



# DVASBO

Delaware Valley Association of School Business Officials

**President:** Brian Cooney

**Treasurer:** Debbie Mosloskie

**Vice President:** Kimberly Zedalis

**Secretary:** Maureen Jampo

To: DVASBO Business Associate Members

From: Trade Show Committee

Subject: 2021 Trade Show – November 10, 2021

Date: September 8, 2021

## **Announcing the 2021 DVASBO Trade Show Booth Sales Available Immediately**

**Please forward to the appropriate person in your company  
Booths are First Come, First Serve  
In Previous Years, Booths were Sold Out!**

The Delaware Valley Association of School Business Officials (DVASBO) is pleased to announce the 35<sup>th</sup> Annual Trade Show. The Trade Show will be held on Wednesday, November 10, 2021 at the **Greater Philadelphia Expo Center in Oaks, PA**. The interest and enthusiasm displayed by exhibitors and members in the past give us the reassurance that the 2021 event will be the best ever.

As a DVASBO Business Associate, you are on our preferred list. The information you are receiving now will be distributed to other potential exhibitors in a few weeks. This advance notice gives you an advantage on booth assignment. Your DVASBO membership must be up to date in order to reserve a booth. The 2021-2022 registration renewal form is attached for your convenience to register for the upcoming year. You may send the renewal fee of \$150 along with your booth reservation form.

We strongly suggest that you complete and return the enclosed exhibit reservation form along with your payment via mail as soon as possible. Please indicate your preferred choice of booth location. We will match your request with available space to the extent possible.

Floor plans and exhibit space contracts are enclosed. Each booth will include the following:

- 10' X 10' space
- Head sign with vendor's name
- 8' high backdrop
- 3' high side divider drapes
- One 6' skirted table and two chairs

The cost per booth is as follows:

Regular booth – \$550 (electricity – must request at time of registration)

Perimeter booth - \$600 (electricity – must request at time of registration)

Booths are available on a first come, first serve basis.

The schedule for the show is as follows:

- 8:00 a.m. to 10:00 a.m. – Continental Breakfast
- 9:00 a.m. to 10:00 a.m. – Business Manager Meeting & Main Speaker
- 9:45 a.m. to 2:00 p.m. – Exhibits Open
- 12:30 p.m. to 1:45 p.m. – Buffet Lunch
- Prize Drawings Throughout the Morning

As you may know, our active membership includes business managers, school board secretaries, purchasing agents, accountants, directors of maintenance and operations, food service directors, supervisors of transportation, personnel directors, and technology supervisors. Don't miss this opportunity to meet and talk to the people who administer budgets, make purchasing decisions, and utilize your services.

We sincerely appreciate your past support of our organization and look forward to seeing you at this year's Trade Show. If you have questions regarding any of the above and/or enclosed, please contact Bobbie-Lou Schneider at 484-237-5071 or email [BobbielouSc@cciu.org](mailto:BobbielouSc@cciu.org).

Enclosures: 2021 Trade Show Quick Facts  
Registration Form  
Exhibit Space Contract  
Exhibit Floor Plan  
Directions  
Membership Renewal Form

DVASBO Trade Show Exhibitor Booth Assignments  
November 10, 2021

Greater Philadelphia Expo Center, Hall D

301	303	305	307	309	311	313	315	317	319	321	323	325	331

300	302	304	306	308	310	312	314	316	318	320	322	324	326	328	330
201	203	205	207	209	211	213	215	217	219	221	223	225	227	229	231

200	202	204	206	208	210	212	214	216	218	220	222	224	226	228	230
101	103	105	107	109	111	113	115	117	119	121	123	125	127	129	131

100	102	104	108	110	112	114	116	118	120

333
332
233

	Total	Sold	Available
yellow regular	65	0	65
blue premium	26		26
<b>totals</b>	<b>91</b>	<b>0</b>	<b>91</b>



# 2021 DVASBO Trade Show

## Quick Facts

- Date: November 10, 2021
- New Location: Greater Philadelphia Expo Center at Oaks  
100 Station Avenue  
Oaks, PA 19456
- Time: Exhibits open from 9:45 a.m. to 2:00 p.m.  
Booths must be set up by 9:45 a.m. and  
Teardown may not begin before 2:00 p.m.
- Exhibitors: 91 booths are available – *booths were sold out in previous years*
- Special Events: Prize drawings throughout the morning  
Complimentary continental breakfast and buffet lunch  
Meeting for school district membership prior to the show
- Special Note: Registration forms and checks must be received  
to confirm participation. An email will be sent to you confirming your  
booth number.
- Contact Information: Registration form and check payable to “**DVASBO**” should be sent to:

Bobbie-Lou Schneider, DVASBO Trade Show Registrar  
c/o Chester County Intermediate Unit  
455 Boot Road  
Downingtown, PA 19335

# Conditions for 2021 Exhibit Space Contract

1. **CONTRACT FOR EXHIBIT SPACE** - This contract for exhibit space and formal notice of assignment by the Delaware Valley Association of School Business Officials and the full payment of rental fees constitute a contract for the right to use the assigned exhibit space.
2. **PAYMENT FOR SPACE** - The cost of the exhibit space is due in full along with the submission of the contract.
3. **CANCELLATIONS** - **No refunds will be made by DVASBO for cancellations of exhibit booth contracts.**
4. **INSTALLING AND DISMANTLING** - Exhibitors may set up their booths on November 10, 2021 from 8:00 a.m. to 9:45 a.m. All booths must be completely set up and ready for the exhibit area to be opened by 9:45 a.m. All materials and equipment must be removed from the exhibit hall by 3:00 p.m. on November 10, 2021.
5. **USE OF SPACE** - All demonstrations or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the space allocated without the knowledge and consent of the DVASBO Vendor Exhibit Committee Chairman. Displays shall not be placed in a manner as to interfere with other exhibits. The Delaware Valley Association of School Business Officials reserves the right to exclude from exhibition any or all literature, illustrations, materials, or products that in its judgment are not consistent with the proper decorum of the educational exhibits.
  - a. All vehicles and material handling equipment (including dollies and carts) shall be equipped with wheels, which do not mark or mar the floor surface.
  - b. Adhesive badges are prohibited. No adhesive materials may be used on the floors, walls or other surfaces of the exhibit and surrounding areas.
  - c. Helium or other lighter-than-air inflated balloons are not permitted.
  - d. Crates cannot be stored on exhibit floor at any time during event.
6. **LOADING AND UNLOADING** – Loading and unloading are permitted only in designated loading areas. No loading is to take place at main entrances to Building nor carried through lobby without consent of Licensor.
7. **MEMBERSHIP** - Each exhibiting company must have at least one employee or representative as a DVASBO Business Associate Member. Membership information is enclosed.
8. **SHIPPING AND STORAGE** - The official decorator and drayage agent is Main Line Expo, Inc. All arrangements will be contracted by the exhibitors and paid directly to Main Line Expo, Inc. 610-265-6200.
9. **NOISEMAKING EXHIBITS** - Exhibits which include the operation of musical instruments, radios, public address systems, or noisemaking machines must be constructed or arranged

so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.

10. **FOOD AND BEVERAGE** – Food or beverage items may not be sold or given away at exhibitor booths without express written approval of Licensor.
11. **INSURANCE** - Responsibility for various types of insurance coverage is that of each individual exhibitor. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his/her agents and employee, the exhibit facility, the Delaware Valley Association of School Business Officials for loss, theft, damage or destruction of goods, or for any injury to himself/herself or employees while in the exhibit or for any damage of any nature or character.



**Registration Form  
DVASBO 35th TRADE SHOW  
November 10, 2021**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 E-mail address \_\_\_\_\_

**Vendor representatives *attending* the show - (please print)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company product or services - a brief description that can be included in a handout to attendees.

\_\_\_\_\_

Booth Preference Selection    1. \_\_\_\_\_                      2. \_\_\_\_\_                      3. \_\_\_\_\_                      4. \_\_\_\_\_

Registration Fee - Booth Numbers 200 - 331	\$	550.00
Registration Fee - Booth Numbers 100 - 131	\$	600.00
2021-2022 Member Renewal Registration Fee	\$	150.00
TOTAL		

\_\_\_\_\_ **Require Electricity (must reserve now; cannot accommodate day of show)**

To reserve a booth, mail this form to the address below.

We hereby contract for the exhibit booth(s) as indicated above at DVASBO's 35th Vendor Exhibit on November 10, 2021 at the Greater Philadelphia Expo Center, Oaks, PA. The Association reserves the right to assign all booths to best meet the needs of the exhibitors.

Executed by : \_\_\_\_\_  
 (Signature and Title) (Date)

Payment is due with the submission of the registration form. Checks should be made payable to DVASBO and mailed with the completed form to:

**Bobbie-Lou Schneider, DVASBO Trade Show Registrar  
 c/o Chester County Intermediate Unit  
 455 Boot Road  
 Downingtown, PA 19335**

**Acceptance:**

This application for exhibit space has been accepted and assigned booth number(s) \_\_\_\_\_

Payment received \$ \_\_\_\_\_  
 Check # \_\_\_\_\_ Date \_\_\_\_\_  
 Approved By \_\_\_\_\_  
 (Vendor Exhibit Registrar) Date \_\_\_\_\_

# DVASBO



## DVASBO Officers

*Brian Cooney, President*  
*Kimberly Zedalis, Vice-President*  
*Maureen Jampo, Secretary*  
*Debbie Mosloskie, Treasurer*  
*Brenda Jones Bray, Executive Director*

## 2021-2022 Membership Registration Form

(Checks made payable to DVASBO to accompany form)

Please Type or Print All Information.

School District/AVTS/Business Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Website Address \_\_\_\_\_

TYPE OF BUSINESS (e.g., architect, engineering firm)

Please **print or type** below all individuals in your school district/business that will be members of DVASBO. The membership **fee of \$150.00** includes your entire organization; there is no limit to the number of members an organization can have. **Be sure to fill out the form completely including titles.**

**Make check payable to DVASBO and return with form to **Bobbie-Lou Schneider, Chester County Intermediate Unit, 455 Boot Road, Downingtown, PA 19335.** Questions, email [bobbielousc@cciu.org](mailto:bobbielousc@cciu.org).**

Please list the name of the primary **CONTACT** person for your district or business.

### PRINT OR TYPE

Name

Title

Phone Number

E-mail Address

CONTACT PERSON:



**PRINT OR TYPE**

**Name**

**Title**

**Phone Number**

**E-mail Address**