



PA Family TRAVEL Fair

Saturday, May 3, 2025

Spooky Nook Sports Complex, Olympic Hall, 75 Champ Blvd., Manheim, PA

Free parking vouchers for exhibitors and attendees.

Promote your destination to people who are looking for new and affordable ideas for family travel.

Set-up:

Fri., May 2nd, from 3 to 6 p.m.
Sat., May 3 from 7:30 to 8:45 a.m.

Event:

Sat., May 3rd, from 9 a.m to 3 p.m.

Tear-down:

3 to 4:30 p.m.
(no tear-downs before 3 p.m.)

LODGING:

There are several hotels that are close to the venue and they will fill up fast due to two large sporting events that weekend, so please book your rooms early! The Warehouse Hotel is located inside the sports complex, but they do not offer one-night room blocks.

Below, are 2 hotels offering room blocks for the show:

Hampton Inn & Suites Mount Joy/Lancaster West - 2301 Strickler Rd, Manheim, PA 17545 **\$169/ night**

Call hotel directly at **717-653-5515** and mention the Family Travel Fair room block or group code: 91P, or book online using booking link: <https://group.hamptoninn.com/uuuqc5> King, NS rooms only

Lancaster Inn & Suites, 1475 Lancaster Rd., Manheim, PA 17545 **\$179/night**

Call hotel directly **717-665-5440** and ask for the PA Family Travel Fair room block. 2 Queen and Single King NS rooms available. <https://www.lancasterinnandsuites.com/>

Rooms must be reserved no later than 4/02/25.



2025 PA Family Travel Fair Booth Registration

BUSINESS NAME: _____

CONTACT: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: _____ CELL: _____

EMAIL: _____

10X10 BOOTH

Standard Rate

Advertiser/2024 Exhibitor Discount (10% off registration)*

_____ By 11/30/24 - \$425

_____ By 11/30/24 - \$382

_____ By 4/3/25 - \$450

_____ By 4/3/25 and 2024/25 advertiser* or 2024 exhibitor = \$405

10X20 BOOTH

Standard Rate

Advertiser/2024 Exhibitor Discount (10% off registration)*

_____ By 11/30/24 - \$800

_____ By 11/30/24 - \$720

_____ END CAP - \$975

_____ By 4/3/25 - \$875

_____ By 4/3/25 - \$787

_____ CORNER BOOTH (check availability) = add \$75 upgrade fee

_____ Electricity = \$55

PROGRAM ADS

_____ Full page - \$250

_____ Half page - \$150

*Discount - exhibitor who advertised in Where & When Pennsylvania in 2024 or 2025, or was a 2024 exhibitor.

SPONSORS

_____ ~~GETAWAY SPONSOR - \$2,000~~

_____ GOLD SPONSOR - \$1,250

_____ ~~BAG SPONSOR - \$800~~

TOTAL AMOUNT DUE \$ _____

Checks and credit cards accepted. Make checks payable to: Where & When
Mail to: Where & When, Attn: PAFTF, P.O. Box 500, Mount Joy, PA 17552

If paying by credit card please fill out the required information below. **NOTE:** 3% credit card fee will apply.

Name on card: _____ CC billing zip code _____

CC# _____ Exp. _____ Sec. Code _____

I have read the policies and procedures for application to participate in the "PA Family Travel Fair." I fully understand the policies and procedures, for which I have a copy and agree to comply with them. I understand failure to meet these requirements will result in cancellation of my booth without refund. I also understand I am responsible for paying my registration in full and for providing a certificate of liability insurance (naming Engle Printing & Publishing Co., Inc. as additional insured) by April 3, 2025.

AUTHORIZED SIGNATURE _____ **Date** ____/____/____

*****Send completed registration to wendy@whereandwhen.com or mail to:

Where & When Attn: Wendy Royal, P.O. Box 500, Mount Joy, PA 17552

---OFFICIAL USE ONLY---

Date rec'd _____ Amt. _____ Chck # _____ Paid in full _____ Balance Due: _____ Insurance _____

PA FAMILY TRAVEL FAIR EVENT INFORMATION

SHOW TIME: SATURDAY, May 3, 2025

LOCATION: Spooky Nook Sports Complex, Olympic Hall, 75 Champ Blvd., Manheim, PA 17545

SET-UP: FRIDAY, May 2, from 3 to 6 p.m. SATURDAY, May 3, from 7:30 to 8:45 a.m.

TEAR-DOWN: All displays and equipment must be removed immediately following the show at 3:00 pm

BOOTHS: Includes 8' back draping, 6 foot draped table, two chairs, a table sign and a listing in event program. Prices on registration page.

SPONSORS: ~~Getaway Sponsor~~ - receives premium endcap booth space, recognition in marketing materials, website, articles, etc., and an ad on the back cover of PA Family Travel Fair program.

Gold Sponsor - receives inline booth, logo recognition on marketing materials, website, articles etc., a full page ad in the event program. **Bag Sponsor** - logo and website on 500 bags, logo recognition on marketing materials, and a half page in event program.

COURTESY HOLD: When you verbally commit to a booth, please email registration immediately. NO BOOTH

SPACE will be held without signed contract. This is to ensure fairness to all other vendors. Your payment must arrive within 30 days.

LIABILITY INSURANCE IS REQUIRED FOR All VENDORS: Please email copy of your "Certificate of Insurance" to wendy@whereandwhen.com prior to April 3, 2025 listing Engle Printing & Publishing Co., Inc. as ADDITIONAL INSURED.

HOST HOTEL: We have a special rate for exhibitors at OUR HOST HOTEL(S). The hotel Info will be coming soon. The room block(s) will sell out, so book early.

FOOD/DRINK: Spooky Nook Sports does not allow food or drinks in the exhibitor hall. There is a restaurant inside the complex and a concession near the entrance.

ELECTRICITY: ELECTRICITY IS NOT INCLUDED. To order electricity please mark application. We have not been given a rate from the facility at this point but we will update those interested once we know. It must be ordered by April 3, 2025. Not all booths will have access to electricity so you may have to be in specified area to receive electricity.

FREE PARKING: Through you will be issued a parking ticket upon entry, free parking vouchers will be available to exhibitors and attendees. Exhibitor parking is in a designated area and must be used during show hours. Please move your vehicles from the unloading areas as soon as you are done unloading. No Vendors are permitted to park in front of the building. Handicap spaces are available to those with the appropriate handicap placard. Thank you for your cooperation.

EXHIBITOR CHECK-IN: Exhibitors must check in upon arrival at the welcome table inside Olympic Hall. You will then be directed to your booth location.

PA Family Travel Fair, Where & When Pennsylvania, and the parent company,
Engle Printing & Publishing Co., Inc.
POLICIES & PROCEDURES

1. **APPLICATION DEADLINE:** Booths are assigned on a first-come/ first-served basis. The event committee reserves the right to make final decisions regarding booth lay-out and positioning as they deem necessary. Full payment will be required to reserve a booth. Final registration deadline is April 3, 2025.
2. **LIABILITY:** The PA Family Travel Fair, and their parent company Engle Printing & Publishing Co., Inc. are not responsible for the safety of the property of exhibitors due to theft, damage by fire, accident, vandalism or other causes. The exhibitor agrees that it will Indemnify and hold and save The PA Family Travel Fair, its staff, Engle Printing & Publishing Co., Inc. and its subcontractors harmless against all claims, demands, actions, damages, loss, cost, liability and judgments against PA Family Travel Fair on account of any injury or damage to persons or property associated with this event. Exhibitor covenants and agrees that should the PA Family Travel Fair and/or Engle Printing & Publishing Co., Inc. be made a part of any litigation commenced by or against exhibitor or relating to this show, the exhibitor shall and will pay any costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon the PA Family Travel Fair or Engle Printing & Publishing Co., Inc. by virtue of any such litigation.
3. **APPLICATION:** Directors of the PA Family Travel Fair reserve the right to reject ANY application for any reason, at any time.
4. **CANCELLATION POLICY:** Booths cancelled prior to January 1, 2025 will receive a full refund minus a \$75 administration fee. No refunds will be given after January 1, 2025. In the event the show is cancelled due to circumstances beyond the control of show management (severe weather, building damage, emergencies, Covid resurgence, etc.), refunds or credits will be issued. All other expenses will be the responsibility of the vendor. Should severe weather force the show to close early, there will be NO REFUNDS.
5. **NON-TRANSFERABLE:** Exhibitor space contracted may not be shared or transferred to another party without the permission of the PA Family Travel Fair.
6. **INSURANCE:** Primary Commercial General Liability Insurance is required to provide not less than \$1,000,000 per occurrence / \$2,000,000 general aggregate limit per occurrence. Insurance purchased and maintained by the Participant shall designate Engle Printing & Publishing Co., Inc. as additional insured for this event.
7. **FOOD/DRINK:** No food or drink allowed in the exhibitor hall as specified by Spooky Nook Sports. There are onsite concessions as well as a restaurant inside Spooky Nook Sports.
8. **SALES:** The PA Family Travel Fair is an informational expo with no on-site sales allowed.
9. **PROPERTY DAMAGE:** No vendor may damage, injure or deface the turf, floor, track, any furniture, fixtures, equipment or any part of the exhibit facility. Nails, screws, staples, pins etc., may not be driven into any property including furniture, draping, fixtures, equipment or the building. All vendors will be held responsible for payment of any damages done by himself, employees or agents associated with his booth to the owner of the property.
10. **MEDIA RELEASE:** As a vendor, you release to Engle Printing & Publishing Co., Inc., and its subsidiaries, your photographic, video and all other similar rights to be used for advertising and promoting the event.