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Commodity Code #
 For Official Use

Welcome Center Brochure Distribution Authorization Form

(Distribution Not Guaranteed. See Important Information on page 2)

SUPPLIER INFORMATION

Organization		Contact Name		
Address	City	State	Zip	
Telephone	Fax	E-mail		

BROCHURE INFORMATION *see instructions on page 2*

Brochure Name / Headline		Business Code	County
Approx. Brochure Size ___ 4x9 ___ 8x10	Initial Shipment Quantity	Brochure Expiration Date	Can remaining or expired brochures be discarded? ___ Yes ___ No

DISTRIBUTION LOCATIONS:

<p>Western Pennsylvania</p> <ul style="list-style-type: none"> I-90 West Welcome Center (Erie County) I-80 East Welcome Center (Mercer County) I-70 East Welcome Center (Washington County) I-79 North Welcome Center (Greene County) 	<p>Eastern Pennsylvania</p> <ul style="list-style-type: none"> I-95 North Welcome Center (Delaware County) I-76 West Welcome Center (Montgomery County) ** I-78 West Welcome Center (Northampton County) I-84 West & East Welcome Center (Pike County) I-81 South Welcome Center (Susquehanna County) I-80 West Welcome Center (Monroe County) <p style="color: red; font-size: small;">** Limited space and hours of operation.</p>
<p>Central Pennsylvania</p> <ul style="list-style-type: none"> <li style="width: 50%;">I-70 West Welcome Center (Fulton County) <li style="width: 50%;">I-83 North Welcome Center (York County) <li style="width: 50%;">I-81 North Welcome Center (Franklin County) <li style="width: 50%;">Route 15 South Welcome Center (Tioga County) 	

AUTHORIZATION

Signature	Print	Title	Date
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Revised 08/04/11

Fax completed form to Pennsylvania On Display at 717-653-4808.

Instructions for Completing Welcome Center Distribution Authorization

Brochure Name / Headline: If your name is not prominent on the cover, use the largest words.

Business Code: Please select from the following

10	Accommodations: B&Bs, Campgrounds, Hotels, Motels
20	Attractions: Amusements, Museums, Spas, Theatres, Wineries, Breweries, Others
30	Dining
40	Nature and Outdoors: Fishing Preserves, Golf, Hiking trails, Local, State & National Parks, Outfitters
50	Shopping
60	Visitor Services: TPAs, Chambers of Commerce, Downtown Associations, Expo/Conference Facilities, Transportation, Maps

County: Indicate the county of the business being promoted.

Initial Shipment Quantity: Minimum 1,500 to participate. Contact Customer Service Representative at 800-320-2512 ext. 204 or PA@GetawaysOnDisplay.com for recommended quantity.

Brochure Expiration Date: This applies to brochures that contain time sensitive information such as specific event dates or clearly indicates a particular year. Expired brochures cannot be distributed.

Disposal Authorization: Unused brochures will be disposed of after the expiration date unless specified. Return shipments will be at the cost of the supplier.

Important Information

Distribution Not Guaranteed: Welcome Centers have limited display and storage capacity. Individual Welcome Centers determine what brochures to distribute. Pennsylvania On Display will make your brochures available to all Welcome Centers, but cannot guarantee their selection. Ask us about Interstate Rest Area/Turnpike Service Plaza options for guaranteed placement.

Brochure Distribution Data: You can contact the Customer Service Representative to request a report showing the number of brochures distributed and the number of brochures remaining in inventory.

Brochure Acceptance: Brochure distribution at State Welcome Centers is for tourism-related material only. If you are unsure whether your brochure qualifies, please contact the Customer Service Representative.

Printer Information:

Boxes cannot exceed 35 pounds.

If boxes contain more than 200 copies, brochures must be bundled in packs.

Boxes must be labeled as follows:

Pennsylvania On Display

Name of Brochure

Number of items per box

Items per pack (i.e. packs of 50, 100, etc.)

Total number of boxes (example 1 of 4)

Shipping Instructions: All brochures should be shipped to:

Pennsylvania On Display

Rapho Business Park

147 Arrowhead Drive

Building #3

Manheim, PA 17545

Receiving hours are M-F 8:30 – 5, Loading dock and forklift are on site. Phone 717-653-8070

Revised 11/13/08