



Maryland PTA 102nd Annual Convention

July 28-29, 2017

Sheraton Columbia Town Center, 10207 Wincopin Circle, Columbia, MD

EMPOWERING A NEW GENERATION OF LEADERS



Dear Exhibitor,

Maryland PTA is reaching out to you with an opportunity to interface with many of our 170,000 Maryland PTA members as an Exhibitor at our 102st Maryland PTA Annual Convention to be held July 28 - 29, 2017 at the Sheraton Columbia Town Center Hotel in Columbia, MD. This venue gives you an opportunity to interact with Maryland PTA members and leaders as you showcase your special services of interest to parents, educators and education stakeholders who will be attending the 102st Maryland PTA Annual Convention.

Maryland PTA is excited to give you the opportunity to showcase services to enhance experiences and learning opportunities for Maryland's students. As an Exhibitor, you are a vital added element to the Maryland PTA 102st Annual Convention experience for our members. Maryland PTA members are ready to explore new fundraising opportunities and programs that enrich the lives of Maryland's students. Join us at the 102st Maryland PTA Annual Convention by completing the attached registration form to reserve your table. The first few to reserve their spot will be selected for inclusion in our web advertising and convention announcements, so please complete your registration by July 1, 2017. All materials must be received by Maryland PTA by July 1, 2017 to be included as an Exhibitor for the 102st Maryland PTA Annual Convention.

If you have any questions, please contact Peggy Aye at office@mdpta.org if you have questions. She can be reached at (410) 760-6221.

Maryland PTA members look forward to seeing you at the 102st Maryland PTA Annual Convention!

Sincerely,

Elizabeth Ysla Leight
Maryland PTA President

Maryland PTA Convention - Exhibit Hall Schedule

Friday, July 28 9-4 pm

7:00 a.m-9:00 a.m. Exhibit Hall Open--Continental Breakfast

9-12 noon General Session I

12-2:30 p.m. Exhibit Hall Open

12-2 p.m. Election Booth Open

1-2 pm Workshops

2-2:30 p.m. Lunch on your Own

2:30-4 p.m. General Session II

4-6 p.m. Exhibit Hall Open

4-6 p.m. Election Booth Open

6:30 pm Reflections Dinner (Ticketed Dinner)

Saturday, July 29. 9-4 pm

7:00-8:30 a.m. Exhibit Hall Open--Continental Breakfast

7:00-8:30 a.m. Election Booth Open

8:30-12 noon General Session III

12-2:30 p.m. Exhibit Hall Open

12-2:30 p.m. Election Booth Open

1-2 p.m. Workshops

2-4 pm General Session IV

Maryland PTA Election Results Announced

Maryland PTA Local Unit and Council Awards



MARYLAND PTA 102ND ANNUAL CONVENTION

JULY 28-29, 2017

Sheraton Columbia Town Center, 10207 Wincopin Circle, Columbia, MD

EMPOWERING A NEW GENERATION OF LEADERS

EXHIBITOR FEES & REGISTRATION: Fees listed are for one exhibit space. **Exhibitor's Packet** includes: one 6' draped and skirted table, two chairs, name badges, one waste receptacle and a listing in the 102nd Maryland PTA Annual Convention Program. **Deadlines: Exhibitor's Contract must be received by July 1, 2017. ACT FAST: Space is limited.**

Exhibitor Type	Description	Fee
Commercial Exhibitor I	Exhibitor's Packet - Selling Items	\$ 720
Commercial Exhibitor II	Exhibitor's Packet – Not Selling Items	\$ 620
Non-Profit Exhibitor I	Exhibitor's Packet – Selling Items	\$ 400
Non-Profit Exhibitor II	Exhibitor's Packet – Not Selling Items	\$ 300
Advertising Exhibitor	Include literature in the Convention Welcome Bag. This option is perfect for exhibitors who are unable to attend the convention. Literature is defined as one page or small item. Material must be submitted to MDPTA for approval and a sample sent with your Exhibitor Contract.	\$ 220
Electrical Needs - Please be aware that electrical service requests will not be handled on site.		\$ 40

Space Assignment – To exhibit at the Maryland PTA 102nd Annual Convention, complete and return both copies of the enclosed contract with the required fees. Contracts must be postmarked no later than **July 1, 2017**. A returned copy of your contract will serve as confirmation for your rented exhibit space. **Full payment for exhibitor space must be received by July 1, 2017. Any requests/fees received after July 1, 2017, if accepted, will be assessed a \$50 late.** Fees and/or requests received after July 7, 2017 will not be honored and will be returned to the exhibitor.

Exhibitor set up will take place on Thursday, July 27, 2017 after 4:00 p.m. No exhibitors can set up after 9 pm the night before the Convention. All displays and exhibits **must** remain intact until the designated break down time. Exhibitors are responsible for dismantling and removing their displays when the exhibit hall closes on the final day of the convention. Neither the *Sheraton Columbia Town Center Hotel nor Maryland PTA*, will be responsible for any loss or damages suffered by you, or the company you represent during the 102nd Maryland PTA Annual Convention.

Hotel Registration –Maryland PTA has contracted a special convention rate of \$115 per night during the 102nd Maryland PTA Annual Convention. Use the following link when reserving your room. You must reserve your own room. Room reservations are not included in your exhibitor's fees.

<https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1701317664&key=3829B96B>



Exhibitor's Registration – Maryland PTA 102nd Annual Convention

Company Name: <i>(Will be listed in 102nd Convention Program)</i>					
Contact Person:				Title:	
Company Address:					
City:			State:		Zip Code:
Phone:			Fax #:		
Contact Email:			Company Website:		

Please sign name _____ Print name _____

Authorized signature: Authorized signature constitutes agreement with Maryland PTA's Exhibitor's Rules and Regulations that accompany this document.

Displayed Products (Please check all appropriate boxes): Candy Gift Wrap Clothing/Sportswear
 Promotional Books Educational Material Pastry/Breads/Food Stuff School Supplies
 Internet Info/Fundraising Internet/Educ. Other (please specify) _____

Fees

EXHIBITOR TYPE	FEES	NO. OF SITES	TOTAL
Commercial Exhibitor I <i>(Selling from site)</i>	\$ 720		\$
Commercial Exhibitor <i>(Not selling from site)</i>	\$ 620		\$
Advertising Exhibitor	\$ 220		\$
Non-Profit Exhibitor	\$ 300		\$
Electrical Needs	\$ 40		\$
TOTAL CHARGES (Enter total amount due here) →			\$

VISA/MC # _____ Expiration: _____ CVV#: _____

Name on Card: _____ Charged Amount: \$ _____

Card Billing Address: _____

Signature: _____ Date: _____

EXHIBITOR INFORMATION: Type of Display: Table Top Free Standing Floor (No Exhibit Table)



EXHIBITOR REPRESENTATIVE LIST

Maryland PTA

Maryland PTA requires the names of representatives who will represent your company at convention.

Company Name: _____ Date: _____

Please Print or Type:

First/Last Name	Thursday Setup	Friday Exhibit	Saturday Exhibit & Breakdown
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

DO NOT WRITE IN THIS SPACE – MARYLAND PTA USE ONLY

- Commercial Exhibitor I Commercial Exhibitor II Non-Profit Exhibitor I
- Non-Profit Exhibitor II Advertising Exhibitor Needs Electrical Outlet

Date Received: _____ Contract Fee Paid: _____

Credit Card Author #: _____ Check #: _____

MDPTA Authorized signature: _____

Maryland PTA insurance does not cover exhibitors/vendors/concessionaires/service providers. Consequently, all exhibitors/vendors/concessionaires/service providers are required to provide Evidence of Insurance to each PTA.

HOLD HARMLESS AGREEMENT

FOR PTA FUND RAISING EXHIBITORS/VENDORS/CONCESSIONAIRES/SERVICE PROVIDERS

Insurance Requirements:

(a) Workers' Compensation Insurance. Required if you have employees engaged in the performance of work under the agreement.

(b) Comprehensive General Liability, Required \$1,000,000 Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by exhibitors/vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and includes Bodily Injury, Property Damage and Personal Injury. Food vendors are required to have \$1,000,000 Products Liability.

(c) Automobile Liability Insurance. Required only if you are providing transportation (e.g., limousine or bus service) at PTA event. \$1,000,000 limit required.

If you (exhibitor/vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and an endorsement to the policy **MUST** be submitted with your contract.

Contract containing the following language **MUST be added to the above policies (b) and (c) as an Additional Insured:**

The Maryland Congress of Parents & Teachers, (Maryland PTA) including all units and councils, and all their officers, directors, members and volunteers. The insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to PTA and

(Name of exhibitor/vendor/concessionaire/service provider)

I/We _____ (exhibitor/vendor/concessionaire/service provider) agree(s) to defend and to indemnify and hold harmless, the Maryland Congress of Parents and Teachers, (Maryland PTA) including all units, councils and all of their officers, directors, members and volunteers, but only with respect to liability for bodily injury or property damage or personal and advertising injury caused, in whole or in part, by my/our acts or omissions or the acts or omissions of those acting on my/our behalf:

- A. In the performance of my/our operations; or
- B. In connection with my/our premises rented to you; or
- C. In the sale or distribution of my/our products.

NOTE: The terms and conditions of this agreement shall apply with respect to Exhibitor's/Vendor's/Concessionaire's/Service Provider's operations for any PTA unit that is part of Maryland State PTA.

DATE: _____ SIGNED: _____

(Exhibitor/Vendor/Concessionaire/Service Provider)

NAME OF ENTITY: _____ TITLE: _____

Name of Witness _____ Witness Signature _____

NOTE: Failure of Exhibitor/Vendor/Concessionaire/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement. In the event of a breach, the PTA shall have the right but not the duty to procure insurance covering the vendor for the period of this agreement. The cost of this insurance will be deducted by the PTA from the proceeds due to the Exhibitor/Vendor/Concessionaire/Service Provider.

Exhibit and Vendors Rules and Regulations

CONTRACT FOR EXHIBIT SPACE: Applicants are required to forward to Maryland PTA the formal application/contract provided. Each application must be submitted along with the full payment, as specified in the contract. **No refunds will be made if exhibitors cancel this contract.**

EXHIBITION HOURS: Exhibit Hall hours are as indicated. *The Exhibit Hall will be closed during General Meetings.* Dismantling of exhibit/display shall not be allowed before the stated time without the permission of the Exhibit Hall Chair.

USE OF SPACE FOR EXHIBITS: Exhibit Hall space will be assigned by the Exhibit Hall Chair. Assignment of space for exhibitors has been given every consideration. No special requests or compensations will be honored at or during the convention. All demonstrations and activities must be confined to the limits of the exhibit space. Exhibitor shall not assign, share, or sublet any space allotted without the written consent of the MARYLAND PTA. General cleaning of the Exhibit Hall will be provided after the hall has closed for the day. The exhibitor is responsible for keeping their area clean, staffed, and in good order. Accumulated trash may be placed in the aisle for pick-up at the close of the day. All exhibits **must** fit within the assigned exhibit space. Nothing is to be placed in either the walkways or the common areas.

ELECTRICAL REQUIREMENTS: Each hotel site is explicit regarding Exhibit Hall Service. If your exhibit requires electrical needs, YOU MUST contact Maryland PTA to make the necessary arrangements prior to the start of the event. Neither the PTA Convention Committee nor the Exhibit Hall Chair will be responsible for meeting or supplying information regarding your exhibit's electrical/phone needs to the hotel.

FIRE AND SAFETY CONSIDERATIONS: Flammable or other dangerous fluids, substances, materials, equipment, or other items that are in violation of city, county or state laws or regulations shall not be used in any exhibit. Exhibits must contain flame resistant materials. NO SMOKING allowed in the Exhibit Hall.

CARE OF BUILDING AND EQUIPMENT: Exhibitors and/or their agents shall not injure or deface the walls or floors of the building, nor the equipment of the hotel. If such damage occurs, the exhibitor shall be liable to the owner of the property damaged.

SOUND CONTROL: Maryland PTA reserves the right to determine the acceptable and appropriate sound level so as not to prove disturbing to other exhibitors and delegates to the convention.

DISTRIBUTION OF LITERATURE AND SAMPLES: Printed materials, souvenirs, and/or samples shall be distributed by exhibitors from their contracted and assigned area only. All materials distributed are subject to the approval of Maryland PTA.

LIABILITY AND INSURANCE: The Maryland PTA, its officers, and office staff, and the hotel management shall not be responsible for the safety of the property of the exhibitor's from theft, damage by fire, accidents, or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display material for the duration of time when it leaves the company's premises until its return. Those listed here shall not be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to person for any property of the representatives, resulting from theft, fire, water, accident, or any other cause. Neither the Maryland PTA nor the hotel management will obtain insurance against any such damage, loss, harm, or injury. The exhibit hall will be supervised by a representative of Maryland PTA when open. The doors will be locked during closed times and can only be opened by the Exhibit Hall Chair or their representative. No one will be allowed entrance to the exhibit hall during the closed times without the knowledge of the Exhibit Hall Chair.

SELECTION OF EXHIBITORS: Only firms and organizations whose services or products are appropriately related to the education, health, welfare or personal development of children and youth shall be permitted to exhibit. The MARYLAND PTA reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate; this reservation being all inclusive to persons, things, printed matter, products, and conduct.

REQUESTS AND CONCERNS: All questions, concerns, and/or requests for services, etc. in the exhibit hall must be directed to the Maryland PTA Exhibit Hall Chair.

FAILURE TO COMPLY WITH RULES AND REGULATIONS: If the contracted exhibitor fails to occupy the space contracted for by the end of the scheduled set-up time, or fails to comply in any other respect with the terms of this agreement, Maryland PTA shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract.

These regulations become a part of the contract between the exhibitor and the MARYLAND PTA. They have been formulated for the best interest of the exhibitor. The MARYLAND PTA respectfully asks for full cooperation of the exhibitor in their observance. All points not covered are subject to the decision the MARYLAND PTA.

Signed: _____ Date: _____