

92st Annual Utah PTA Leadership Convention
Utah Valley Convention Center
June 8-9, 2017
“Every Child One Voice”

Dear Prospective Resources & Programs Fair Participants:

We are looking forward to your participation at our annual Utah PTA Leadership Convention in the Commissioner’s Place to be held at MURRAY HIGH SCHOOL in Murray, UTah on Thursday,, June 8th, and Friday, June 9th, 2017. NOTE CHANGE OF LOCATION VENUE AND THE DAYS OF THE WEEK THE CONVENTION WILL BE HELD.

Participants in the 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 Commissioner's Place, 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 Regulations, an Application Form, a Name Badge request form, and a Utah PTA Sponsorship Level information form.

The Resource & Programs Fair at the Murray High School, located at 5440 State St, Murray, Utah 84107

Booth set-up:	Wednesday, June, 7	1:00 p.m. - 5:00 p.m.
	Thursday, June 8,	7:00 a.m. - 7:30 a.m.
Exhibit Hours:	Thursday, June 8,	7:30 a.m. - 8:45 a.m.
		10:00 a.m. - 4:00 p.m.
	Friday, June 9,	8:00 a.m. - 8:45 a.m.
		11:30 a.m. - 3:00 p.m.

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 (1) power outlet from (see packets). 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 Commissioner’s Place, 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 available at Murray High School on the north side of the school.
8. Please visit our web site www.utahpta.org to view a map and a list of major hotels in the Murray area.
9. Murray High School will not accept anything packages mailed to the facility for the convention.
10. Utah PTA has arranged for Food Trucks to sell food at the convention during the lunch hours. The exhibitor will be responsible for purchasing their own food.

We encourage you to make your hotel reservations in advance to be assured accommodations.

Sincerely,

Cheryl Phipps

Utah PTA Director of Advocacy

For questions, please call Cheryl at 801-628-4679 or email cheryl@utahpta.org

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Murray High School
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RESOURCE & PROGRAMS FAIR RULES AND REGULATIONS Instructions

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 insure 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, and also 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 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, the **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 May . 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 May 17, 2017, 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 convention and programs is the only way to reach the statewide audience. It is 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 fund raising.

Lobbying/Endorsement - No exhibitor/sponsor may request PTA delegates to lobby any governmental agency or official. Participation in the 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.

Installation and Dismantling - Installation will begin Wednesday, **June 7th, 1:00 p.m. to 5:00 p.m.** Exhibits will open **Thursday, June 8th, 7:30 a.m. to 8:45 a.m. & 10:30 a.m. to 4:00 p.m. Friday, June 9th, 8:00 a.m. to 9:00 a.m. & 11:30 a.m. to 3:00 p.m.** The Resource Fair will be **closed during opening sessions**. The exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the final closing hour of the exhibit, **Friday, June 9th 3:00 p.m. All exhibits must be removed by 4:00 p.m. Friday, June 9th.**

Convention Packet - Exhibitors whose applications are received and accepted no later than May 17, 2017, will be listed in the convention packet. Listing will include the organization name, and the name, address and phone number 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 cancelled 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 Murray High School/District 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, Murray High School/District, 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 Murray High School/District. 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 Murray High School/District. 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 Murray High School/District any and all costs of replacement of damaged Murray High School/District 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 Fair)
92 st Annual Utah PTA Leadership Convention

Name of Organization: _____

Address: _____

City, State, Zip: _____

Utah Sales Tax #: _____

IRS TAX Exempt#: _____

Attach copy of Letter of Determination

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

Representative's): _____ Telephone: _____

Email address: _____

Description of exhibits, programs, or services offered:*

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

Publications:

Please list your organization's contact information as you would like it to be printed in the convention materials. We would suggest that you include name, address, phone number, website information, and email address.

Name Badge Requests:

Please list below the name of your agency/company. Each booth will be provided with three name badges. As you have a shift change, please pass the badge on to the next person.

Badges are required for entrance into the exhibit hall.

Company: _____

Name of Attendees: _____

Number of Booths:

_____ @ Exhibit Fee - \$75 per booth (if organization services are free) \$ _____

_____ @ \$10.00 per lunch - Number of lunches needed: Thursday _____ Friday _____ \$ _____

Box Lunches will be served through the Murray School District.

Food Trucks have been scheduled for both Thursday and Friday for opportunity to buy lunch.

Total enclosed \$ _____

Payment must be included to secure booth. Last day for application to be received is May 17, 2017. Until you receive confirmation from Utah PTA, your space is not guaranteed. There are more booth spaces available this year with the change in venue.

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.

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

Signature of Representative

Printed Name

Date

Utah PTA Programs VP Signature

Date

I have approved this application.

BOOTH HOURS:

Thursday, June 8

Friday, June 9

7:30 a.m. - 8:45 a.m.

8:00 a.m. - 10:00 a.m.

10:00 a.m. - 4:00 p.m.

11:30 a.m. - 3:00 p.m.

Dismantling: Friday, June 9 th, 3:00 p.m. - 4:00 p.m.

PLEASE SEND CHECK PAYABLE TO UTAH PTA WITH THIS APPLICATION TO:

Utah PTA Resource Fair
5192 South Greenpine Drive
Salt Lake City, UT 84123
801-261-3100
fax 801-261-3110
kids@utahpta.org