



The
Pennsylvania Association of School Business Officials
invites you to exhibit at the...

PASBO Facilities & Transportation Conference & Exhibits

October 23-24, 2025

Wind Creek
Bethlehem, PA

Sponsorship & Presentation Opportunities Available!

PASBO Facilities & Transportation Conference & Exhibits

Conference Information

The Pennsylvania Association of School Business Officials is pleased to announce the 2025 Facilities & Transportation Conference & Exhibits to be held Thursday, October 23 and Friday, October 24 at Wind Creek in Bethlehem, PA. Exhibits will be held on Thursday, October 23 only. We are expecting over 200 facilities, safety, and transportation managers to attend this event.

Highlights from the event include:

- Access to a *diverse* audience of the school community responsible for facilities, safety, and transportation purchasing decisions
- Access to the *entire* Pennsylvania education community including school districts, intermediate units, vocational-technical schools, private schools and other groups
- Nearly 3 hours of exclusive exhibit time on Thursday, October 23
- Sponsorship and conference presentation opportunities for additional exposure

TENTATIVE SCHEDULE

Thursday,

8:30 – 9:00 am	Registration and Continental Breakfast
9:00 – 9:05 am	PASBO Welcome and Announcements
9:05 – 10:30 am	Keynote Session
10:30 – 10:45 am	Break
10:45 – 11:30 am	Firestorm Session
11:30 am–12:15 pm	Attendee/Sponsor Networking Lunch
12:15 – 3:00 pm	Exhibits Open/Dessert in Exhibit Hall
1:45 – 2:45 pm	Transportation Seminar
3:00 – 4:00 pm	Concurrent Seminars
4:00 – 4:10 pm	Break
4:10 – 5:10 pm	Concurrent Seminars
5:15 – 6:00 pm	Attendee/Sponsor Reception

Friday,

7:00 – 8:00 am	Attendee/Sponsor Networking
	Full Breakfast
8:00 – 9:00 am	Concurrent Seminars
9:00 – 9:10 am	Break
9:10 – 10:10 am	Concurrent Seminars
10:10 – 10:25 am	Break
10:25 am – 12:05 pm	Mini-Seminar Tables (3 rotations)
12:05 pm	Door Prizes

Lodging – Individuals will contact Wind Creek Reservations Department directly to make their own guestroom reservations. Guests can contact Central Reservations directly by calling (877)-726-3777 and referencing the group event, PASBO Facilities & Transportation Conference. Room rates are \$169.00+ taxes (single rate) per night. Reservation deadline is Monday, September 22, 2025.

Booth Displays - Displays shall not be placed in a manner as to interfere with other exhibits. Your backdrop cannot block the view of adjacent booths. All demonstrations and other sales activities must be confined to the limits of the exhibit booth. See contract for other restrictions/guidelines.

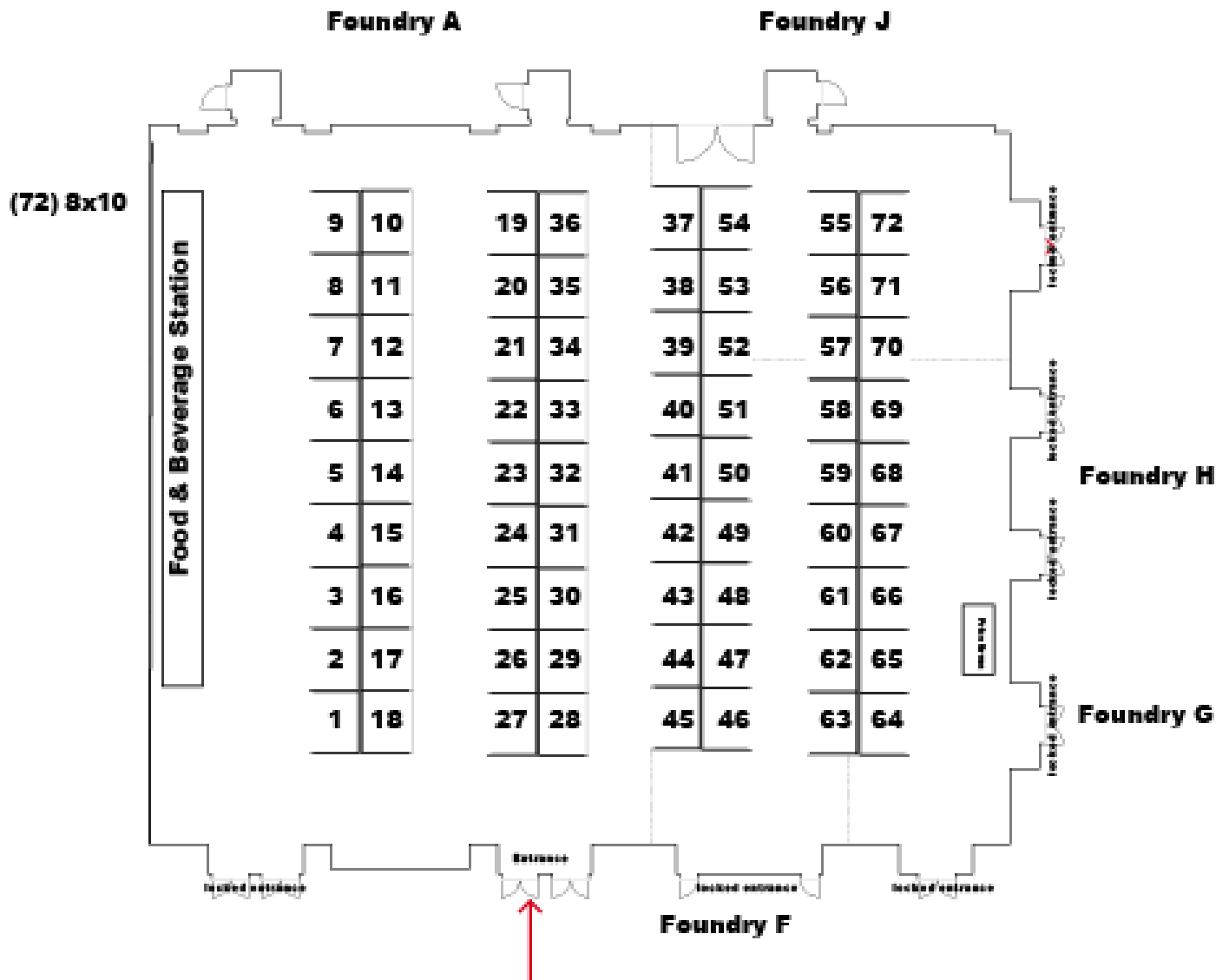


EXHIBIT OPTIONS

Exhibit Booth - \$750 – Limited: One booth per company

One space (8' deep x 10' wide) for a single day. Registration for three representatives on October 23 only (Meals/Reception and Lodging are not included). One 6' draped table, two chairs and a wastebasket are included in the booth price. Both the display and equipment must fit into the exhibit space. Your backdrop/display cannot block the view of the adjacent booth spaces. Blue & white pipe and drape will be supplied. The exhibit hall is carpeted. Booths are first come, first served with sponsors on record by June 30 receiving first option for booth location. After June 30, exhibit spaces will be available on a first come, first served basis for all companies. Extra representatives may attend for \$100 each.

Exhibit Sponsorship - \$75 – Limited to Exhibitors only

- Attendees will be given a Bingo card to bring to your booth to get it signed. Engage them, then sign their card.
- When all squares are marked, they deposit the game card in the PASBO prize drawing drum. Multiple prizes will be drawn in the exhibit hall & prizes will be provided by PASBO.
- You are also eligible to donate your own prize valued at \$100 or more to be announced at your booth during exhibit hours. Must sign-up in advance to participate – notify Karen at krogers@pasbo.org.

PASBO Facilities, Transportation & Safety Conference & Exhibits

October 23-24, 2025 at Wind Creek, Bethlehem, PA

SPONSORSHIP OPTIONS –

Keynote - \$3,000 – Limited - (Subject to remaining booth availability)

- 1 preferred choice of booth space is included in this sponsorship level before June 30th. *(subject to availability)*
- Introduction at General Session and opportunity to speak at event – limit 2 minutes to address audience
- Two full Conference registrations including meals and the attendee reception.
- Full-page color ad in the digital program book.
- Sponsorship listed in the program book and logo on General Session PowerPoint.
- Opportunity to submit a proposal by July 15 to present an educational session.
- Sponsor company name will be listed on the Bingo Card at **NO ADDITIONAL COST**.
- Eligible to contribute a prize to the bingo card drawing. Must notify Karen by September 30 if interested.

Gold - \$1,600 – Limited - (Subject to remaining booth availability)

- 1 preferred choice of booth space is included in this sponsorship level before June 30th. *(subject to availability)*
- Two full Conference registrations including meals and the attendee reception.
- Full-page color ad in the digital program book.
- Sponsorship listed in the program book and logo on General Session PowerPoint.
- Opportunity to submit a proposal by July 15 to present an educational session.
- Sponsor company name will be listed on the Bingo Card at **NO ADDITIONAL COST**.
- Eligible to contribute a prize to the bingo card drawing. Must notify Karen by September 30 if interested.

Reception - \$1,000 – Unlimited

- Two full Conference registrations including meals and the attendee reception.
- Eligible to purchase preferred choice of booth space before June 30. *(subject to availability)*
- Introduction at event
- One Half-page color ad in the digital program book.
- Signage at sponsored event, sponsorship listed in the program book and logo on General Session PowerPoint.
- Opportunity to submit a proposal by July 15 to present an educational session.
- If exhibiting, sponsor company name will be listed on the Bingo Card at **NO ADDITIONAL COST**.
- Eligible to contribute a prize to the bingo card drawing. Must notify Karen by September 30 if interested.

Silver - \$800 – Limited: One sponsor per each of the following functions

Thursday Continental Breakfast

Thursday Lunch

Thursday Dessert in Exhibit Hall

Friday Breakfast

Friday Break

- Two full Conference registrations including meals and the attendee reception.
- Eligible to purchase preferred choice of booth space before June 30. *(subject to availability)*
- Half-page color ad in the digital program book.
- Signage at sponsored event, sponsorship listed in the program book and logo on General Session PowerPoint.
- Opportunity to submit a proposal by July 15 to present an educational session.
- If exhibiting, sponsor company name will be listed on the Bingo Card at **NO ADDITIONAL COST**.
- Eligible to contribute a prize to the bingo card drawing. Must notify Karen by September 30 if interested.

Bronze - \$500 – No limit

- One full Conference registration including meals and the attendee reception.
- Sponsorship listed in the digital program book and on the general session PowerPoint.
- Eligible to purchase preferred choice of booth space before June 30. *(subject to availability)*
- Opportunity to submit a proposal by June 30 to present a mini-seminar
- Eligible to contribute a prize to the bingo card drawing. Must notify Karen by September 30 if interested.

SPONSORSHIP DEADLINE – SEPTEMBER 30, 2025

PASBO Facilities, Transportation & Safety Conference
October 23-24, 2025
Wind Creek, Bethlehem, PA

EXHIBITOR & SPONSORSHIP FORM

Yes, we'd like to become an exhibitor/sponsor for the 2025 Facilities & Transportation Conference.

*A PASBO 2025-26 Business membership is required for exhibitors and sponsors. [Join online now](#)

We understand that PASBO will assign space as requested. In the event your choice is already sold, the nearest space will be assigned. PASBO reserves the right to assign all booths to best meet the needs of the exhibitors and the association. Booth space will be allocated on a first-come, first-served basis with sponsor preference until June 30. Reserve a booth by mailing or emailing a completed contract. Booth fee invoice will be sent after July 1.

The following information will be printed in the conference program materials:

Company Name: _____

Web Site: _____

Products or services to be exhibited: _____

All subsequent mailings regarding the exhibits and/or sponsorship, and the invoice will be forwarded to the contact person listed below:

Contact Name: _____

Telephone _____ Email _____

Mailing Address: _____ City _____ State _____ Zip _____

Date: _____ Executed By: _____

(Signature and Title)

CHECK EACH BOX THAT APPLIES

- ☐ \$750 – One Exhibit Booth – Booth Location Preference _____
- ☐ \$75 – Exhibit Sponsor (company will be included on Bingo card – exhibit hall game)
- ☐ \$3,000 – Keynote Sponsorship
- ☐ \$1,600 – Gold Sponsorship
- ☐ \$1,000 – Reception Sponsorship
- ☐ \$800 – Silver Sponsorship – (Choose one option below)
- _____ Thurs Continental Breakfast _____ Thurs Lunch _____ Thurs Dessert _____ Fri Full Breakfast _____ Friday AM Break
- ☐ \$500 – Bronze Sponsorship

All sponsorships include full conference registrations (including meal tickets & the attendee reception) for 1-2 representatives attending. Please list the names of those receiving the full conference registrations here:

1) _____

2) (Keynote, Reception, Gold & Silver Only) _____

PAYMENT INFORMATION:

An invoice for booth/sponsorship fees will be emailed to your business membership administrator. Confirmation will be sent after the invoice has been paid in full. Payment is due within 2 weeks of invoice date.

Booth Assigned _____

Invoice # _____

Confirm Sent _____

CONDITIONS FOR 2025 EXHIBIT SPACE APPLICATION AND CONTRACT

PASBO Facilities & Transportation Conference & Exhibits

1. **CONTRACT FOR EXHIBIT SPACE** - This contract for exhibit space and formal notice of assignment by the Pennsylvania Association of School Business Officials (PASBO) for the full payment of rental fees constitutes a contract for the right to use the assigned exhibit space.
2. **PAYMENT FOR SPACE** - The cost of exhibit space and/or sponsorship is due in full upon receipt of invoice. Payment must be received 30 days prior to the conference. Payments not received by the deadline may result in release of booth space.
3. **CANCELLATIONS** - A full refund will be made by PASBO for cancellations of exhibit booth contracts received in the PASBO office on or before July 31. A \$100 service fee will be charged for cancellations received between August 1 and August 31. **No refunds will be made for booths cancelled after August 31.**
4. **INSTALLING AND DISMANTLING** – Exhibitors may set up their booth space on Thursday, October 23 from 8:00 a.m. until 12:15 p.m. All exhibits must be set-up and ready to go by exhibit time. Exhibit time will be from 12:15 p.m. – 3:00 p.m. on Thursday, October 23. Tear down will begin immediately after the show and all materials and equipment must be removed from the exhibit hall by 6:00 p.m.
5. **REGISTRATION** - At least one registered exhibitor representative must be present in the exhibit booth during scheduled exhibit hours.
6. **USE OF SPACE** - All demonstrations and 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 PASBO. Displays shall not be placed in a manner as to interfere with other exhibits. PASBO 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.
7. **PRIZES** - Exhibitors may award prizes at their booths during exhibit hours. Prizes will not be announced. PASBO is not responsible for individual exhibitor prizes.
8. **NOISEMAKING EXHIBITS** - Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, must be preapproved by PASBO and must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors or their patrons. Public address systems or noisemaking machines are not permitted in the exhibit hall.
9. **INSURANCE** - Responsibility for various types of insurance coverage is that of each individual exhibitor. Liability insurance in the amount of \$1,000,000 is required. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his/her agents and employees, the headquarters hotel, PASBO and the employees of each such organization for loss, theft, damage or destruction of goods, or for any injury to himself/herself or employees while in the exhibit area or for any damages of any nature or character.
10. **FIRE PROTECTION** - No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof, may not be used in the booth. Electrical wiring must conform to national Electric Code Safety Rules. Exhibitors must comply with local fire regulations.
11. **EXHIBIT BOOTH** - Booths will be assigned by PASBO on a first-come, first-served basis, with exception to the sponsor designated booths.
12. **ATTENDEE LIST** - PASBO will provide a list of attendees to all exhibitors and sponsors approximately 2 weeks prior to the conference and an updated list will also be sent to booth/sponsor contacts after the conference.
13. **ACCOMMODATIONS** – Individuals will contact Wind Creek Reservations Department directly by Monday, September 22, 2025, to make their own guestroom reservations. Guests can contact Reservations directly by calling (877)-726-3777. Room rates are \$169.00+ taxes (single rate) per night.
14. **MEALS** - No meals are included as part of the exhibitor or sponsor package unless specifically stated.
15. **SITE LOCATION** – Wind Creek Bethlehem is located at 77 Wind Creek Blvd, Bethlehem, PA 18015.