



2024 PONL Annual Nursing Leadership Conference

September 26-27, 2024

Hilton Harrisburg | Harrisburg, PA

2024 PONL Annual Nursing Leadership Conference

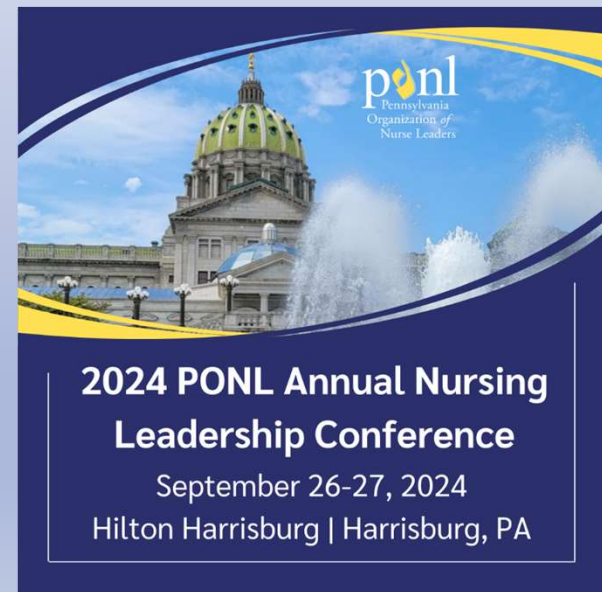


Exhibitor Prospectus

ponl.net/2024

Table of Contents

About PONL	3	Exhibiting FAQs	18-20
About the Location: The Hilton Harrisburg	4	Rules and Regulations	21-26
Why Choose PONL 2024?	5		
Exhibiting Companies	6		
PONL Exhibitor Information	7		
Sponsor Level Details	8-15		
Schedule Information	16		
Important Information	17		



About PONL

About the Pennsylvania Organization of Nurse Leaders (PONL)

The 2024 Pennsylvania Organization of Nurse Leaders (PONL) Nursing Leadership Conference will be held September 26-27, 2024, at the Hilton Harrisburg. This year's topics will address cutting-edge issues critical to the success of today's nursing leaders. Presenters are experts in their fields and are recognized as thought leaders who will stimulate attendees to explore innovative approaches to workplace challenges.

We invite you to select from one of the various opportunities to support PONL found in this prospectus. Each year we strive to make our conference bigger and better than the previous. PONL has over 700 members that come from across Pennsylvania and span roles from Frontline Nurse Managers to Senior Vice Presidents/CNOs and COOs from large multisystem organizations. **By supporting PONL, you will have access to key Nurse Leaders and decision-makers within their facilities.**



The PONL Annual Nursing Leadership Conference offers many opportunities for our sponsors to network with attendees. We invite you to increase the visibility of your business, organization, product, or service with Pennsylvania's nurse leaders by sponsoring this event.

Please review the Sponsorship Opportunities here and select the level that best works for you. We appreciate your support and attendance.

About the Location: The Hilton Harrisburg

The 2024 PONL Annual Nursing Leadership Conference will take place September 26-27, 2024, at The Hilton Harrisburg Hotel.

Located in downtown Harrisburg, the State Capitol Complex, The Whitaker Center, and the shops of Strawberry Square are all within a mile of our door. The Harrisburg International Airport and chocolate-themed attractions of Hershey Park™ are within 20 minutes. We're home to an indoor pool, fitness center, and steakhouse restaurant.

Hilton Harrisburg
One North Second Street
Harrisburg, PA 17101
717-233-6000

Group Discounted Hotel Rates: \$169 per room for single/double occupancy plus tax. Cutoff date for PONL discounted hotel rate is Wednesday, September 4, 2024.



Why Choose PONL 2024?

Our Attendees!

Access **200+** nursing leaders with direct buying power by attending PONL 2024.

Attendee professional titles include:

- Chief Nursing Officer
- VP/COO
- Unit Director
- Nurse manager
- Clinical site manager
- Patient Care manager
- Clinical Advisor
- President
- Chief Quality Officer
- Clinical Education Specialist
- Telemetry Director
- ...and many more!

We Promote You!

Recognition in Pre-Conference Communications

Companies that are confirmed and have submitted the required materials by June 30, 2024 will receive recognition in our pre-conference communications emailed to all PONL members and more than 1,800 prospects.

Recognition on Mobile Meeting Technology Companies will receive a full listing and profile in our mobile meeting technology.

Commit Early and receive additional opportunities to provide email communications to our contact list. Early commitments = 1 opportunity per month (we send the message on your behalf), the earlier you commit, the more opportunity you have!

Highlights of the PONL 2024 Annual Educational Conference

More than 2.5 Hours of Dedicated Hall Hours: Companies can take advantage of **2.5 hours** dedicated to breaks and events with no conflicting programming.

Opening Networking Reception: Connect with attendees during this dedicated reception to kick off the conference.

Past Exhibiting Companies

Agiliti Health
 Allegheny Health Network
 Avant Healthcare
 Avantas/AMN Healthcare
 B & B Integrations
 Baxter
 EBSCO
 Fresenius Kabi
 Geiger
 Grand Canyon University
 Health Sitter Solutions
 Healthcare Workforce Logistics
 HoverTech International
 ICU Medical
 Incredible Health
 Kahuna Workforce Solutions

Laudio
 Linet Americas
 Medtronic
 Molnycke
 Morel Company/Hercules
 Neuroptics
 PA Action Coalition
 Penn State Ross and Carol Nese
 College of Nursing
 Post University
 Prolink
 PSNA
 Qualivis
 Radius Leaders
 Sage Technology Solutions

Silentia, Inc.
 Smith & Nephew
 Spacelabs Healthcare
 Special Care Systems
 Spectralink
 Tower Health
 University of Pennsylvania
 School of Nursing
 UPMC Nursing
 Vaya Workforce
 Vocera
 Widener University
 Wolters Kluwer
 WPA Nurse Staffing
 Zebra Technologies



ponl
 Thank You to Our Sponsors and Exhibitors!
Platinum Sponsor
Medtronic
Gold Sponsors
 Aya Healthcare | Baxter
 Qualivis | WPA Nurse Staffing
Silver Sponsors
 GRAND CANYON UNIVERSITY | HVL | icumedical | Kahuna
 SAGE | SPECIAL CARE SYSTEMS | spectralink | Wolters Kluwer
Exhibitors
 B & B Integrations
 EBSCO
 Geiger
 Morel Company
 Hovertech
 Incredible Health
 Molnycke
 PA Action Coalition
 University of Pennsylvania School of Nursing
 PennState Ross and Carol Nese College of Nursing
 Post University
 Silentia
 UPMC Nursing
 ZEBRA

PONL 2024 Exhibitor Information

Exhibit Booth: \$1,800

Exhibit booth includes:

- One **8' x 8' booth** with 6' table and 2 chairs.
- A two-line tabletop identification sign with company name and booth number.
- Participation in all educational sessions, breaks, lunches and receptions for the number of representatives based on your sponsorship level (*additional representatives: \$300 per representative*).
- Electricity/AV optional: Enhance your booth with electricity/AV from the hotel for an **additional fee**. Electricity/AV forms will be sent out to all exhibitors in the Exhibitor Service Kit.



Sponsorship Levels & Benefits

	EXHIBITOR \$1,800	SPONSOR \$2,500-\$3,700 <small>*Please see following pages for details</small>	PREMIUM SPONSOR \$4,500-\$5,000 <small>*Please see following pages for details</small>
Attending Reps at Conference Additional Reps: \$300 each	1	2	3-4
Exhibit Hall Game (Capitol Connection)	Yes	Yes	Yes
Recognition in Pre-Conference Communications ¹	Name Listing	Logo	Logo
Recognition on PONL Conference Webpage ²	Name Listing	Logo	Full-Page Ad
Access to Three One-Time Use Attendee Mailing Lists ³	Yes	Yes	Yes
Full Listing on Mobile App ⁴	Yes	Yes	Yes
Opportunity to Participate in Exhibitor Drawing ⁵	Yes	Yes	Yes

¹Company logos MUST be received no later than June 30, 2024, for inclusion in the pre-conference communications. Listings will appear in the full digital schedule online.

²Full-page ad specs: 7" wide x 4" high finish size; 7.5" x 4.5" with .25" full bleeds all around for ALL ads that bleed; .PDF format only; no less than 300 DPI; full-color. Ads due no later than June 30, 2024.

³Attendee mailing lists will be distributed 30 days prior to the conference (digital), at the conference (hard copy) and 10 days after the conference (digital). Content must be approved by PONL Office. Email addresses are provided only for those registrants that opted-in.

⁴Company listing includes company name, logo, company description and booth number. Information will be used from what is provided in the exhibit space submission form.

⁵Notify the PONL Office no later than August 15, 2024, if you will be participating the exhibitor drawings. Exhibitors must provide their own prizes and can include in the PONL raffle or draw for their own winners, or opt to participate in both. All exhibitors that confirm their giveaways by the deadline will be acknowledged in the PONL conference App.

PREMIUM SPONSORSHIP

- *Prominent Logo Placement*
- *First Choice of Exhibit Space*
- *Company Logo & Description on Conference Page*
- *Full page ad on Conference Page*
- *FOUR Complimentary Conference Registrations*
- *THREE Sponsored Push Email Communications*
- *Podium Recognition*
- *Select one of the following (priority will be given according to the selection date):*
 - *Headshot Photobooth*
 - *Conference Tote Bag*
 - *Conference Speaker Sponsorship*
- *Option for Marketing Collateral Inclusion - you provide the item or we can provide at additional cost.*
- *All standard exhibitor deliverables: Exhibit space with (1) 6' Table and (2) Chairs, Capitol Connection participation, conference attendee lists, recognition on the conference page, discounted additional registrants*



**DIAMOND
SPONSOR**

\$5000

PREMIUM SPONSORSHIP

Prominent Logo Placement

- *Priority Choice of Exhibit Space*
- *Company Logo & Description on Conference Page*
- *Full page ad on Conference Page*
- *THREE Complimentary Conference Registrations*
- *TWO Sponsored Push Email Communications*
- *Podium Recognition*
- *Select one of the following (priority will be given according to the selection date):*
 - *Conference Page Banner Sponsor*
 - *Onsite App Sponsor*
 - *Lanyard Sponsor (your name/logo will appear on the lanyard)*
- *Option for Marketing Collateral Inclusion - you provide the item or we can provide at additional cost.*
- *All standard exhibitor deliverables: Exhibit space with (1) 6' Table and (2) Chairs, Capitol Connection participation, conference attendee lists, recognition on the conference page, discounted additional registrants*



PLATINUM
SPONSOR

\$4500

- **Priority Logo Placement**
- **Company Logo & Description on Conference Page**
- **TWO Complimentary Conference Registrations**
- **ONE Sponsored Push Email Communications**
- **Select one of the following (priority will be given according to the selection date):**
 - *Welcome Luncheon Sponsor*
 - *Breakfast Sponsor*
 - *Closing Luncheon Sponsor*
 - *Name Badge Sponsor*
 - *Pen Sponsor*
- **Marketing Collateral Inclusion - you provide the item or we can provide at additional cost.**
- **All standard exhibitor deliverables: Exhibit space with (1) 6' Table and (2) Chairs, Capitol Connection participation, conference attendee lists, recognition on the conference page, discounted additional registrants**

GOLD
SPONSOR

\$3700

- **Priority Logo Placement, by level**
- **Company Logo on Conference Page**
- **TWO Complimentary Conference Registrations**
- **Select one of the following (priority will be given according to the selection date):**
 - *Thursday Afternoon Break*
 - *Friday Morning Break*
 - *Rapid Roundtable Sponsor (up to 5 of these available)*
 - *Fun Flag Ribbon Bar Sponsorship*
 - *Networking Reception Drink Ticket Sponsor*
- **Option for Marketing Collateral Inclusion - you provide the item or we can provide at additional cost.**
- **All standard exhibitor deliverables: Exhibit space with (1) 6' Table and (2) Chairs, Capitol Connection participation, conference attendee lists, recognition on the conference page, discounted additional registrants**

**SILVER
SPONSOR**

\$2600

- ***Company Name on Conference Page***
- ***ONE Complimentary Conference Registration***
- ***All standard exhibitor deliverables:***
 - *Exhibit space with (1) 6' Table and (2) Chairs*
 - *Capitol Connection participation*
 - *Conference attendee lists*
 - *Discounted additional registrants*

\$1850

EXHIBITOR



NEW THIS YEAR!

Product Demo Showcase Add-On

Demo Showcase - \$500

(available to add to any existing sponsorship level)

(5 total)

Have valuable information to share about your product or company? Our attendees want to know about it! The Demo Showcase will allow companies a platform to present a 15-minute mini-session about a product or service to our attendees right at their booth in the exhibit hall. Sponsor receives one on-site app push notification to promote the session to attendees. Contact the PONL Office for more information and scheduling.

Increase Your Visibility

PONL includes many sponsorship opportunities at various price points to make sure YOUR company gets the exposure it deserves! Make an impression by sponsoring a break or swag item. We are also open to YOUR ideas, too! Contact the [PONL Office](#) to share your unique sponsorship idea.

Food, Beverage
& Social Events

Education

Technology

Conference
Supplies

Advertising

Attendee
Swag

Increase Your Visibility – Additional Opportunities

PONL hosts regional meetings as well as our New Nurse Leaders series across the Commonwealth. Register to exhibit at the annual conference and receive a sponsor discount on the additional meetings!

Premium sponsors: \$500 discount

Gold and Silver sponsors: \$250 discount

Exhibitors: \$100 discount

NWPONL

SCONL

SEPONL

Webinars

New Nurse Leader
Series

PERONL

SWPONL

Schedule Information

Exhibitor Hall and Conference Education Hours*

Exhibitor Set Up
Thursday, Sept. 26: 8:00-10:00 a.m.

Exhibitor Tear Down
Friday, Sept. 27: 1:15 p.m.

Exhibitor Hall Hours

Thursday, Sept. 26: 10:00 a.m.-7:00 p.m.

Friday, Sept. 27: 7:30 a.m.-1:15 p.m.

Conference Education Sessions

Thursday, Sept. 26: 10:45 a.m.-4:45 p.m.

Friday, Sept. 27: 8:15 a.m.-3:30 p.m.

Dedicated Exhibit Hall Hours

Although the PONL exhibit hall remains open for most of the day, below are the hours dedicated exclusively to allowing attendees the opportunity to visit vendors without any other concurrent programming. All activities listed below will take place in the PONL exhibit hall.

*Lunch will be available near exhibit space, but attendees will eat in general session space.

Thursday, Sept. 26

10:00 a.m.-10:45 a.m.
Early Access to Exhibit Hall

2:30 p.m.-3:00 p.m.
Break

4:45 p.m.-6:15 p.m.
Networking Reception

Friday, Sept. 27

7:30 a.m.-8:15 a.m.
Breakfast

9:15 a.m.-9:45 a.m.
Break

12:15 p.m.-1:15 p.m.
*Networking Lunch**

Exhibitor Deadlines

ASAP

*Secure your spot for
PONL 2024*

June 30, 2024

*Register for inclusion in the
pre-conference
communications*

June - July

*Make your hotel
reservation*

Aug 15, 2024

*Confirm your prize if
participating in raffle*

Six Weeks Out

*Exhibitor kit emailed to
company main contact*

30 Days Out

*Company main contact
receives pre-conference
attendee list (digital)*

Important Information

Please read the important information below as it relates to several important aspects of the PONL 2024 Annual Educational Conference.

Suitcasing and Non-Exhibiting Vendor Attendees

Suitcasing is **strictly prohibited** at the PONL Annual Educational Conference. Please note that while all conference attendees are invited to the exhibit hall, any attendee who is observed to be soliciting business in the aisles, another vendor booth, classrooms or other public spaces will be asked to leave immediately. Additional penalties may apply.

Employees or representatives from non-exhibiting vendor companies can register to attend the ASCENT Annual Educational Conference if the vendor company sponsors at **LEAST \$1,000**. Non-exhibiting sponsors may register two company representatives for every \$2,000 sponsored.

Booking Alert

PONL is **NOT** affiliated with a housing company. Please be careful if approached by any company or service claiming to be an official housing provider for the PONL Annual Educational Conference. PONL offers the guaranteed lowest rate available. In the past, PONL has been made aware of travel companies that are entirely fraudulent, misleading exhibitors and attendees with false information. Please note that you can **ONLY** book a room in the PONL Annual Educational Conference block by using the booking information on the [conference website](#). If you are contacted by a housing company trying to sell hotel rooms for this conference, please contact the [PONL Office](#). PONL is not responsible for any rooms booked and money lost through any third-party agents.

Event Hosting

The PONL Annual Educational Conference is a great time for companies to connect with clients and potential clients. However, any stand-alone events or social functions held by exhibiting companies **CANNOT** conflict with regularly scheduled PONL programming.

Exhibiting FAQs

Reserving and Installing Your Booth

Will I receive more detailed exhibitor information?

Once you register and complete payment, you will receive a confirmation email that will include a great deal of information. Please save this email for later reference. In the email, you will find the code to register your exhibitor attendees, links to reserve a hotel room, and links to the forms to complete for electrical and AV needs onsite. PONL will email your exhibitor kit to the primary exhibitor contact on the contract in August 2024, approximately **six weeks before the start of the conference**. If the person that registered is NOT the person that should receive this information, please let us know.

If you have questions prior to this date, please contact [Mary Kate Vacca](#) from the PONL office. The exhibitor kit will include:

- Details on how to order electricity, labor, and other booth essentials.
- Details on how to ship materials to and from the hotel.
- Pre-Conference Attendee List.
- Exhibitor Schedule and PONL 2024 Conference Schedule.
- Information on how to access the PONL 2024 mobile meeting technology.
- Other important information.

Exhibiting FAQs

How is booth space assigned?

The booth assignments are based on level and when the contract was received. PONL Diamond and Platinum Sponsors will receive priority assignments, and then by group of sponsorship level (Gold, Silver, Exhibitor). Within each group, space will be decided by the contracted date. PONL tries to make sure competitors are not placed by one another, but space assignment methods vary based on when your contract is received.

How tall can my booth be?

Standard booth maximum height is 8 feet. No signage or display features are permitted above this height. Booths must maintain line of sight for neighboring exhibitors. Please also note that our standard booth size is 8' wide by 8' deep.

When can I purchase a booth for next year's annual educational conference?

When exhibiting at PONL 2024, fill out the form (information will be inside your exhibitor packet) for a special deal on your PONL 2025 exhibitor booth. Turn the form in (or complete the e-form) by November 1, 2024 to guarantee your additional benefits. **Your form is due on November 1, 2024, but payment is not required until April 1, 2025.**

In and Around Your Booth

What about product demonstration?

Exhibitors may demonstrate their products and equipment. However, demonstrations must be conducted within the confines of your booth space, so as not to block neighboring booths. *If you are looking for a formal product demonstration for attendees, please see the Demo Showcase sponsorship option on slide 13 of this prospectus.*

Exhibiting FAQs



Can I distribute circulars and promotional material?

Distribution of material must be confined to the limits of the exhibitor's booth space.

Can we provide food and beverage?

No food and/or beverage products may be prepared, served or distributed by exhibitors, unless agreed upon and under contract with PONL and Hilton Harrisburg Hotel. Candy is approved for distribution.

At the Conference

Where can I find hotel reservation information?

Book your hotel reservations on the [PONL conference page](#). Reservations are now open. Please visit the [conference website](#) for information regarding room block information. It is the responsibility of the exhibitor to make their own hotel reservations in a timely manner.

How and when do I register name badges for my on-site staff?

An attending representative registration form will be available online. All attending representatives must be registered in order to have a badge. The main contact on the exhibitor form will receive a link to register all attending representatives. Any representatives not registered by the specified deadline could be subject to an on-site badge printing fee.

What if I need more than my allotted number of exhibit registrations?

If you would like to add any additional personnel to staff your booth, there is an additional fee. You can register them as an "Additional Sponsor Attendee" through the online registration.

Rules & Regulations

Indemnification

The exhibitor agrees to indemnify and hold harmless PONL, its officers, directors, agents and employees from all claims of liability of third parties arising out of or related to the acts of omissions of the exhibitor in connection with the exhibitor's participation in the 2024 PONL Annual Nursing Leadership Conference. The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save PONL and its employees and agents harmless against all claims, losses and damages to persons or property, while at PONL 2024.

Ethical Behavior

PONL reserves the right to stop or remove from the conference any exhibitor, or his representative, performing an act or practice when in the opinion of conference management is objectionable or detracts from the dignity of the conference or is unethical to the business purpose of the conference. Conference management reserves the right to refuse admittance of exhibits or materials to the conference until all dues and fees are paid in full. No exhibitor shall hold any social event to which buyers are invited or entice buyers off the conference floor during official conference hours.

Rules & Regulations

Booth Policy

Exhibit personnel may not enter, photograph or video another exhibitor's booth without obtaining permission. This is out of respect for the rights of other vendors to conduct business during the exhibit hours without interference or improper intervention. PONL, its representatives and its staff shall always have free access to any exhibit in the performance of their assigned duties. It is against PONL's policy to "share" booth space.

Each company that desires to conduct business at the 2024 PONL Annual Nursing Leadership Conference must be an exhibitor or sponsor at the conference. Companies whose products are used in conjunction with each other are prohibited from exhibiting in the same booth. Companies are permitted to locate their booths next to each other on the Exhibit Hall floor, if they desire. PONL staff members are able to assist in ensuring your booths are placed on the floor plan to your best advantage during your booth draw time. Any company found to be in violation of this policy will be asked to remove all identifying information for the company that did not purchase a booth. This can include literature, signage, shirts with logos, etc.

Companies that are not exhibiting at the conference cannot be represented at the conference in any manner.

Booth Assignment

PONL reserves the right to place reasonable limitations on the number of booths or tables to be rented by any exhibiting company. PONL staff strives to provide a broad spectrum of products and services.

Staffing of Booths

As a courtesy to our attendees, all exhibits must be open on time and remain staffed each day during the dedicated hours. Exhibitors are only required to staff their booths during dedicated hours. Staffing is optional outside of dedicated hours – PONL and The Hilton Harrisburg urge exhibitor representatives to exercise precautions to discourage theft (see Security). Please see schedules on slide 9 for more information.

Rules & Regulations

Dismantling of Exhibits

Dismantling of booth space prior to the designated teardown time is prohibited. This may result in a fine and possible loss of future PONL exhibit participation. Arrangements can be made if it is necessary, at the exhibiting company's expense.

Exhibitor Registration

A company may register the expressed number of individuals, complimentary, per the company's level of sponsorship. Additional badges may be purchased at registration on-site. Badges are not transferable. Replacement of lost badges will be issued for \$300 each, payable upon receipt. Company badges will not be accepted in lieu of the official PONL Annual Nursing Leadership Conference badge. Supplementing the badge with business cards as well as altering, adding to or defacing the official badge is not permitted. You may be required to present a picture ID to pick up your badge or to replace a lost badge.

Day Passes

Day passes are available for representatives that are only staffing their company's booth for one day. The fee for a **Day Pass is \$125**. This fee does not include entry into any receptions, but it does include breakfast and lunch. The fee to attend any of the receptions is **\$50 per event (if not otherwise registered)**.

Exhibitor Service Kits

The Exhibitor Kit contains conference information, important dates and order forms for all conference services.

Compliance with Local Ordinances

Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products or services exhibited must comply with all state and local regulations, and with all current FDA regulations for such products and services highlighted in the section "FDA Compliance."

PONL has no further responsibility to notify the exhibitors that this compliance is required.

Rules & Regulations

Damage to Hotel Property

Exhibitors will be held responsible for any damage done to the The Hotel by them, their employees or their agents. No nails, tacks or screws may be driven into the floor, wall or woodwork of the building.

General Service Contractor

Material or handling, drayage, furniture, carpet, extra draperies, labor, telephone, audio/visual equipment, electrical services and crate storage are available through the hotel. Exhibitors shall be fully responsible for all fees associated with the construction, maintenance, utility, shipping, storage and use of their exhibit. All shipments must be prepaid.

Exhibitor Responsibility Clause

To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as “Exhibitor” in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless The Hilton Harrisburg Hotel (“Hotel”), Hotel’s owner, Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), as well as the Pennsylvania Organization of Nurse Leaders (“Group”), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor may be required to supply the Hotel with a Certificate of Insurance 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Rules & Regulations

Payment

A payment is due (amount is dependent on sponsorship level) upon completing registration:

You can register online and pay the full amount due through our processing system. If you choose to pay by check or to make a partial credit card payment, please select the “**Check/Money Order**” option on the payment page. Call the PONL Office at 412-343-2437 to make a partial credit card payment. Check payments can be made payable to PONL and mailed to
461 Cochran Rd, #246 | Pittsburgh, PA 15228.

PONL Tax ID #: 23-2948514

For partial payments, the remaining balance is due by Aug. 15, 2024. If the remaining balance is not received by Aug. 16, 2024, your space can be released for non-payment. Registrations received after Aug. 16, 2024, will require full payment. No refunds will be issued after Aug. 16, 2024.

Cancellations and Non-Payment/Refunds

Any and all cancellations must be received in writing. PONL reserves the right to resell any canceled space. Please see below for cancellation schedule:

- If space is canceled by July 15, 2024, conference management will retain, or exhibitor will pay a \$800 cancellation fee.
- If space is canceled between July 16, 2024, and Aug. 15, 2024, conference management will retain, or exhibitor will pay a \$1,250 cancellation fee.
- If space is canceled OR not paid in full after Aug. 16, 2024, conference management will retain, or exhibitor will pay 100 percent of the total booth cost.

If the event is canceled because of reasons beyond the control of conference management, space fees or deposits already made will be returned to exhibitors on a pro rata basis, after all related event expenses incurred by conference management, through the date of cancellation, have been met and such refund shall be accepted by exhibitor in full settlement of all loss or damage suffered by exhibitor.

Rules & Regulations

Reservation of Right to Make Changes

Any matters not specifically covered herein are subject to decision by the PONL Executive Board and Executive Director. PONL reserves the right to make such changes, amendments and additions to these rules as it considers advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any changes.

Security

A security company will NOT be engaged to provide protection for the overall exhibit area (this includes the Exhibit Hall and the hall immediately outside of it) during non-conference hours. Neither PONL nor The Harrisburg Hilton Hotel will be held responsible for the loss or damages to exhibitor property. PONL and the hotel urge the exhibitors to exercise precautions to discourage theft.

Prizes and Giveaways

Exhibitors can hold prizes at their booths or participate in the PONL Raffle. If you would like PONL to list your prizes in the conference App, you must submit your company name and prize to [the PONL Office](#) by July 15, 2024.

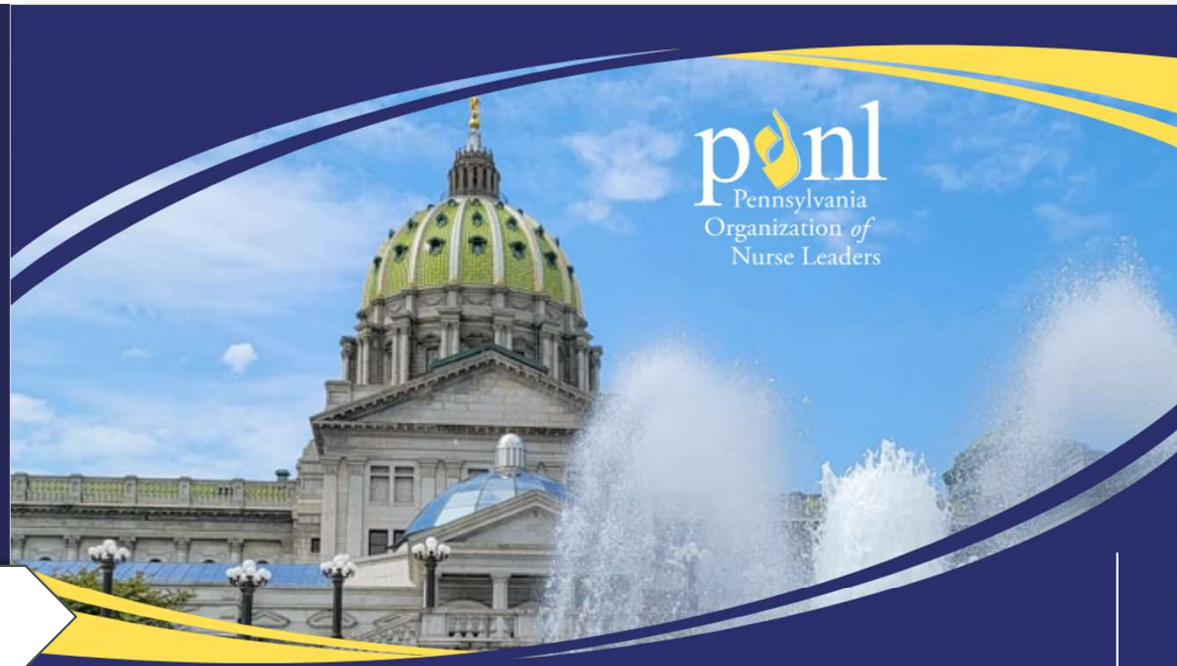
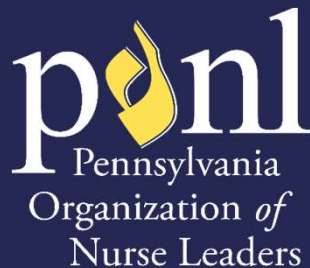
Event Hosting

Social functions sponsored independently by exhibitors at the conference site during the PONL Annual Nursing Leadership Conference to which attendees are invited MUST receive PONL's prior approval. Exhibitor functions cannot conflict with scheduled conference education sessions or scheduled social events.

Exhibitor Prospectus updated as of 1.20.2024

We Can't Wait to See You in Harrisburg!

Check availability and more details
at ponl.net/2024



2024 PONL Annual Nursing Leadership Conference

September 26-27, 2024

Hilton Harrisburg | Harrisburg, PA