



AIA Middle Pennsylvania Chapter
A Chapter of The American Institute of Architects

PO Box 158 Vintondale, PA 15961-0158

2011 AIA Middle Pennsylvania Symposium **(FORM A)**
Thursday, October 20, 2011
Frank J. Pasquerilla Conference Center – Historic Downtown Johnstown

Company Name: _____

Contact Person: _____

Exhibit Staff Names: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____ Fax: _____

Cost per Booth: \$395

Exhibitors will receive a complimentary breakfast and lunch, and are invited to attend Symposium workshops at no cost. Multiple booth reservations are available up to three booth spaces. Please mark your first, second and third choices for booth space on the attached layout. While we will do our best to honor your request, please note that booths will be reserved on a first-come, first-served basis. Booth cost includes a non-refundable \$100 deposit.

Number of Booths: _____ (Booths measure 8' x 8') **Booth Choices:** _____

Booth Needs: *Chairs* _____ (number) *Electricity:* Yes / No *Internet:* Yes / No *Other:* _____

One (1) six-foot table with table cloth and skirting will be provided per booth. Additional charges for electricity and wired Internet service (recommended for intensive presentations) as outlined on Form B. Free wireless Internet service is available for routine access.

Decorations, Signs, Furniture and Related Items

All exhibitors can equip their booth with furniture, lamps, potted plants and flowers or other items provided that they are in keeping with the general decorative scheme and do not obstruct the general view of guests.

Booth Set-Up and Tear-Down

Exhibitors are responsible for their booth set-up and tear-down. Exhibitor set-up is scheduled for **Thursday, October 20** from **7:00 am – 8:30 am**. Tear-down is scheduled for **Thursday, October 20 beginning anytime after 5:45 pm**. Exhibitors who join us for the post-event reception and dinner are asked to tear down their exhibit by 8:00 pm on October 20.

Please note – The Pasquerilla Conference Center cannot provide shipping materials or overnight shipping services.

Liability

It is agreed that exhibitors will assume all responsibility for damage to the exhibition hall and will not hold the Frank J. Pasquerilla Conference Center or the AIA Middle Pennsylvania Chapter responsible for any damage which might ensue from any cause whatsoever. Any damage to the exhibition hall is the sole responsibility of the exhibitor causing the damage or defacement.

In consideration of the acceptance of this application, the undersigned, intending to be legally bound for myself, my heirs, personal representatives and assigns do hereby waive and release the AIA Middle Pennsylvania Chapter, all sponsors and/or their employees, agents or representatives from any and all rights and claims for any injuries, loss or damages that the undersigned might sustain to the fullest extent permitted by law.

Please make checks payable to: AIA Middle Pennsylvania Chapter

Please send checks and registration forms to:

Anne McGrath, Event Coordinator
409 Luzerne Street
Johnstown, PA 15905
annefmcgrath@verizon.net, 814.539.1317

Signed:

_____ (Name) _____ (Date)

_____ (Organization)