



December 2008

Dear Exhibitor:

Thank you for considering being an exhibitor at PEBA's 27th Annual Forum and for supporting PEBA in its mission to provide on-going education, development, and networking opportunities for compensation and benefits professionals in the Tri-State Area. PEBA's Annual Forum will be held on April 22, 2009 at the Philadelphia Marriott at 12th and Market Streets. Our speakers represent some of the area's top talent in human resources: AllOne Health, Aon Consulting, Buck Consulting with Triumph Group, Campbell Soup, Charming Shoppes, Charon Planning, Kelly Benefit Services, Main Line Health Systems, Mercer, Mercy Health System, PROXUS, and Valley Forge Benefits Consulting.

We expect over 300 participants to join us for the 2009 Forum. We have enclosed our Exhibitor Packages, a map of the conference space, a Registration and Payment sheet, and an Exhibitor Contract.

We are very excited with the layout of the exhibit hall- five of our classrooms open toward the hall, providing the exhibitors with a great opportunity to connect with participants. **The exhibit floor is designed to have all participants pass all the exhibitor booths on their way to classrooms. Coffee and Food stations will be placed throughout the exhibit hall to encourage foot traffic to all exhibitors. We have also increased the exhibitor time in our schedule, to include 1 hour devoted to exhibitor time with no concurrent sessions.**

The exhibitor hall will be open from 7:30am-3:00pm. If you are interested in exhibiting, please return the Exhibitor Agreement and Registration and Payment sheets to the PEBA office. Our mailing address is 1528 Walnut Street, Suite 420, Philadelphia, PA 19102 and our fax number is (215) 735-9479. **Booth assignments will not be finalized until payment is received.** Once your payment is received, you will receive an exhibitor information packet, which will include directions for shipping your conference materials to Reber-Friel, as well as information for arranging power, internet access, etc.

As a benefit to our loyal exhibitors, if you reserve your booth by February 1, 2009 we will give you two tickets to the Forum- to be used for more exhibitor personnel, or tickets for your clients.

If you have any questions or concerns, please contact Joy Wilson at (215) 735-9435 or via email at Wilson@peba.org.

We look forward to seeing you at the 2009 Forum!

Susan DeMinico
Executive Director

Joy Wilson
Membership Coordinator

Exhibitor Packages

Exhibitor Fees	
Premium Booths <ul style="list-style-type: none"> ▪ Located in high traffic areas ▪ Booths 1-6, 9-10, 21-23, 36-37 ▪ Standard Exhibitor Package- items listed below 	\$1000
Standard Booths <ul style="list-style-type: none"> ▪ Booths 11-20, 24-35, 38-43 ▪ Standard Exhibitor Package- items listed below 	\$800
Upgrades	
Advertising Space <ul style="list-style-type: none"> ▪ Drive traffic to your booth by providing a sign in high traffic areas 	\$750
Conference Bag Insert <ul style="list-style-type: none"> ▪ Insert your 8.5" x 11" promotional material in the attendee conference bag. (Subject to weight limits and approval.) 	\$500
Kiosk Space and Conference Bag Insert <ul style="list-style-type: none"> ▪ \$250 discount for purchasing both! 	\$1000

Standard Exhibitor Package Includes:

- Two (2) Forum Passes for Booth Personnel
- Lunch with Participants for booth personnel
- One-time use of conference attendee mailing list after the Forum
- Company and booth personnel listed in the Day-of-Program Brochure
- Company's website link on the PEBA website for 30 days after the Forum
- 6' x 10' exhibit space
- Pipe, drape, identification sign, 6' skirted table, 2 chairs, and a wastebasket

Registration and Payment

Exhibitor 1	Exhibitor 2
Name:	Name:
Title:	Title:
Company:	Company:
Phone:	Phone:
Email:	Email:

Additional attendees must register as regular conference participants.
 Please contact PEBA at (215) 735-9435 if you have any questions.

TOTAL AMOUNT DUE:

➡ **Exhibit Booth \$ _____**

Booth – Pick three in order of preference.
 (See enclosed floor plan)

1st _____
 2nd _____
 3rd _____

➡ **Upgrades \$ _____**

_____ Advertising Space - \$750
 _____ Conference Bag Insert - \$500
 _____ Advertising Space and Conference Bag Inserts - \$1000

TOTAL: \$ _____

PAYMENT

- Check enclosed.
- Please charge my credit card.
 - Card Number: _____
 - Name on Card: _____
 - Expiration Date: _____
- MasterCard
- Visa
- American Express

Signature _____

Cancellation Policy

Cancellations must be received by February 15 to receive a full refund. Cancellations received between February 16 and March 1 will be charged 75%. No refunds will be given after March 1.

Send registration information via email to Joy Wilson at Wilson@peba.org or mail/fax to:
 Joy Wilson at PEBA, 1528 Walnut Street, Suite 420, Philadelphia, PA 19102
 Phone (215) 735-9479 Fax (215) 735-9479, www.peba.org

Exhibitor Agreement

Wednesday, April 22nd, 2009
7:30 A.M. – 3:00 P.M.
Philadelphia Marriott
12th and Market Streets
Philadelphia, PA 19107

Company Name		
Address		
City	State	Zip
Contact Person		
Telephone	Fax	Email

Exhibitor space will be assigned in the order in which PEBA receives your **paid** registration. When requesting a specific location, PEBA will make every effort to assign you one of the booths you have indicated. If your requested space(s) is unavailable at the time your application is being processed, you agree to accept similarly located table(s) as assigned by PEBA. PEBA reserves the right to change exhibitor booth assignments without notice prior to the Forum date. Efforts will be made (but not guaranteed) to find similarly located tables. Reserved tables not paid for by March 15 will be released.

The undersigned agrees to hold PENJERDEL Employee Benefits & Compensation Association, Reber-Friel Company, and the Philadelphia Marriott Hotel harmless for any damages sustained or loss of any kind resulting from non-performance due to called strikes, wildcat strikes, terrorism, acts of God, or any other occurrence over which PEBA and its partners has no control.

The undersigned agrees to become an exhibitor at PEBA's 27th Annual Forum subject to the terms and conditions of the Agreement.

Name	Title
Signature	Date

PEBA
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www.peba.org
peba@peba.org