to the President's Dinner
- A full page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for each SNAPA Happenings
- Ability to share company updates/information through SNAPA's Monday Morning Newsletter once annually
- Linked logo recognition in SNAPA's Monday Morning Newsletter twice annually
- Ability to post one original pre-recorded webinar for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured as a scrolling link on SNAPA's website w/ logo
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

## GOLD PARTNER

\$1,950

- One (1) traditional booth at the 2025 Pennsylvania School Nutrition Industry Expo with designation as a "Gold Partner".
- Two complimentary partner registrations at the Annual Conference
- Name recognition in commercial video loop at the Annual Conference
- A half page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Ability to provide an educational article for one SNAPA Happenings
- Linked logo recognition in SNAPA's Monday Morning Newsletter twice annually
- Ability to post an original pre-recorded webinar for SNAPA's website
- Ability to participate in SNAPA-hosted webinars
- Featured as a listed sponsor on SNAPA's website
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

## SILVER PARTNER

\$1,300

- Half (1/2) booth at the 2025 Pennsylvania School Nutrition Industry Expo with designation as a "Silver Partner". \*\* Booth assigned by SNAPA unless you are booking along with your broker
- One complimentary partner registration at the Annual Conference
- Name recognition in commercial video loop at the Annual Conference
- A 1/4 page, full color ad in the Spring and Fall issue of SNAPA Happenings
- Linked logo recognition in SNAPA's Monday Morning Newsletter twice annually
- Ability to participate in SNAPA-hosted webinars
- Featured as a listed sponsor on SNAPA's website
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA

## BRONZE PARTNER

\$400

- Ability to participate in SNAPA-hosted webinars
- Featured as a listed sponsor on SNAPA's website
- Annual licensing rights to utilize SNAPA Logo
- Annual membership in SNAPA



Non-partners can reserve a half booth for \$1,300 and a full booth for \$1,950.

To register as a partner for the 2025-26 year, visit us online [HERE](#).

**Questions?** Reach out to us by email at [executivedirector@snapa.org](mailto:executivedirector@snapa.org) or by phone to (717) 732-1100



Scan the QR code to renew today!

# EXHIBITOR DETAILS

**2025 SNAPA Conference Dates:** July 28 - 31, 2025

**2025 SNAPA Food Show Date:** July 30, 2025

**Conference Theme:** Adventure Awaits!

**Location:** Blair County Convention Center  
1 Convention Center Dr, Altoona, PA 16602

## Space Contract and Rules & Regulations

Terms and conditions of booth rental and occupancy are included in this prospectus. Please read these guidelines carefully. Purchase of a membership indicates that the exhibitor agrees to and accepts all terms and conditions stated therein. Please make checks payable to the School Nutrition Association of Pennsylvania (SNAPA).

If full payment is not received by July 30, 2025, SNAPA reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at SNAPA's discretion. Cancellation or reassignment of space will be communicated in writing to the designated exhibitor contact. Space will not be assigned without full payment. Reservation of booth space will be available (with payment in full) on a first-come, first-served basis by partnership level, starting on June 11, 2025. Space will not be formally assigned without applicable payment. SNAPA reserves the right to assign or re-assign to a space other than that requested. Cancellation and/or booth reductions of reserved space are non-refundable after July 1, 2025.

## Exhibitor Move-In Hours:

Tuesday, July 29, 2025 from 1:00PM to 4:00PM and Wednesday, July 30, 2025 from 7:00AM to 10:30AM

All exhibits must be completely installed by: 10:30AM on Wednesday, July 30, 2025.

## Show Hours:

Wednesday, July 30, 2025 from 11:30AM to 2:45PM (Directors Only from 11:30AM-12:30PM)

## Exhibitor Move-Out Hours:

Wednesday, July 30, 2025 from 3:00PM to 5:00PM

All equipment & exhibit materials must be completely removed from the show floor by 5:00PM on Wednesday, July 30, 2025.

Note: All Carriers must check in at the dock or service desk two hours prior to floor closing time.

## EXHIBITOR DETAILS

**Booth Size:** Single Booths are 10' x 10' and include 2-8' tables, Front table draped and skirted, Rear table just draped, 33" draped side rails, 8' backdrop, two chairs, one wastebasket and a vendor sign.

Half Booths are 5' x 10' and include 2-4' tables, draped and skirted, 33" draped side rails, 8' backdrop, one chair, one wastebasket and a vendor sign. The exhibit hall does not have a covered floor.

Please note: an Extra-Large Booth (equivalent of four full booths 20' x 20') is included with the Presenting Level Business & Industry Partnership. A large booth (equivalent of two full booths 10' x 20') is included with the Diamond Level Business & Industry Partnership. A single full booth is included in the annual membership package for both Platinum and Gold Business & Industry Partners. Silver Business & Industry Partners receive a single half booth 5' x 10'.

**Booth Selection:** Information on booth selection will be shared with registered partners. Booths will be selected on a first-come, first-served basis by partnership level starting June 11, 2025. Silver booths will be assigned by SNAPA unless with a broker.

**Shipping Information:** See attached information for information on shipping to the Blair County Convention Center.

## EXHIBITOR DETAILS

**Additional Services:** The price of the booth rental does not include storage, placement, shipment or reshipment of exhibit materials, special lighting, booth furnishings, electrical supplies, carpet, individual booth cleaning or any other special service ordered by the exhibitor.

**Electricity:** Electricity is not included but is available for purchase through the online registration system.

**Limitation of Exhibits:** SNAPA reserves the right to stop or remove any exhibitor, or his/her representative, that is found to be performing an act or practice which in the opinion of SNAPA is objectionable, detracts from the dignity of the association, or is unethical to the business purpose of the expo.

\*SNAPA reserves the right to refuse admittance of exhibits or materials to the expo floor until all dues and fees owed are paid in full.

**Payment:** Full payment must be made in order for booth(s) to be assigned. A \$100 processing fee will be applied to all payments made by credit card. SNAPA accepts MasterCard, Visa, American Express, Discover and checks.

**Allocation of Space:** A shared full booth may be occupied by a maximum of two (2) individually paid exhibiting companies if utilized by a Broker but only one exhibiting company if not working with a Broker. Half booths are not permitted to be shared by multiple exhibiting companies. When space is reserved to share a booth, both exhibiting companies must submit separate partnership renewals and payment. Each company must identify which company they are sharing the exhibit booth space with. All exhibitors in a booth must be at least a Bronze Partner or purchase booth space.

**General Expo Floor Policies:** No exhibitor or part of an exhibit will be admitted to any space until rental of that space has been paid in full. Noisy or offensive exhibits are prohibited. Children under the age of 16 are not permitted in the exhibit hall. SNAPA shall always have sole control over all admission policies. There are no exceptions to general expo floor policies.

**Relocation of Exhibits:** SNAPA reserves the right to alter the official floor plan and/or re-assign any exhibitor's location as deemed advisable. SNAPA further reserves the right to make such changes, amendments and additions to these rules and such further regulations as it considers necessary to act in the best interest of the expo.

## EXHIBITOR DETAILS

**Collection Policy:** The exhibitor agrees to pay the balance of fees due before the booth(s) is/are assigned. Full payment is required before setup and entry.

**Insurance:** It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor shall deem adequate.

**Prized Partners Reception:** The Prized Partners Reception for Directors will be held on Tuesday, July 29, 2025 for all Presenting, Diamond & Platinum Partners, and all Food Service Director Level Registrants in attendance at the 2025 Pennsylvania School Nutrition Industry Expo. Drink tickets will be included in your conference registration for this event.

Prior arrangements for specific needs must be requested and coordinated through SNAPA. The deadline for all requests is July 15, 2025.



# EXHIBITOR REGISTRATION

All Exhibitors should register online - [HERE](#).

Exhibitors may register the allotted number of complimentary attendees based on their membership. "Badge swapping" is not permitted and violators will lose all privileges to the Exhibit Hall during show hours. Exhibitor badges allow entry to the Exhibit Hall and education sessions.

Minimum Partnership Requirements: SNAPA's policy is that to exhibit, participate in a booth or gain access to the exhibit floor, you must be at least a paid Bronze Business & Industry Partner or purchase exhibit space.

**Included in booth registration:** Complementary 8.5"/11" sign listing your company name or logo, signage throughout the Pennsylvania School Nutrition Industry Expo based on your partner membership level, security service from installation through dismantling, refrigerated/freezer truck service (until filled), and kitchen facilities will be available on-site. Name Badges are provided and must be worn at all times on the show floor. Presenting partners will receive up to 4 badges, Diamond- 3 badges, Platinum and Gold- 2 badges, Silver- 1 badge.

**Prep Kitchen:** A prep kitchen will be available on a first-come, first-served basis from 9 a.m. until 2 p.m. on show day. Use of the kitchen outside of this time is strictly prohibited and exceptions are not possible.

**On-site Registration:** Registration packets and badges will be distributed on the expo site. Badges are required for admission to the exhibit floor.

**Cancellations:** If exhibit space is canceled less than 45 business days prior to the Pennsylvania School Nutrition Industry Expo, SNAPA reserves the right to charge one half of the Membership Level Price as a cancellation fee. If exhibit space is canceled more than 45 business days prior to the Pennsylvania School Nutrition Industry Expo, all booth fees will be refunded. Membership dues (\$400) are Non-Refundable.



*Blair County Convention Center Electrical Pricing*

Electrical	\$/Connection/Day
20AMP/120Volt ( <i>STANDARD</i> )	\$40
20AMP/30AMP 150 volt	\$150
40AMP/50AMP/60AMP - 200 Volt Single Phase	\$200
60AMP/208 Volt Three Phase	\$200
100AMP/208 Volt Three Phase	\$225
200AMP/208 Volt Three Phase	\$450



# Drayage Form

We cannot guarantee the items below will be available at show time, so please place your orders in advance. Refunds will not be issued once an item(s) has been reserved. All orders **MUST** be returned to Tovin Schilling at the Blair County Convention Center no later than **July 14<sup>th</sup>, 2025**

## Blair County Convention Center

One Convention Center Drive, Altoona, PA 16602 Phone: 814-943-5392 | Fax: 814-569-1294

### QUESTIONS?

Contact Tovin Schilling at (814) 569-1222 or Email [tovin@blaircc.net](mailto:tovin@blaircc.net)





## *Inbound / Outbound Shipping*


**Please enter total on Order Summary Form.**

This form must accompany Order Summary Form and full payment including tax. Please separate total cost amount and sales tax on Order Summary Form.

Exhibitor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (        ) \_\_\_\_\_

**Total**                \$ \_\_\_\_\_

**Sales Tax (6%)** \$ \_\_\_\_\_

**TOTAL DUE**        \$ \_\_\_\_\_

### **Blair County Convention Center**

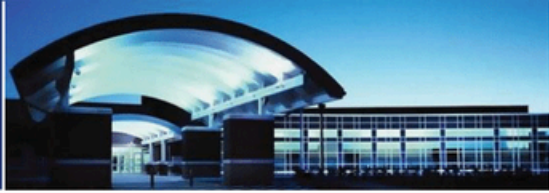
One Convention Center Drive, Altoona, PA 16602 Phone: 814-943-5392 | Fax: 814-569-1294

#### **QUESTIONS?**

Contact Tovin Schilling at (814) 569-1222 or Email [tovin@blaircc.net](mailto:tovin@blaircc.net)



**RETURN FORM TO BLAIR COUNTY CONVENTION CENTER BY Monday, July 14<sup>TH</sup>, 2025**



# MATERIAL HANDLING & DRAYAGE

I WILL BE SHIPPING ITEMS TO THE CONVENTION CENTER VIA: (Please check one of the boxes below)

☐ **Common Carrier/Freight**

**\$150 Flat Rate**

Shipments of common freight and crated exhibits will be received from common carrier(s) and will be unloaded, placed in storage, removed from storage and delivered to your booth(s). At the conclusion of the show, packaged freight will be delivered from your booth to common carrier at loading dock; loading equipment and labor are furnished. This includes removal, storage and return of packaging materials, if necessary. The BCCC does not package items for shipment. All Vendors **MUST** make prior arrangements with their carrier for both date and time of their items to be picked up at The Blair County Convention Center.

☐ **UPS/FEDEX/ETC.**

**\$150 Flat Rate**

Shipments will be received from outside carrier and will be placed in storage, removed from storage and delivered to your booth. At the conclusion of the show, packages/boxes will be moved from booth to scheduled pick-up location. All Vendors **MUST** make prior arrangements with their carrier for both date and time of their items to be picked up at The Blair County Convention Center.

☐ **Other, please explain:** \_\_\_\_\_

Each shipment received requires a handling fee.

**TOTAL COST MATERIAL/FREIGHT HANDLING:** \_\_\_\_\_

**\*\*Please enter total on Order Summary Form.** This form must accompany Order Summary Form and full payment.

Please separate total cost amount on Order Summary Form.

**ALL SHIPMENTS MUST ARRIVE PREPAID -- Collect shipments will not be accepted. Blair County Convention Center WILL RECEIVE ALL SHIPMENTS MONDAY-FRIDAY, 9am - 4pm ONLY. SHIPMENTS MAY ONLY ARRIVE BETWEEN JULY 30, 2024 – AUGUST 14, 2024. THE LAST DAY FRIEGHT WILL BE ACCEPTED IS AUGUST 14, 2024. ANY SHIPMENTS AFTER AUGUST 14, 2024 WILL BE CHARGED A \$100 HANDLING FEE.**

NUMBER OF PIECES \_\_\_\_\_ NAME/PHONE# \_\_\_\_\_

**NOTE:**

- Shipments sent to BCCC with no identifying information will incur an additional charge of 25%.
- No credits will be issued.
- Rates do no include any erection, uncrating, unskidding, dismantling, crating, skidding in booth or blocking or bracing bars.

Charges for rental items include delivery to your display area and removal at close of exhibit show. In the event there are any unpaid charges, a late charge in the amount of one percent (1%) per month of such overdue amount may be charged. I agree, in the event it becomes necessary to turn this over to an attorney for collection, or file a lien, or foreclosure or otherwise, I will pay reasonable attorney's fee for such collection.

**PLEASE MAKE A COPY OF THIS FORM FOR YOUR FILE BEFORE RETURNING IT TO BLAIR COUNTY CONVENTION CENTER. NO SERVICE CAN BE RENDERED WITHOUT THIS SIGNED FORM RETURNED TO BLAIR COUNTY CONVENTION CENTER.**

Exhibitor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (        ) \_\_\_\_\_

## Blair County Convention Center

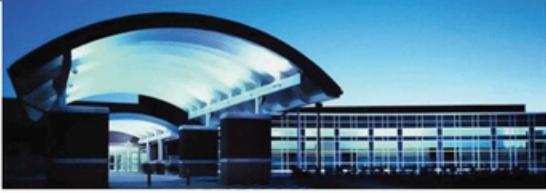
One Convention Center Drive, Altoona, PA 16602 Phone: 814-943-5392 | Fax: 814-569-1294

### QUESTIONS?

Contact Tovin Schilling at (814) 569-1222 or Email [tovin@blaircc.net](mailto:tovin@blaircc.net)







# DRAYAGE PROVISIONS

## SHIPMENT INSTRUCTIONS

1. All shipments should be made on a commercial Bill of Lading.
2. Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece due to its size that cannot fit through doorways or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. (Max dimensions to fit into freight elevator is 4x8').
3. All outbound shipments must be tendered with a Bill of Lading. \$5.00 Surcharge Handling Fee Per Outbound Shipping.
4. Make certain all of your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
5. BCCC assumes no responsibility for concealed damage.
6. Exhibits left on the exhibit floor without return instructions will be returned to the exhibitor's address, freight collect.

SERVICES ORDERED ON BEHALF OF EXHIBITORS BY DISPLAY BUILDERS OR OTHER THIRD PARTIES MUST BE SO AUTHORIZED IN WRITING BY THE EXHIBITOR. PAYMENT FOR ALL SERVICES WILL BE THE RESPONSIBILITY OF THE EXHIBITOR AT THE SHOW SITE.

## LIMITATIONS OF BCCC'S LIABILITY AND RESPONSIBILITY FOR DRAYAGE & LABOR

It is understood the Blair County Convention Center (BCCC) is not an insurer, insurance shall be obtained by the exhibitor and any amounts payable to BCCC, hereunder are based on the value of the material handling services and the scope of the liability as amounts herein set forth and are unrelated to the value of the exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by BCCC it is understood that BCCC does not provide for full liability should loss or damage occur. Any claim for loss or damage must be submitted to BCCC prior to close of show date.

BCCC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues for any collateral costs which may result from any loss or damage to an exhibitor's material or which may make it impossible or impractical to exhibit same. Exhibitor agrees, in connection with receipts, handling, temporary storage and reloading of its materials, that BCCC will be providing their services as exhibitor's agent, and not as bailee of shipper. If any employee of BCCC shall sign a delivery receipt Bill of Lading or other document, exhibitor agrees that BCCC will do so as exhibitor's agent and exhibitor accepts the responsibility therefore.

**PROPERTY INSURANCE:** Be sure your materials are insured from the time they leave your firm until they are returned after the show. BCCC requires the exhibitors arrange "all risk" coverage. This can be done by "riders" to existing policies. Contact your insurance representative. Be sure all of your insurance is in effect at the show site. Be sure to review all insurance requirements per the contract for space.

## SHIPMENT INSTRUCTIONS AT CLOSE OF CONVENTION

**AT CONCLUSION OF THE SHOW, ALL TIMES MUST BE BOXED WITH THE APPROPRIATE LABEL AFFIXED. BOXES WILL THEN BE MOVED TO SCHEDULED PICK UP LOCATION. ALL VENDORS MUST MAKE PRIOR ARRANGEMENTS WITH THEIR CARRIER TO HAVE ITEMS PICKED UP AT THE BLAIR COUNTY CONVENTION CENTER. ALL SHIPMENTS MUST BE PICKED UP BY AUGUST 21, 2024 OR THERE WILL BE A SURCHARGE ADDED FOR STORAGE FEES OF \$25 PER DAY.**

(This address will be used as back up if exhibitor fails to supply outbound Bill of Lading at show site.)

Ship To: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Type of Carrier: ☐ Air ☐ Motor Freight ☐ Other \_\_\_\_\_

If prepaid, bill to: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Contact Name (please print): \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Signature: \_\_\_\_\_

No service can be rendered without this signed form being returned to Blair County Convention Center.

## Blair County Convention Center

One Convention Center Drive, Altoona, PA 16602 Phone: 814-943-5392 | Fax: 814-569-1294

### QUESTIONS?

Contact Tovin Schilling at (814) 569-1222 or Email [tovin@blaircc.net](mailto:tovin@blaircc.net)





# ORDER SUMMARY FORM

## ORDER SUMMARY REMITTANCE

(enter sub-totals from Drayage forms)

Material/Freight Handling Total \$ \_\_\_\_\_

**TOTAL REMITTANCE** \$ \_\_\_\_\_

Please complete the information requested and return payment in full with this form and your orders to the address below. You may pay by credit card or check; however, we require credit card authorization to be on file with Blair County Convention Center (BCCC). For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Exhibitor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

**Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Check \_\_\_\_\_**

*Make payable to: Blair County Convention Center*

Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: (please print): \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: (if different from above) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

By completing and signing this form, I acknowledge that I understand and agree to pay the charges listed. I also understand that additional on-site charges and any late fees that remain unpaid 45 days after the event may be charged against my credit card.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return all forms and payment to:

**Blair County Convention Center**

One Convention Center Drive, Altoona, PA 16602 Phone: 814-943-5392 | Fax: 814-569-1294

**QUESTIONS?**

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**SNAPA Annual Conference 2025**  
**Blair County Convention Center, Altoona, PA**  
**July 28 - 31, 2025**

**EXHIBIT RULES & REGULATIONS**

**ASSOCIATION:** The word "Association" means the School Nutrition Association of Pennsylvania, its officers, director, committees, agents or employees acting for it in the management of the exhibition.

**SNAPA CONFERENCE LOGO (USE OF):** An exhibitor wishing to use the SNAPA conference logo shall submit its intended use to the SNAPA Executive Director, for prior approval, which shall be within the sole discretion of SNAPA.

**I. PAYMENT AND REFUNDS**

**A. Payment Policy:** If full payment is not received by July 31, 2025, SNAPA reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at SNAPA's discretion. Cancellation or reassignment of space will be communicated in writing to the designated exhibitor contact. Space will not be assigned without full payment. Booth space will be assigned (with deposits or payment in full) on a first-come, first-served basis based on partner level, starting no later than June 1, 2025. Space will not be formally assigned without applicable payment. SNAPA reserves the right to assign or re-assign to a space other than that requested. Cancellation and/or booth reductions of reserved space are non-refundable after July 1, 2025.

**B. Cancellations:** If exhibit space is canceled after July 1, 2025 SNAPA reserves the right to charge the full Membership Level Price as a cancellation fee. Half of the membership fee is refundable for exhibit space canceled prior to July 1, 2025.

**II. ALLOWABLE PRODUCTS IN SNAPA EXHIBIT SHOWS AND SPONSORSHIPS**

**A. Allowable Products:** Companies exhibiting at SNAPA's Annual Conference and/or showing their product at a predetermined sponsored meal or event may only include products that are within the USDA regulations to be sold in Child Nutrition (CN) programs. Representation includes demonstrating or featuring the product or logo in the booth design or dispensing cups, napkins, etc. It also includes demonstrating written material, signage, any giveaways such as tote bags and T-shirts, or any other merchandise or material with the logo or product name.

**B. Non-Allowable Products:** Products that may not be sold in CN programs, and therefore may not be represented in trade shows and sponsorships are defined as foods of minimal nutritional value and include, but are not limited to:

1. Soda and/or carbonated beverages
2. Water ices
3. Chewing gum
4. Certain candies such as hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn

**III. SPACE RENTAL AND ASSIGNMENT OF LOCATION**

**A. Contract Acceptance:** The Association reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by the Association, all money paid will be returned to the applicant.

**B. Booth Assignment:** Booths will be assigned using the SNAPA Platform. The Association reserves the right to use its sole discretion in reassigning space in cases where competitive products have exhibits adjacent to each other.



#### IV. USE OF SPACE

A. Permissible Exhibits: All business activities, including booth character personnel, of the Exhibitor in the Exhibit Hall must be within the Exhibitor's allotted exhibit space.

B. Food Sampling in Space: In connection with distribution of food or beverages in exhibitors' booths, food and beverage manufacturers must serve only sample-size portions of their own products. Equipment manufacturers who require a food or beverage product served to demonstrate their equipment may do so only in sample-size portions. Carbonated (unless CN-approved) or alcoholic beverages may not be displayed or served within the Exhibit Hall. All food must be prepared or served within the requirements of the PA Health Department and the Convention Center (CC).

C. Exhibit Space and Hall:

1. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns.
2. No holes may be drilled, cored or punched in the building.
3. No painting of signs, displays or other objects is permitted in the building.
4. Promotional devices may not obstruct name badges in any way.
5. No exhibits, displays or presentations will be permitted at any time in hotel rooms, suites and/or meeting rooms without written approval from Exhibits Operations.
6. Contests, drawings, etc., MUST receive PRIOR approval from the Association. Contact Exhibit Operations.
7. Giveaway items that are carried or worn as visible advertisement shall be controlled by the Association.
8. When dispensing food or beverages, exhibitors are to provide their own trash containers (beyond small one provided by the Association at each booth).
9. Loud noises, bright lights or other distractions are not permitted. Sound volume of amplifiers or audiovisual presentations must be regulated so as not to disturb nearby exhibitors.
10. No hanging signs are permitted without prior written approval from exposition management.
11. Vehicles utilizing flammable fuels: All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel; whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped down. Vehicles cannot be moved during show hours. A set of keys to the vehicle must be left with show security management.
12. No adhesive items or decals will be allowed in the hall.
13. Claims made in exhibit booths and products displayed are required to:
  - a) meet all or part of the reimbursable meal pattern for school lunch or school breakfast or
  - b) manufacturer or service provider must keep on file documents of verification that will substantiate such claims. These documents will be available for review at any time by SNAPA representatives or members should a question arise.
14. At the request of the Association, made at any time or times before or during the Exhibition, the exhibitor must promptly furnish the Association with sample products, packages, labels, advertising and promotional literature that would be or is being distributed, before the exhibitor will be eligible to participate or continue in the Exhibition. The Association, in its sole discretion, reserves the absolute right to determine which firms and products are appropriate, in its judgment, for inclusion in the Exhibition and to refuse, cancel or restrict any applicant or exhibit. This provision applies to exhibitor's conduct, articles, printed matter, samples, questionnaires or any other item that the Association deems objectionable. If the Association decides, in its sole discretion, that any of these do not meet its standards or is not suitable, the exhibitor must immediately comply with the Association's decisions or withdraw. If the exhibitor chooses to withdraw, the booth must remain intact until the end of the show day.

Subletting of Space: Exhibitor may not assign this contract, or sublet any space contracted for hereunder, or show in such space any articles other than those manufactured by the exhibitor and shall not place any name signs or courtesy cards on any equipment it loaned for demonstration purposes unless the supplier of such equipment also is an exhibitor in the Exhibition.

## **V. CANVASSING AND PROHIBITED MATERIALS**

A. Activities That Cause Aisle & Booth Blockage: Exhibitors must cease the activities of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop such activities that are causing aisle or booth blockage, show management has the authority to stop such activity immediately. It is the sole responsibility of the exhibitors to "police" their own lines.

B. Canvassing and Other Activities: No person, firm or organization not having contracted with the Association for the occupancy of space in the Exhibition will be permitted to display or demonstrate its products, processes or services, or distribute promotional materials in the Exhibit Hall, convention halls or corridors or in hospitality suites. Any infringements of this rule will result in the prompt removal of the offending persons from the Hall, and exhibitors waive any and all rights for claims against the Association arising out of the enforcement of this rule.

1. Circulars or other promotional material may be distributed only from the exhibitor's booth space.

2. The Association reserves the right to reject, cancel, remove or restrict exhibitors who, because of noise or any other reason shall interfere with the best interests of the Exhibition as a whole.

C. Prohibited Materials: The use of characters, musicians, entertainers, loud speakers, sound systems and noise-making devices is restricted to within the booth. Balloons, horns, use of other mechanical devices that create objectionable noises, odors or congestion are prohibited. Show management reserves the right to determine when such items become objectionable.

D. Eviction: Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, are determined by show management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited.

E. Promotions and Sales: All demonstrations or other promotional activities must be confined to the limits of the exhibit space. No sales activity, demonstrations, sampling, giveaways, solicitation, etc. will be permitted in the aisles.

## **VI. ARRANGEMENT AND CARE OF EXHIBITS**

A. Booth Construction and Arrangement: The Association will provide and arrange for construction of necessary draped back- grounds of uniform style. Drapery is flameproof fabric. Unfinished or unsightly ends of exhibits must be draped by the service contractor at the expense of the exhibitor. The Association does not allow for "end caps," peninsulas or islands under 400 square feet.

B. Booth Configuration and Restrictions: All exhibits must be confined to the limits of their respective booths as indicated on the floor plan. Back wall of the booth is 8 feet high; side dividers are 3 feet high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet with the exception of island or perimeter spaces where height limitation is 16 feet unless otherwise noted due to center restrictions; however, cubic content of these booths must be approved in advance by Exhibition Management. Materials up to 8 feet in height may be placed within 5 feet from the back wall. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical and fire department codes and regulations.

Care of Exhibit Space: The exhibitor must, at its expense, maintain and keep in good order the exhibit space contracted. The exhibitor shall maintain and conduct the exhibit in a neat, clean, orderly and safe manner, and shall not do or allow anything to be done in, on or about the exhibitor's space that might adversely reflect on the Association. The exhibitor shall keep an attendant in its display during the hours the Exhibition is open, and the exhibitor must surrender the space occupied by it to the Association in the same condition as it was at the commencement of occupation (ordinary wear excepted).

1. No sign or other articles may be affixed, nailed or otherwise attached to walls, doors, drapery, etc., so as to deface or destroy them; likewise, no attachments may be made to floors by nails, screws or other devices that might damage or mark them.
2. Exhibits shall be so installed that they will in no way project beyond the space and not extend into the aisle.
3. Exhibits shall not obstruct the light, view or space of others. Exhibitors shall be responsible for damage to property. If the space occupied by the exhibitor shall be damaged by the exhibitor or the exhibitor's agents, employees, patrons or guests, the exhibitor, on demand, shall pay such sum as shall be necessary to restore the space to the same condition it was in when first occupied by the exhibitor.

## **VII. HANGING SIGNS**

1. Definition: An exhibit component suspended above for the purpose of displaying graphics or identification.
2. Approval: All hanging sign requests must be submitted with floor plans or diagrams in writing to the Association. All hanging sign requests must be received no later than July 15, 2025. Signs not approved in advance will not be hung.

## **VIII. AUTHORIZED EXHIBITOR REPRESENTATIVES**

A. Badges: The exhibit is limited to individuals, business firms and manufacturers who have contracted and paid for space assignments. Each exhibitor shall furnish the Association with the names of its representatives. Exhibitors may register the allotted number of complimentary attendees based on their membership level. The exhibitor and its representatives are required to wear these identification badges throughout the Exhibition. The badges are not transferable, and the Association reserves the right to withdraw the use of the badge used to gain admission to the Exhibition by any person other than the one for whom it was issued.

B. Admittance: The Association reserves the right to refuse to admit and eject from the Exhibit Hall, or from any space there-in, any objectionable or undesirable person or persons; and on the exercise of this authority, the exhibitor, for itself, its employees and to agents, hereby waives any right and all claim for damages against the Association. No one under the age of 16 will be allowed in the Exhibit Hall. No exceptions will be made.

## **IX. INSTALLATION AND REMOVAL**

A. Set-up Times and Hours (subject to change)

Tuesday, July 29, 2025 from 1:00PM to 4:00PM and Wednesday, July 30, 2025 from 7:00AM to 10:30AM

All exhibits must be completely installed by: 10:30AM on Wednesday, July 30, 2025.

B. Anticipated Exhibit Hours (subject to change)

Wednesday, July 30, 2025 from 11:30AM to 2:45PM (Directors Only from 11:30AM-12:30PM)

All exhibits must remain intact on Wednesday, July 31, 2025, until after the official close of the exhibit hall and exit of attendees. Dismantling may begin at 3:00 pm.

### C. Removal Of Exhibits:

Wednesday, July 30, 2025 from 3:00PM to 5:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 5:00PM on Wednesday, July 30, 2025.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time.

## **X. SOUND AND NOISE PRODUCING DEVICES**

A. Sound Systems: When the sound from one booth interferes consistently with the proper conducting of business in another booth, this is a violation. Each exhibitor must have the opportunity to meet and talk with buyers, unimpeded by the excess noise from another exhibitor.

B. The 80/30 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 30 feet from the booth is considered objectionable. If sound levels become excessive or if an exhibitor fails to reduce the sound level, or later turns the volume up, the sound will again be monitored and the exhibitor will be given a second warning. The third time an exhibit is found to be in violation, all electrical power to that booth will be terminated for the remainder of the conference. The exhibitor will also incur the expense of reconnecting the electrical service to the booth.

C. Monitoring Decibel Levels: The Exhibit Manager will utilize professional electronic monitoring equipment, which can objectively monitor sound levels at individual booths. The Exhibit Manager will advise exhibitors to adjust their sound systems to be under the predetermined decibel level. Sound levels on the exhibit floor must not exceed 80 decibels.

D. Cooperation: Remember that the use of sound systems or public address equipment in exhibit booths is an exception to the rule, not a right. Each exhibitor is asked to monitor their own booth site to make sure the sound levels do not infringe upon the rights of neighboring exhibitors.

## **XI. OPERATION OF DISPLAYS**

A. Aisle and Booth Blockage: Exhibitors must cease the distribution of samples of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop such activities that are causing aisle or booth blockage, show management has the authority to stop such activity immediately.

B. Sale or Distribution of Merchandise: Exhibitors may show, discuss, explain and demonstrate items or services but shall not make sales that result in exchange of merchandise or money in the Exhibit Hall. Exhibitors engaging in objectionable methods shall be subject to eviction without refund and the loss of all priority points for the current year.

C. Product and Literature Distribution: All demonstrations or other activities must be confined to the limits of the exhibitor's booth space and are not permitted in the building's public areas. Distribution of trade publications, invitations, circulars, business cards, stickers, novelties, etc, may be made only within the space assigned to the exhibitor distributing such materials. Trade publishers are prohibited from soliciting advertising during the show.

D. Bag Distribution: All bags distributed by exhibitors on the exhibit floor must be no larger than 15x18x3-in. including the handle.

## **XII. FOOD PREPARATION AND/OR BEVERAGE SAMPLING**

A. Sampling of Food Products: All products prepared and/or sampled are subject to the following terms and conditions.

1. Food sampling is permitted only by the manufacturing company or the distributor of the product.
2. Proper hand wash facilities must be provided at each booth (sanitary towelettes or hand sanitizer are acceptable). Tongs, plastic gloves or other appropriate utensils are required in the handling of food products.

### **XIII. STORAGE AND SHIPPING**

A. Storage Behind Booths: Because of fire regulations, NO STORAGE will be allowed behind booths. If any exhibitor has special problems in this area, please advise the official service contractor during set-up.

B. Shipping Instructions: Delivery receipts, waybills and bills of lading are to show weight, number of pieces and classification. Shipping instructions can be found in the attached materials or on the General Exposition website. Questions regarding shipping should be directed to the official service contractor or the venue.

### **XIV. MISCELLANEOUS**

C. Security: Twenty-four-hour security will be provided by the Association throughout the entire Exhibit, including set-up and teardown days at the entrances to the Exhibit Hall and Freight Doors. Any theft is to be reported to show management immediately and a theft report must be completed. Exhibitors must provide adequate insurance in their own insurance policies for theft.

D. Signs: A two-line standard sign is provided complimentary to exhibitors, including booth number and company name. Additional signs may be ordered through the Exhibitor Service Manual.

### **XV. LIABILITY INSURANCE**

It is agreed that the exhibitor shall make no claim of any kind against the Association, operator of the CC premises, AI, PA, its agents or employees, or against any of the Association's agents or employees for any loss, damage, theft or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association or its participants, agents or employees in relation to the exhibit or exhibitor, and the exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public, for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of the leased space or exhibit, for negligence or otherwise relating thereto; and exhibitor thereby agrees to indemnify and hold harmless the Association and its agents and employees and the operator of the premises against any and all such claims as may be asserted against it or them.

### **XVI. EXHIBITOR INSURANCE**

Exhibitors must carry Workers' Compensation, comprehensive general liability, including products and completed operations, independent contractors, personal injury and blanket contractual liability. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder, which shall be at the exhibit booth at all times during show hours. It is strongly recommended that exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the Exhibition site.

While the Exhibition provides security guards, this is solely as an accommodation to exhibitors, and the Association assumes no responsibility for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The exhibitor expressly agrees to save and hold harmless the Association, its management, agents and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space.

#### **XVII. INDEMNIFICATION BY EXHIBITOR**

Neither the Association, the management of the Association nor the operators of the CC premises, Altoona, PA, its agents or employees shall be held liable for injuries to any persons or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to, arise from or be in any way connected with the exhibitor's occupation of display space, or on account of the neglect by exhibitor of any rule, regulations or instruction of the Association; or any rule, regulation or instruction of the premises; or on account of violation of any law, ordinance or governmental regulation of any kind. The exhibitor shall indemnify and hold the Association, the management of the Association and the operators of the premise harmless against all such claims.

#### **XIII. CONFERENCE POSTPONEMENT AND/OR CANCELLATION**

The Association, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond its control.