



UNIVERSITY

*Unlocking potential. Shaping tomorrow.*

March 16-19, 2025 | Hershey Lodge

# 2025 PRPS Conference & Expo Rules and Regulations

## CERTIFICATE OF INSURANCE

**Commercial Booths** are required to provide PRPS with a Certificate of Insurance (COI) with a \$1,000,000 limit of commercial general liability. The Pennsylvania Recreation & Park Society, Inc. (2131 Sandy Drive, State College, PA 16803) should be the COI certificate holder and also included as “additional insured.” Utilize the Expo dates of March 16-19, 2025. The COI is due by **Friday, February 21, 2025** and can be emailed to the address noted above or emailed to [tour@prps.org](mailto:tour@prps.org). **Non-profit Booths** are not required to provide PRPS with a COI.

## RESTRICTIONS

PRPS reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason, become objectionable.

## LIABILITY

PRPS and its employees, or conference committee will not be responsible for any injury, loss, or damage that may occur to the exhibitor, nor to the exhibitor’s employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract. This includes the period of storage prior to and following the conference. The exhibitor, on signing the contract, expressly releases the above-mentioned PRPS, individuals, and committee from any and all claims for such loss, damage, or injury. To prevent loss, small or portable articles of value should be properly secured or removed after exposition hours and placed in safekeeping.

## USE OF SPACE

All demonstrations must be confined to the limits of the exhibit space. No exhibitors shall assign, sublet, or share the whole or any part of the space allotted without the knowledge and consent of PRPS. Aisles must be clear. Advertising material may be distributed only within the space assigned to the exhibitor presenting such material.

## HOLD HARMLESS AGREEMENT

The exhibitor agrees to indemnify and hold harmless PRPS, its members, officers, directors, and employees against any and all damage to property or personal injury or loss caused by the exhibitor or its agents, representatives, or employees. The exhibitor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor’s display, caused by the exhibitor, its agents, representatives, or employees. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor’s activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages, and claims.

## PAYMENT

Payment in full is required for sponsorships and expo booths along with the authorized contract, which is simultaneously executed when you complete your purchase online.

## CANCELLATIONS

Booth cancellations must be received by PRPS in writing before **Friday, February 8, 2025**. Written notification must be sent to: PRPS, 2131 Sandy Drive, State College, PA 16803, or emailed to [tour@prps.org](mailto:tour@prps.org). A \$150 handling fee will be deducted from the refund. Mail and personal delivery of the cancellation notice shall be deemed delivered on the day such notice is received at the PRPS office.

Direct any questions to Niki Tourscher, Director of Professional Development, at [tour@prps.org](mailto:tour@prps.org).