



March 4, 2022

TO: AAP Exhibitors and Sponsors

FROM: Susan Miller, CPE, AAP President

RE: 2022 AAP Annual Conference

- Conference Registration
- Sponsorship Opportunities
- Hospitality Events
- Exhibits
- Safety Protocols
- Conference Program Ads

The Assessors' Association of Pennsylvania's 2022 Annual Conference will be held **May 4 to 6** at the Seven Spring Mountain Resort in Seven Springs, PA. We hope to welcome over 150 assessment officials who will meet to learn, visit with exhibitors, network and honor this year's award winners!

We hope you will take advantage of this chance to meet and network with our members. The AAP Annual Conference is a great opportunity for your company to participate in one or more of the following activities -

Conference Classes and Hotel Reservations. The Conference agenda, class information and registration details are available on the AAP website, www.paassessors.org, under the Annual Conference link along with hotel reservation information. Please note the AAP Conference registration and hotel reservation deadlines.

Sponsorship Opportunities. The AAP Annual Conference presents several opportunities for cooperative members and other vendors to get their names in front of AAP members by sponsoring our Conference. Please see the enclosed information.

Hospitality Events. If you are interested in hosting your own hospitality event during the Conference, please contact Tammy Shawley, conference services manager, at Seven Springs for more details. She can be reached at (814) 352-7777 x 7704 or tshawley@7springs.com.

Exhibits. The AAP offers a limited number of tabletop exhibits during the Conference. Exhibiting offers vendors the chance to interact with members each day of the Conference and make them aware of your products and services. All tabletop exhibits will be located together in an area where all refreshment breaks will be set up to maximize your interaction with the attendees.

Audiovisual, Electric and Shipping/Delivery. If you need to arrange for audiovisual or electric for your booth, please fill out the resort's forms on the Annual Conference webpage. *Electric orders must be received by the Seven Springs no later than 10 days prior to the Conference. Both the AV and electric order forms are on the AAP website, www.paassessors.org.*

If you need to arrange shipping and delivery of your materials to and from the resort, please read over the details and instructions from Seven Springs on the AAP website.

Program Advertising. If you'd like to place an ad in the AAP Annual Conference printed program, please check out the ad contract on the AAP Conference webpage. *All Gold and Silver sponsors will receive an ad in the Annual Conference program as part of your sponsorship packages.*



SAFETY PROTOCOLS FOR THE CONFERENCE

The County Commissioners Association of Pennsylvania's (CCAP) staff, in conjunction with the CCAP board, developed several COVID safety and health policies that apply to both CCAP and its affiliates' meetings and gatherings. As an affiliate of CCAP, the AAP is asked to follow these health and safety protocols for any in-person conferences, classes, committee meetings or chapter meetings/classes.

Commitment to Well-Being. The AAP, as an affiliate of the CCAP, is committed to taking precautions that provide a safe environment for all Annual Conference attendees and staff. The Commitment to Well-Being provides guidance for attendees and is a living document that will continue to evolve, incorporating features that are designed to further enhance the on-site experience and safety for everyone in attendance.

We encourage all attendees to review the Commitment to Well-Being before coming to Seven Springs, as the document outlines our current mitigation efforts and contains some self-screening health questions that may impact your attendance plans.

As of March 2, 2022, AAP Annual Conference attendees and staff are not required to wear a face covering at the Conference. However, AAP strongly encourages attendees and staff to wear face coverings at the Conference. AAP is committed to providing a comfortable and respectful Conference experience for all attendees whether or not they choose to wear a mask.

We will notify attendees of any changes to the Commitment to Well-Being that occur before the Conference.

Thank you for your continued support of AAP and our members. If you have any questions, please do not hesitate to contact Terry Cochran at (717) 736-4734 (direct) or tcochran@pacounties.org.

I look forward to seeing you in May in the mountains!



2022 Annual Conference
May 4 to 6, Seven Springs Mountain Resort
Sponsorship Opportunities
(Deadline April 15, 2022)

As part of our 2022 Annual Conference at the Seven Springs Mountain Resort in May, we are offering sponsorship opportunities to allow you to get your name in front of county assessment officials participating in this event and beyond. Provided below are opportunities for your firm to stay in touch with the AAP membership or introduce yourself and your firm. There are several levels of sponsorship available for those interested in participating.

If your firm would like to sponsor the AAP Annual Conference, please complete the enclosed event sponsorship contract and return it to Terry Cochran at AAP by **April 15**.

Gold Conference Sponsor - \$1000

- Opportunity to address (two to three minutes) the Conference attendees at the Wednesday evening's auction/dinner
- Half page ad in the AAP Annual Conference program (dimensions - 1/2 Page 4"w X 5.5 "d)
- Linked logo on the Annual Conference webpage
- Linked logo on all emails for the Conference
- Large logo on sign to be displayed at Conference registration, breaks and all meals.
- A listing with contact name, address, phone number, website, email and a brief paragraph description of your firm in the Annual Conference program
- Receipt of the attendee list one week before the event

Silver Conference Sponsor - \$500

- Quarter page ad in the AAP Annual Conference program (dimensions - 1/4 Page 2"w X 2.75"d)
- Linked logo on the Annual Conference webpage
- Linked logo on all emails for the Conference
- Medium logo on sign to be displayed at registration, breaks and all meals.
- A listing with contact name, address, phone number, website and email of your firm in the Annual Conference program
- Receipt of the attendee list one week before the event

Bronze Conference Sponsor - \$300

- Linked logo on the Annual Conference webpage
- Firm logo on all emails for the Conference
- Small logo on sign to be displayed at registration, breaks and all meals.
- A listing with contact name, address, phone number, website and email of your firm in the Annual Conference program
- Receipt of the attendee list one week before the event

Program Ad, Logos and Firm Information/Description. The deadline to have your conference ad (jpg or pdf preferred), if you're a gold or silver sponsor, your firm's logo (pdf or jpg preferred) and information/description to AAP is **April 15**. Please send to Terry Cochran at tcochran@pacounties.org.

Questions. Please contact Terry Cochran, AAP executive director, at tcochran@pacounties.org or (717) 736-4734.



AAP 2022 Annual Conference
Sponsor Contract - April 15 Deadline

My organization agrees to sponsor the AAP Annual Conference as marked below for the indicated amount. You can expect a confirmation with an outline of benefits and deadlines for materials needed by AAP to recognize your firm during the event.

- Gold Conference Sponsor (\$1000)
- Silver Conference Sponsor (\$500)
- Bronze Conference Sponsor (\$300)

Company Name: _____

Company Address: _____

City, State, Zip: _____ Website: _____

Contact Name and Title: _____

Contact Phone: _____ Contact Email: _____

Authorized Signature: _____ Date: _____

Payment Information:

- Check enclosed (payable to AAP)
- Invoice Requested

Vendor participation as a sponsor shall not imply, nor be considered or presented as, an endorsement by AAP of any service or product provided by the vendor.

Please return your contract to Terry Cochran at AAP via email at tcochran@pacounties.org and then mail your check along with a copy of this form to AAP Sponsorships at PO Box 60769, Harrisburg, PA 17106-0769 by **April 15, 2022**.

AAP Annual Conference

May 4 to 6, 2022 - Seven Springs Mountain Resort

AAP TABLETOP EXHIBITS

Deadline - April 15

AAP offers exhibitors the opportunity to set up a table top exhibit in the AAP exhibit area during the AAP Annual Conference.

Exhibit Set Up

Exhibit set up time is 7 to 8 a.m. on Wednesday, May 4. AAP's registration opens at 8 a.m.

Exhibit Hours*

Wednesday, May 4 - 8 a.m. to 4:30 p.m.

Thursday, May 5 - 7:30 a.m. to 4:30 p.m.

Friday, May 6 - 8 a.m. to noon

*For more details on the Conference schedule, please review the Conference registration information on the AAP website.

Member Exhibit and Conference Fees*

- **Tabletop Exhibit** (includes table, two chairs, table cover and wastebasket; fee includes exhibit personnel and their breaks but does not include Conference meals or classes) - \$200 per table
- **Booth Personnel** - Attending Conference but not taking classes (fee includes only Conference meals and breaks; does not include table) - \$250 per person
- **Full Conference Registration** (includes all Conference meals and classes; does not include table) Please fill out the registration form on the AAP website. - \$540 per person

** All Conference fees must be paid before exhibitors may set up.*

Non Member Exhibit and Conference Fees*

- **Tabletop Exhibit** (includes table, two chairs, table cover and wastebasket; fee includes exhibit personnel and breaks but does not include Conference meals or classes) - \$300 per table
- **Booth Personnel** - Attending Conference but not taking classes (fee includes only Conference meals and breaks; does not include table) - \$350 per person
- **Full Conference Registration** (includes all Conference meals and classes; does not include table) Please fill out the registration form on the AAP website. - \$640 per person

** All Conference fees must be paid before exhibitors may set up.*

Electric and AV Orders. If you need to arrange electric or any AV for your booth please complete the resorts forms on the AAP Annual Conference webpage. If you have any questions about exhibits or the forms, please contact Tammy Shawley, conference services manager, at Seven Springs. She can be reached at (814) 352-7777 x 7704 or tshawley@7springs.com.

Orders must be received by Seven Springs no later than 10 days prior to the Conference.

Shipping/Delivery at Seven Springs. Please read over the information and instructions on the AAP website.

Questions? If you have additional questions about exhibits, please contact Terry Cochran at (717) 736-4734 (direct) or email her at tcochran@pacounties.org.



AAP Annual Conference
May 4 to 6, 2022
Seven Springs Mountain Resort

EXHIBITOR REGISTRATION FORM

Deadline - April 15, 2022

Please complete the form below. Please be sure to make a copy for your records.

Contact Name: _____ Title: _____

Firm: _____

Persons in Booth (names and titles): _____

Business Street Address: _____

City, State, Zip Code: _____

Business Phone: _____ Fax: _____

Email Address: _____

EXHIBITOR FEES

			NUMBER	TOTAL
Tabletop Exhibit (Coop. Members):	\$200/table	X	_____	_____
Tabletop Exhibit (Non members):	\$300/table	X	_____	_____
Booth Personnel (Members)*:	\$250/person	X	_____	_____
Booth Personnel (Non members)*:	\$350/person	X	_____	_____

Conference Registration Fee *(Please fill out the enclosed Conference registration form.)*

TOTAL AMOUNT ENCLOSED \$ _____

*This fee must be paid only if the booth personnel are not registered for the conference. The fee includes meals and breaks for the entire conference. No classes are included in this fee. The fees must be paid before exhibitors may set up.

Please return your form to Terry Cochran at AAP via email at tcochran@pacounties.org and then mail your check along with a copy of this form to AAP Exhibitors at PO Box 60769, Harrisburg, PA 17106-0769 by **April 15, 2022**.