

October 2007
PO Box 293
Bedminster, PA 18910

Dear Green Industry Vendor,

The 43rd Annual Penn-Del ISA Shade Tree Symposium is scheduled for Monday and Tuesday, January 28 and 29, 2008 at the Host Resort in Lancaster, PA. A contract for our Retail Equipment and Trade Show is enclosed here.

We return to the Expo Center at the Host, a separate building large enough to accommodate most equipment previously parked outside. All inside booths are 10 x 10. Early registrants can take advantage of the discount price.

Exhibitors set up on Sunday, January 27 between noon and 9 p.m. Each exhibitor registration provides for 2 attendants per booth. This covers registration, lunches, and the Monday evening buffet.. You can arrange for other furniture, equipment, or shipping from Rileigh's Drayage Company. Rileigh's will send you an information package after you have sent your PennDel contract in. Contact Rileigh's at 800-421-5075 if you have questions ahead of time. I will send further instructions after I receive your registration. For a room reservation at the **Lancaster Host**, call 717-299-5500.

The entrance door measures 10 feet wide by 14 feet high. The inside ceiling height measures 35 feet in the center area and 15 feet near the perimeter. Plastic floor covering will be laid during set-up. Vendors will be responsible for protecting floors during the show by placing drop cloths or plastic under all equipment. A **damage deposit is required** of vendors displaying equipment inside. Teardown will be monitored and if no damage has occurred the deposit will be returned. Gas engines may not be run inside. Exhibitors must drain gas tanks, tape gas caps shut and disconnect battery cables. You can clean trucks and equipment on site before entering.

A rigging demonstration tree will be set up in the Expo Center for climbing demonstrations and the Tree Workers breakout sessions on Monday and Tuesday morning. Consider using the rigging stage to promote your product ... see the other side of the contract for details.

Early start. The Trade Show will open at 7:30 a.m. on Monday morning, when attendees register in the Expo Center. On Tuesday the Expo Center will be open from 7:30 a.m. until 2:00 p.m. We will admit walk-ins to the trade show on **Tuesday at noon at no charge**. We have scheduled the last Climber Break-out for Tuesday morning so climbers can buy equipment after classes are finished.

Your booth must remain in place until closing time at 2:00 on Tuesday. This is necessary out of courtesy to all vendors, and our speakers who will be presenting in the Expo Center.

Register Now and Save. A discount applies if **full payment** is received by December 10. **Full price applies after that date.** Early registrants will be listed in our winter newsletter, the Penn-Del Arborist. Please mail the enclosed contract to me with your check. Faxed contracts (215-795-0823) will be accepted if credit card information is included. I'll send a receipt and further details by mail or email.

Over 700 arborists attended last year's Symposium. We are looking forward to another successful meeting, and I look forward to hearing from you soon. See our website (penndelisa.org) to view the Symposium schedule.

Sincerely,

Elizabeth Wertz,
Penn-Del Secretary

website: www.penndelisa.org fax: 215-795-0823

ph: 215-7995-0411 email: penndelisa05@comcast.net