

Dear Prospective Resources & Programs Fair Participants,

We are looking forward to your participation at our annual Utah PTA Leadership Convention in the Programs and Resource Fair to be held on Wednesday, May 23rd and Thursday, May 24th, 2018 at the Utah Valley Convention Center located at 220 W. Center Street, Provo, UT 84601.

PLEASE NOTE: *There has been a change of location venue and days of the week that our Leadership Convention is being held this year.*

Participants in the Programs and Resource Fair must be a non-profit, charitable or educational organization, an agency or group with an IRS 501(c)(3) status, or an approved government agency. Before applying to participate in the Programs and Resource Fair, you must receive approval from the Utah PTA Commissioner that shares your area of interest. Contact information for Utah PTA Commissioners is available at www.UtahPTA.org. Attached to this letter are the Rules and Regulation and an Application Form.

The Resource & Programs Fair:

Booth set-up:	Tuesday, May, 22nd	1:00 PM - 5:00 PM
	Wednesday, May 23rd	7:00 AM - 8:00 AM
Exhibit Hours:	Wednesday, May 23rd	8:00 AM - 9:00 AM
		10:00 AM - 4:00 PM
	Thursday, May 24th	8:00 AM - 9:00 AM
		10:00 AM - 4:00 PM
Dismantling:	Thursday, May 24th	4:00 PM - 5:00 PM

1. A copy of your Letter of Determination as Proof of 501(c)(3) status must accompany the application.
2. Name badges will be available at your booth area at the time of set-up and must be worn at all times while in the Convention area.
3. Each booth will have a sign designating the Commission under which your booth resides (e.g. Health, Education, Safety, etc.) and your organization's name. You may add any additional signage.
4. Booth space includes one (1) 6' x 18" table, draping and skirting, and two chairs.
5. In addition you may purchase the use of one (1) power outlet from the Utah Valley Convention Center. Please see the *UVCC Services Information and Forms* packet for information. Packet can be found at www.UtahPTA.org/leadership-convention. All other materials and supplies (i.e. easels, second table, microphones, tape recorders, TV, VCR, extension cords, screens, etc.) will need to be furnished by your organization.
6. You may sell items in the Programs and Resource Fair, however you are responsible for collecting payment for items sold at your booth. Utah PTA WILL NOT be responsible for collecting payment. You may also bring information to pass out.
7. Parking is limited by the convention center. Please refer to the attached map for the parking options.



everychild.one voice.

93rd Annual - Leadership Convention

May 23 & 24, 2018 - Utah Valley Convention Center

8. Please visit our web site www.UtahPTA.org/leadership-convention to view a map and a list of major hotels in the Provo area.
9. **Utah Valley Convention Center will not accept any packages mailed to the facility for the convention.** Please refer to the *UVCC Services Information and Forms* packet for mailing options.
10. The option to order a hot plated lunch from the Utah Valley Convention Center is also available for the cost of \$15 per person per day. Please mark the food option each day on the application form.

We encourage you to make your hotel reservations in advance to be assured accommodations. The Fairfield Inn in Provo will have Utah PTA Conference participant rates for \$99 a night.

Sincerely,

Kara Sherman

Kara Sherman
Utah PTA Advocacy Vice President
Leadership Convention Programs & Resources Coordinator

For questions, please call Kara at 801-787-7467 or email Kara@UtahPTA.org

RESOURCE & PROGRAMS FAIR

Rules and Regulations

Location

All exhibits, workshops, and general sessions will be held at the Utah Valley Convention Center. The address is 220 W. Center Street, Provo, UT 84601. Exhibits will be located on the first floor of the Utah Valley Convention Center in the exhibitor area.

Selection of Exhibitors/Sponsors

Utah PTA reserves the right to decline or prohibit any exhibitors/sponsors. This reservation is all-inclusive as to persons, things, printed matter, products, and conduct. To ensure this, we request that exhibitors/sponsors provide copies of printed material and a list of hand-out items to be sent with your application. Two organizations may not share the same booth.

Rules and Regulations

These rules and regulations become a part of the contract between the exhibitor/sponsor and Utah PTA. They have been formulated in the best interest of the exhibitors/sponsors. Utah PTA respectfully asks the full cooperation of the exhibitors in this observance. All points not covered are subject to the decision of Utah PTA or its Exhibit Coordinator.

Restrictions in Operations of Exhibits

Utah PTA reserves the right to restrict at its sole discretion, exhibits which, because of noise, method or operation, materials, or any other reason, become objectionable. Utah PTA also reserves the right to prohibit or evict any part of or all of an exhibit which, in the opinion of Utah PTA, may detract from the general character of the exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which Utah PTA determines is objectionable to the exhibition. In the event of such restriction or eviction, Utah PTA is not liable for any refunds of rentals or other exhibit expenses. Drawings are permitted subject to any applicable requirement of local law. Raffles and lotteries are not permitted.

Cancellation Policy

If an exhibitor finds it necessary to cancel its company's participation at the Utah PTA Convention, a refund will be made only if Utah PTA receives cancellation in writing no later than April 20, 2018. In such an event, Utah PTA will refund to the exhibitor the total amount, which the exhibitor has paid to date, less the sum of ten dollars (\$10), which Utah PTA shall retain as a cancellation charge. Any cancellations received after April 20, 2018, will not receive a refund.

Membership Lists, Fundraising, Contracting

Utah PTA does not provide membership lists to outside organizations, and advertising is not accepted in Utah PTA publications. Exhibiting at or sponsoring of Utah PTA Leadership Convention and programs is the only way to reach the statewide membership. They are the most cost-effective way to reach PTAs eager for products, services, and information that will help them attain their objectives. Please remember that each PTA local unit President, as stipulated by PTA bylaws, must obtain voted approval from their local membership before signing any contract binding that PTA unit. A local unit PTA president may only sign

a contract binding the PTA unit for the period of his/her term of office--typically 1 year. PTAs also work with their local school boards and abide by district policies that are set for fundraising.

Lobbying/Endorsement

No exhibitor/sponsor may request PTA delegates to lobby any governmental agency or official. Participation in the Leadership Convention does not constitute endorsement of any product, service or position by Utah PTA. No exhibitor may use the Utah PTA name or logo without the prior written approval of Utah PTA. Utah PTA reserves the right to reject any exhibitor or sponsor if, in its sole judgment, a proposed exhibit/sponsor is not in keeping with Utah PTA's charitable and educational purposes.

Space Assignments

The booth number and a map of the exhibit hall are shown on a separate sheet, which will be included in the attendee packet. You will receive your booth number at set-up on May 22nd, 2018.

Booth Information

Booths is 8' deep by 10' wide and are pipe and draped. Booth space includes one (1) 6' table with skirting and two (2) chairs and waste basket. Power outlets can be ordered through Utah Valley Convention Center. All other materials and supplies (i.e. easels, microphones, tape recorders, TV, VCR, extension cords, screens, etc.) will need to be furnished by your organization.

Name Badges

Utah PTA will provide up to six (6) name badges for those working at your booth. Names must be submitted to Utah PTA by April 20th for the name badges to be printed, otherwise you will receive blank badges that may be handwritten by you.

Booth Sale Information

If you would like to sell items from your booth, you will need to bring your own credit card capturing device. Utah PTA will not provide the cashiering services for selling of items.

Door to Door Sales

PTA and school district policies specify that school children not be involved in door-door sales. When speaking with our convention attendees, we encourage you to promote your products or services in other ways.

Installation and Dismantling

Installation will begin Tuesday, May 22nd from 1:00 PM to 5:00 PM. The exhibitor area will not be ready for installation before that time. Booths can also be set up on Wednesday, May 23rd from 7:00 AM until 8:00 AM. The exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the final closing hour of the exhibit on Thursday, May 24th at 4:00 PM. All exhibits must be removed by 5:00 PM Thursday, May 24th. The exhibitor must carry their equipment in and out. Neither Utah PTA nor the Utah Valley Convention Center will provide staff or volunteers to help with the exhibits.

Convention Packet

Exhibitors whose applications are received and accepted no later than April 20, 2018, will be listed in the convention packet. Listing will include the organization name, and the name, address, phone number, email and website that you provide on your application.

Use of Space

All demonstrations, signs, promotional material, or other activities must be confined to the limits of the exhibit booth. Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting such material. Non-exhibiting firms will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotional devices during the convention, unless they are official convention sponsors.

Catastrophe

In the event of war, fire, strike, government regulation, public catastrophe, act of God or a public enemy or other cause, the convention or any part thereof is prevented from being held, or if convention is canceled by Utah PTA, Utah PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting all convention-related fees, costs, and expenses, but in no case shall the amount of the refund to the applicant exceed the amount of the booth rental fee paid.

Liability and Insurance

Neither Utah PTA or Utah Valley Convention Center will be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident or other causes. Exhibitors are advised to consult their respective insurance brokers for proper coverage of display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to current policy for a very nominal cost.

Fire Protection

Inflammable or other dangerous or hazardous fluids, substances, materials, equipment or other items may not be used in any booth. Exhibitors must use flame-resistant decorative material.

Indemnification

Applicant agrees to indemnify and hold Utah PTA, Utah Valley Convention Center, and their respective officers, employees and agents (each an "indemnified person") harmless and blameless from and against any and all claims of liability, fees (including legal fees), expenses, costs, damages, suits, or injury of any kind and nature or threat of the same, brought by any third party which may have originated at or on, or resulted from, or which may otherwise be incurred by the Applicant's presence, equipment, or other use of the premises and property, or enjoyment of facilities of Utah Valley Convention Center. Applicant agrees that each Indemnified Person is now and hereafter relieved of any and all responsibility and liability for any and all injury, loss, or damage that the Applicant or its employees, agents and invitees or their property, may incur as a result of or during Applicant's use of the premises, property, equipment and facilities of. Therefore, Applicant on its own behalf and on behalf of its members, employees, agents and invitees, hereby releases and indemnifies each Indemnified Person from and against any and all

costs, damages, fees, expenses or liability of any type or nature related to the same. The release and indemnification provisions in this paragraph shall apply even in the event of an Indemnified Person's negligence, but shall not apply in the event of an Indemnified Person's gross negligence.

Applicant further covenants and agrees to indemnify and to fully pay and reimburse Utah Valley Convention Center any and all costs of replacement of damaged Utah Valley Convention Center property, and for the restoration and repair of the premises, damaged, destroyed, or otherwise defaced or injured by the Applicant's use, including its members, employees, agents, and invitees of the same.

RESOURCE & PROGRAMS FAIR BOOTH APPLICATION FORM (Educational Programs and Services)

Two companies may not occupy the same booth without written permission of the Utah PTA President. No exceptions to this rule.

Booth Hours:

Booth set-up:	Tuesday, May 22nd	1:00 PM - 5:00 PM
	Wednesday, May 23rd	7:00 AM - 8:00 AM
Exhibit Hours:	Wednesday, May 23rd	8:00 AM - 9:00 AM
		10:00 AM - 4:00 PM
	Thursday, May 24th	8:00 AM - 9:00 AM
		10:00 AM - 4:00 PM
Dismantling:	Thursday, May 24th	4:00 PM - 5:00 PM

Criteria for application acceptance:

1. The exhibitor must be a non-profit, charitable or educational organization, agency, or group with IRS non-profit status.
2. The exhibitor may sell items relating to programs and services at their booth, exhibitors are responsible for taking payment for items sold. Utah PTA WILL NOT take payment for items sold by Exhibitors. The exhibitor must provide their own credit card capturing machine.
3. The exhibitor must provide resources (names, phone numbers, and addresses) and handouts for delegates.
4. The programs and service must be available statewide.
5. The exhibitor must stay during the scheduled times or designate someone to cover the booth during times exhibits are open to delegates.
6. The exhibitor will provide own transportation, lodging, and meals.
7. The exhibitor will do own installation and dismantling.
8. The exhibitor will have all handouts approved by a Utah PTA Commissioner.
9. The exhibitor agrees to pass out materials ONLY in the assigned booth.

Please completely list your organization’s contact information here. This is the information that will be printed in the convention materials.

Name of Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Website: _____

Email: _____



everychild.one voice.

93rd Annual - Leadership Convention

May 23 & 24, 2018 - Utah Valley Convention Center

Utah Sales Tax #: _____ IRS TAX Exempt#: _____
Attach copy of Letter of Determination

Representative's Name: _____

Telephone: _____

Email address: _____

Description of exhibits, programs, or services offered:*

**Enclose copies of printed material and a list of handout items that will be given at convention.*

Name Badge Requests: *Badges are required for entrance into the exhibit hall.*

Please list below the name of your agency/company. Utah PTA will provide up to three (3) name badges for those working at your booth. Names must be submitted to Utah PTA by April 20th for the name badges to be printed, otherwise you will receive blank badges that may be handwritten by you.

Please print clearly.

Company: _____

Names of Attendees: _____

Exhibit Costs:

Booths:

\$ 75 per booth if organization is non-profit

\$100 per booth if organization is non-profit and merchandise is being sold at the booth

\$100 per booth if organization is for-profit

Additional Options:

\$150 - 1/4 page ad in the Leadership Convention Program. (Once ordered, specs and due dates for ad will be emailed to Representative's contact information.)

\$150 - Printed company brochure included in the Leadership Convention participants bags. (Brochures to be supplied by company. Approximately 1,200 PTA members attend Leadership Convention each year. **Information is due to Utah PTA office NO LATER than April 30, 2018.** Information received later than this date will NOT be included in the bags. This is the ONLY materials that are to be sent to Utah PTA, no others will be accepted.)

Late Fee:

\$20 - Late fee assessed for applications and/or payments received after April 20, 2018



everychild.one voice.

93rd Annual - Leadership Convention

May 23 & 24, 2018 - Utah Valley Convention Center

Lunch:

\$15.00 per lunch / person. Lunches will be served through the Utah Valley Convention Center. Food choices each day:

Wednesday:

Roasted turkey, roasted corn, mashed potatoes, buttered carrots, dinner roll

Meat loaf, roasted corn, mashed potatoes, buttered carrots, dinner roll

Gluten free meal: Veggie tacos, Spanish rice, black beans, chips and salsa

Thursday

Pot roast, oven roasted potatoes, corn with red pepper, dinner roll

Apricot chicken, oven roasted potatoes, corn with red pepper, dinner roll

Gluten free meal: Eggplant parmesan, corn with red peppers, gluten free pasta

Final Costs:

of Booths _____ x (\$ per booth) _____ = Total Cost: _____

1/4 Page Ad: _____

Brochure in participant bag: _____

_____ Wednesday _____ Thursday : Total lunches _____ x \$15 = \$ _____

Total enclosed \$ _____

Please indicate the number of each lunch choice:

Wednesday Lunches: _____ Roasted Turkey _____ Meat Loaf _____ Veggie Tacos

Thursday Lunches: _____ Pot Roast _____ Apricot Chicken _____ Eggplant Parmesean

Payment must be included to secure booth. Last day for application to be received in our office is **April 20, 2018**. Until you receive confirmation from Utah PTA, your space is not guaranteed.

Please send check payable to Utah PTA along with this application to:

Utah PTA Resource Fair

5192 S. Greenpine Drive, Salt Lake City, UT 84123

Phone: 801-261-3100 ▪ Fax: 801-261-3110

Kids@UtahPTA.org

I have read the above criteria and agree to comply with the conditions stated:

Signature of Representative

Date

Printed Name of Representative

I have approved this application:

Signature of Utah PTA Advocacy Vice President

Date