



POCONO MOUNTAIN SWIFTWATER ELEMENTARY CENTER  
**TUESDAY, JULY 22, 2025**  
**9:00 A.M. – 1:00 P.M.**

### Exhibitor Guidelines

Welcome to the 2025 Senior Expo. The following are the guidelines we ask all exhibitors to follow. Questions regarding these guidelines should be directed to Marla Wiest at (717) 772-0500.

*Please note: Due to space limitations within the Center, this invitation is not transferable.*

- ❖ Set-up for this event will take place **Tuesday, July 22, 2025** from 7:45 to 8:45 a.m. **All exhibitors must be set-up no later than 8:45 a.m.**
- ❖ As per the request of Swiftwater Elementary Center, exhibitors may unload at the back entrance (Door 16). Please follow the yellow signs. After unloading on **Tuesday, exhibitor vehicles must be relocated to parking lot C**, shuttle service back to the building will be provided. This will allow seniors easy access to the building.
- ❖ Exhibitors who graciously decide to provide a door prize, please deliver to the registration table upon arrival with a **business card** attached for appropriate identification. **Exhibitors are not eligible for door prizes.**
- ❖ The Expo hours of operation are from 9:00 a.m. until 1:00 p.m. Exhibit tables must be manned at all times during the Expo hours.
- ❖ Each exhibitor will be allotted one table and two chairs at no cost.
- ❖ Exhibitors will not be permitted to sell any merchandise or services on site.
- ❖ Staff is unable to assist exhibitors with unloading. Exhibitors must provide their own hand trucks or may utilize the limited number of school-owned dollies.
- ❖ We appreciate your cooperation in removing all literature and decorations, etc. at the conclusion of the Expo. There will be ample receptacles to dispose of any trash.
- ❖ The Pocono Mountain Swiftwater Elementary Center, Senator Brown and the Pennsylvania Senate are not responsible for items lost or stolen before, during or after the event. Exhibitors are solely responsible for the security of their display materials and products.

Register online at <https://senatorbrown40.com/senior-expo/>

**THE EXHIBITOR REGISTRATION FORM MUST BE RECEIVED NO LATER THAN  
MONDAY, JUNE 2, 2025 IN ORDER TO ENSURE EXHIBIT SPACE.**