



55th Annual Conference

EXHIBITOR REGISTRATION

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exhibit

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celebrating 55

PCACAC

learn. present. partner.

Hotel Madison | Harrisonburg, VA

April 19-21, 2020

#PCACAC55

EXHIBITOR BENEFITS



If your products or services offer resources and solutions to college admission and counseling professionals, our attendees want to meet YOU!

For \$700, each exhibitor will receive one 6' x 30" skirted table, 2 chairs and 1 wastebasket for use from 12pm on Sunday, April 19 to 12pm on Tuesday, April 21, 2020. PLUS:

- All meals and events for one company representative. **To promote high visibility, Monday's buffet breakfast will be served in the Exhibit Hall. Please feel free to join us for ALL meals!**
- Your logo displayed in the program and on the mobile app. Email to in JPEG or PNG format to info@pcacac.org by **March 27, 2020**.

EXHIBITOR SETUP & BREAK DOWN

SETUP: Sunday, April 19 between 12-2pm

BREAKDOWN: By 1pm on Tuesday, April 21

EXHIBIT TIMES

Sunday, April 19 from 2-4:15pm

Monday, April 20 from 7:30am-5:30pm

Tuesday, April 21 from 7:30am-12pm

AUDIO/VISUAL

If you have A/V needs other than a standard electrical outlet, contact the events staff at 540-564-0200 or email events@hotelmadison.com. *Additional fees may apply.* All booths will have an electrical outlet. We will send a diagram for booth selection at least two weeks in advance.

EXHIBIT MATERIALS

The hotel will store your exhibit materials for up to 2 days prior to the conference at no cost to you. More than 5 boxes will incur a fee. Please label your boxes 1 of 5, 2 of 5, etc. and mail to:

Group Contact: Rhonda Douthit, info@pcacac.org
Name of Event: PCACAC
Date of Event: Sunday, April 19, 2020

Hotel Madison
710 S. Main Street
Harrisonburg, VA 22801

REGISTRATION

Complete the **Exhibitor Registration** form at www.pcacac.org/conferences by **March 27, 2020**.

THERE'S MORE!

At PCACAC, we aim to provide a variety of options to our exhibitors. Take a look at these additional offerings on our registration form:

ADDITIONAL REPS

Additional company representatives may register at \$195 per person. Fee covers conference events and meals.

THINK TANKS*

For only \$200, hold your own 75-minute THINK TANK session on Monday, April 20 from 10:30-11:45 am (C sessions) or 3:15-4:30pm (E sessions). Address a relevant topic in a structured, interactive workshop environment.

*Registration is limited to 4 exhibitors on a first-come, first-served basis. The \$200 fee covers conference events and meals from 7:30am-6pm on Monday, April 20.

EXHIBITOR LIABILITY: Exhibitors assume all responsibility and liability for losses, damages and claims arising out of their activities on the hotel premises and will indemnify, defend and hold harmless PCACAC, College Park Marriott and its owner, management company, respective agents, servants and employees from any and all such losses, damages and claims.

Companies and their representatives agree to abide by the ethical guidelines described in NACAC's Code of Ethics and Professional Practices (CEPP) found at www.nacacnet.org/advocacy--ethics/NACAC-Code-of-Ethics.

REFUNDS: If you must cancel your registration, please send your request to info@pcacac.org no later than April 6, 2020. Refunds will not be given for cancellations after that date or in the event of non-participation. A \$50 processing fee will be applied for refunds.

PCACAC reserves the right to cancel an event if there is insufficient registration.