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 35th 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.

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**

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## Chart

![Booth Assignments Chart]

- **Booth Assignments Chart:** A visual representation of the booth assignments at the Greater Philadelphia Expo Center, Hall D. The chart includes a grid layout with specific booth numbers highlighted, indicating the assigned booths.

## Additional Information

- **Total:** 91 booths assigned.
- **Sold:** 0 booths sold.
- **Available:** 91 booths available.
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
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 #  
Approved By  
(Vendor Exhibit Registrar)  
(Date)
2021-2022 Membership Registration 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.

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

PRINT OR TYPE

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Serving members in Bucks, Montgomery, Chester, Delaware and Philadelphia Counties.
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