



everychild.one voice.

CONVENTION

DoubleTree Hotel

175 Hutchinson Ave.

Columbus, Ohio 43235

Room Reservations 1-614-885-3334 or 1-800-870-0349

Identify yourself as part of 112th Ohio PTA Convention 2018
for special discounted room price.

FRIDAY, March 30, 2018

Information is also available on the website, www.ohiopta.org, click on Events!

PLEASE RESPOND BY

APRIL 2, 2018 to be in delegate program

APRIL 13, 2018 to be included in addendum



OHIO PTA

NEARLY 60,000
MEMBERS

110+ YEARS
STRONG

ADVOCATES
FOR ALL
CHILDREN

NEARLY
500
LOCAL PTAs

PROVIDES
CHILD
ADVOCACY
THROUGH:

PARENT
INVOLVEMENT

LEGISLATION
CONFERENCE

PARENT
EDUCATION

HEALTH AND
SAFETY
PROGRAMS

LEADERSHIP
CONFERENCES

ANNUAL
CONVENTION

DISTRICT
CONFERENCES

REFLECTIONS
PROGRAM

AND MUCH -
MUCH MORE!

Dear Convention Exhibitor,

The Ohio PTA cordially invites you to join us for our 112th Annual Ohio PTA Convention and Exhibition on April 21, 2018 on the Upper Terrace.

This year's theme, *Our 112th PTA Celebrating 25 Years of Gold Key*, will bring workshop offerings, keynote speakers, informal discussions, networking, and YOU to help the convention attendees successfully navigate through programs and projects during and after the convention.

Exhibitor show day will be April 21. Set-up is on Saturday, April 21, 8:00AM – 9:30AM with exhibits open from 10:00AM – 11:00AM and again from 1:00PM – 3:00PM. **THERE WILL BE NO OTHER EVENTS TO COMPETE FOR YOUR TIME.** This is dedicated time for you as exhibitors. Please feel free to offer “giveaways, drawings, snacks, beverages, and/or program demonstrations to make this an opportunity that will bring our leaders straight to you!

There are several options for your participation and the opportunity to showcase your business or service:

- Scholarship Chinese Raffle donation
- Fliers in every convention delegate bag
- Fliers on delegate chairs at General Session
- Sponsor a part of the Convention

You will have direct contact with PTA leaders, parents, educators, and administrators. The delegates who attend the convention are concerned about the safety, education and well-being of children in a variety of areas. They are constantly looking for up-to-date information and reputable companies with whom they can do business.

Take advantage of this opportunity to share your products, programs and services with people who are excited to meet you. We hope you'll join us! There is limited space so sign up quickly.

Yours in PTA,
Sue Owen
Executive Director



The Audience



PTAs are concerned *about the well being of children; they influence school decisions and legislation.*

PTAs buy educational materials *and publications for both children and parents.*

PTAs are constantly looking *for up-to-date information and innovative program ideas.*

PTAs have active delegates *who assemble each year to discuss issues, exchange ideas, and hear your message.*

PTA members attend *the convention and bring back ideas to implement in their school/PTA.*

PTAs need your resources!

This year's Ohio PTA Convention will again be held in Columbus, Ohio. PTA members throughout Ohio are anticipating this convention. The comfort and quality of this location make it highly attractive for PTA members to attend.

Your best contact

PTA does not provide membership lists to outside organizations. Exhibiting at the Ohio PTA Convention is the most cost effective way for your organization to reach this vast statewide audience eager for products, services, and information that will help them attain their objectives. When you connect with PTA leaders at the state convention, your message will be relayed to their members across the state and impressed upon future PTA leaders. This is your opportunity to reach this vital group representing the state's oldest and largest organization for child advocacy - the Ohio PTA.

Exhibit Information and Terms of Agreement

To the Ohio PTA

The signed Applicant hereby applies to participate in the 112th Annual Convention & Exhibition to be held at the DoubleTree Hotel in Columbus, Ohio and is subject to the terms and conditions of this Application and Agreement. The Application must be accompanied by a check or credit card number for the total table top rental charges, and is not binding unless and until accepted by the Ohio PTA via confirmation letter. If the Application is accepted by the Ohio PTA, the Application together with the Rules and Regulations and these Terms of Agreement of the Ohio PTA 112th Annual Convention and Exhibition set forth in the Exhibitor's Prospectus and the rules and regulations of the DoubleTree Hotel shall form the agreement between the Applicant and the Ohio PTA as to the terms and conditions of the Applicant's participation in the Ohio PTA 112th Annual Convention and Exhibition. Ohio law hereunder, shall govern this Application and Agreement, and the parties' rights.

Location

All exhibits, workshops, and general sessions will take place in the hallway of the Upper Terrace at the DoubleTree Hotel, Columbus, Ohio.

Application for Space

Application for table top space must be made on the enclosed application form. The original is to be returned to the Ohio PTA with payment in full. **Faxes will only be accepted with a credit card payment. Space will not be reserved on the phone.** A letter, confirming acceptance to exhibit and table top assignment, will be sent to you by April 15, 2018.

Full payment is required with all applications. If payment in full is not received with the application, it will be returned unprocessed, and priority will be lost. (Government agencies may submit a purchase order in lieu of payment.)

Table Top Space Assignments

It is understood that assignment of space will be determined by the Ohio PTA on several factors including the following: date of receipt of application and payment, number of years exhibiting with Ohio PTA, and a balanced distribution of products and services throughout the exhibit hall. The Ohio PTA agrees that it shall attempt to assign applicant the table top(s) requested; however, the Ohio PTA cannot and does not guarantee an assignment of space in accordance with applicant's request. Applicant agrees that it will accept the table top(s) assigned to it by the Ohio PTA.

Table Top Information and Rental Fees

All table tops are 6' which includes a 6' draped table and two chairs. If your organization has special size requirements, please contact Sue Owen at the Ohio PTA Office. The room is carpeted but other furnishings are available at an additional cost. Please contact the DoubleTree Hotel for any additional furnishing needs. **If you need electric at your table, there is an electric fee. Please order on the application page.**

Applicant agrees to pay the space rental fee allocated to the table top(s) assigned to it as follows: \$300 for all table top(s) as indicated on the enclosed floor plan. Additional table tops are \$250.

Payment of Fees

Applicant encloses a check or money order payable to Ohio PTA, or credit card number and authorization in the amount of the full payment for table top(s) rental charges. Applicant understands if payment in full is not received with the complete application, the application will be returned unprocessed and will lose its priority. Application and payment should be mailed to the Ohio PTA headquarters office in Columbus. Faxes will be accepted to reserve table top space if payment is made by Visa, Mastercard, Discover or Purchase Order (for government agencies).

Exhibit Material

If you are a new exhibitor, you have materials which have not been previously screened, or your materials have not been screened in the past five years, you must submit a copy of any contracts or agreements that the exhibitor requires its customer(s) to sign at the Ohio PTA Convention for review by the Exhibits Screening Committee. The Ohio PTA reserves the right to request materials for screening at any time. The Ohio PTA reserves the right to disallow any materials to be on display at its own discretion.

Product Sample

All edible product samples (candy, cookies, cheese, etc) are limited to two (2) ounce portions. All beverage samples are limited to four (4) ounce portions.

Convention program

Exhibitors, whose applications are received and accepted no later than April 2, 2018, will be listed in the delegate program. The program listing will include the organization name, table top number, and name of key personnel. There will be a program addendum listing those exhibitors whose applications are received after April 2st. Any applications received after April 13, 2018, cannot be guaranteed a listing in the addendum.

Installation

Installation hours are tentatively set for Saturday, April 21, 8:00AM – 9:30AM. All materials that will be displayed during the convention should be on display by that time.

Exhibit Information and Terms of Agreement - continued

Exhibitor Registration

Exhibitors must register all table top personnel upon arrival. Exhibitors must wear their Ohio PTA badges during show hours and other times for entrance into the exhibit hall.

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

Hotel Accommodations

Housing information can be made through DoubleTree Hotel. Identify yourself as part of the Ohio PTA Convention 2018 to receive the Ohio PTA guaranteed rates. Room Reservations 1-614-885-3334 or 1-800-870-0349

Sponsorship Opportunities The sponsorship program for Ohio PTA is back. Opportunities exist at the 2018 convention. Please find the information in this brochure and on our website. If you have any questions or are interested in other opportunities, contact Sue Owen at the 614-781-6344.

Cancellation Policy

There shall be no refunds in payments made to the Ohio PTA under any circumstances.

Exhibitor Pricing Overview and Schedule

Exhibitors Convention Schedule –April 21, 2018

8:00AM – 9:30AM Saturday Exhibitor Registration and Installation
10:00AM – 11:30AM Saturday Exhibit Hours (closed during General Sessions)
12:30PM – 3:00PM

Exhibit Space Details

All Table Tops are a 6' draped table and two (2) chairs.

All Table Tops are \$300. Additional Table Tops \$250.

SHIPPING AND RECEIVING POLICIES

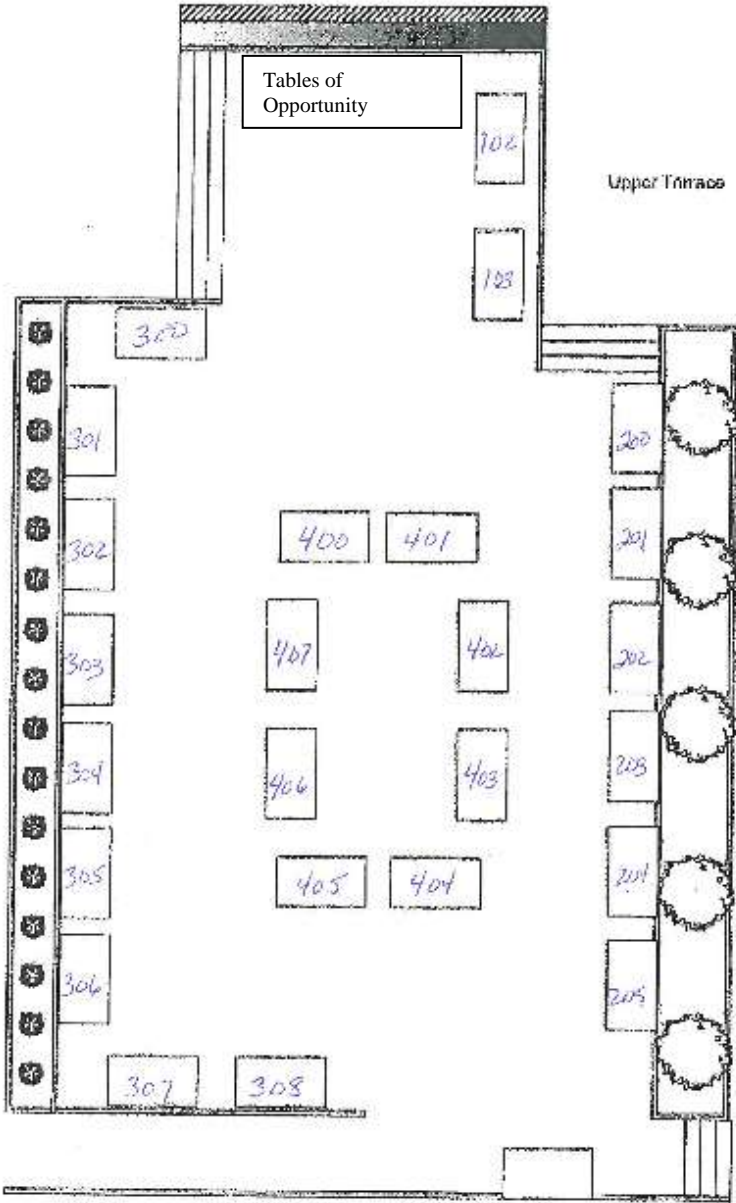
Boxes/packages may be sent for arrival a maximum of 72 hours prior to arrival and must be marked with the responsible party's name, group name, plus "Hold for Arrival Date of..." All deliveries must be coordinated with hotel personnel prior to function date. The cost of receiving and handling boxes prior to 72 hours before group arrival is \$5.00 per box.

Exhibitor's Contact:

Sue Owen
Ohio PTA
40 Northwoods Blvd, Suite A
Columbus, OH 43235-4718
phone 614-781-6344
fax 614-781-6349
office@ohiopta.org

FLOOR PLAN

This area will not be secured. It is an open area and always visible to the delegates. As a vendor, you will be visited often.



Exhibitors Rules and Regulations

Contract for Space

Applicant for exhibit space is required to submit to Ohio PTA the formal application contract provided. To be valid, each application must include full payment for table top rental charges and must specify products scheduled for exhibition and/or all materials to be distributed. The Application for space and formal notice of assignment and acceptance by the Ohio PTA and full payment of rental charges constitute a contract for the right to use this space. An exhibitor that has not paid past table top rental fees will be refused until fees are paid in full.

Dates and Hours

Exhibits will be open as follows:

Saturday, April 21, 2018

Set up	8:00AM – 9:30AM
Open	10:00AM – 11:00AM 1:00PM – 3:00PM

Exhibits must be attended during exhibit hours by persons who are well prepared to discuss effectively all products and services presented.

Installation and Dismantling

Installation will be Saturday, April 21, 2018 from 8AM – 9:30AM. Any space with freight that has not begun to set up on time in the date will have labor forced by the management contractor. If an exhibitor's crates or boxes are in its assigned table top space by 10:00AM, but are not set up or in the process thereof, the Ohio PTA reserves the right to force setup with labor from official show decorator at the exhibitor's expense. If table top space is not occupied by 10:00AM, the Ohio PTA has the right to use the space as it sees fit. **The exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the final closing hour of the exhibit, Saturday April 21, 3:00PM. All exhibits must be removed by Saturday, April 21, 2018 at 5:00PM.**

Use of Space

All demonstration, signs, promotional materials, or other sales activities must be confined to the limits of the exhibit table top. Exhibitor shall not assign, share, or sublet any space allotment without the written consent of the Ohio PTA. No exhibitor shall show goods or services other than those manufactured, sold, or offered by it in regular course of business. The exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction that extends beyond their table space. No interference with the light or view of other exhibitors will be permitted.

Irregular Canvassing, Selling, and/or Activities Beyond Exhibitor's Space

Distribution of circulars or promotional materials may be made only within the table top assigned to the exhibitor presenting such material. Non-exhibiting firms will not be permitted to canvas, solicit, hold conferences, or distribute literature or other promotional devices during the convention.

Fire Protection

Flammable or other dangerous equipment or hazardous fluids, substances, materials, equipment, or other items may not be used in any table top. Exhibitor must use flame-resistant decorative material.

Sound Devices

No sound making equipment of any kind may be set up or used in exhibit table tops without written approval of the Ohio PTA.

Restrictions in Operation of Exhibits

Ohio PTA reserves the right to restrict, at its sole discretion, exhibits which, because of noise, method of 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 the Ohio 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 the Ohio PTA determines is objectionable to the exhibition. In the event of such restriction or eviction, the Ohio PTA is not liable for any refunds of rentals or other exhibit expense. Drawings are permitted, within the exhibitor's table top space or at the Ohio PTA general meetings through prior approval and arrangement. These are subject to any applicable requirements of local laws. Raffles and lotteries are not permitted.

Edible samples that are distributed at the convention are limited to two (2) ounce portions.

Care of Building and Equipment

Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the table tops, or the equipment of the table tops. When such damage occurs, the exhibitor shall be liable to the owner of the property so damaged.

Failure to Pay Rental Fee

If an exhibitor fails to make payment hereunder when due, such exhibitor's rights to exhibit may be canceled by the Ohio PTA without further notice. The Ohio PTA shall be entitled to close an exhibit or any of its officers, agents, employees, or representative to perform, meet, or observe any term or condition set forth herein, and such exhibitor shall not be entitled to a refund of any part of any fee.

Catastrophe

In the event that because of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy, or other cause the show or any part thereof is prevented from being held, or is canceled by the Ohio PTA, the Ohio 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 show related fees, costs, and expenses, but in no case shall the amount of the refund to the applicant exceed the amount of the table top rental fee paid.

Liability and Insurance

Neither the Ohio PTA, the DoubleTree Hotel, the management, officers, nor staff members of either the Ohio PTA or the DoubleTree Hotel 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 a current policy for a very nominal fee. The exhibitor understands that neither the Ohio PTA nor the DoubleTree Hotel maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain said insurance. Neither the Ohio PTA nor the DoubleTree Hotel nor management, officers, agents, employees, nor their representatives of the Ohio PTA, the DoubleTree Hotel shall be held accountable or liable for, and the same are hereby released from accountability or liability for, damage, loss, harm or injury to the person or any property of the applicant resulting from theft, fire, water, accident or any other cause.

Indemnification

Applicant agrees to indemnify and hold the Ohio PTA, the DoubleTree Hotel 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 otherwise be incurred by Applicant's presence, equipment, or other use of the premises, property, enjoyment of facilities of the DoubleTree Hotel.

Applicant agrees that each Indemnified Person is now and hereafter relieved of any and all responsibility and liability for any and all injury, loss, damage that the Applicant or its employees, agents and invitees, or their property may incur as a result of or during Applicants use of the premises, property, equipment and facilities of the DoubleTree Hotel. 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 the DoubleTree Hotel any and all costs of replacement of damage to the DoubleTree Hotel 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.

Selection of Exhibitors

Only firms and organizations whose nonpartisan and nonsectarian services or products are appropriately related in the sole judgment of the Ohio PTA, to children, youth, and the charitable and educational activities of the Ohio PTA shall be permitted to exhibit. The Ohio PTA reserves the right to decline or prohibit any exhibit which in its sole judgment is inappropriate, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. Exhibitors, their employees and their agents may not serve as voting delegates to the Ohio PTA convention. However, they may be nonvoting registrants if they are members of a PTA.

Rules and Regulations of the DoubleTree Hotel, in addition to the rules and regulations of the 110th Annual Convention and Exhibition set forth in the Exhibitor's Prospectus; Applicant shall comply with all rules and regulations of the DoubleTree Hotel.

These rules and regulations become a part of the contract between the Exhibitor and the Ohio PTA. They have been formulated for the best interest of the exhibitors. The Ohio PTA respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Ohio PTA or its Exhibits Manager.

Ohio PTA
40 Northwoods Blvd., Suite A
Columbus, Ohio 43235-4718
614-781-6344
614-781-6349 fax
E-mail: office@ohiopta.org



BE AN OHIO PTA ADVOCATE!

Help support the nearly 70,000 dedicated PTA members who work on behalf of all children by making a donation to Ohio PTA through a sponsorship or contribution.

Your donation will provide for the continuation of our members advocating efforts throughout the state.

Company _____

Name _____

Address _____

Ohio PTA Contributor - Signage will indicate your company as a supporter of PTA

Circle your donation level or enter other amount:

\$100 \$200 \$300 \$400 other \$ _____

Ohio PTA Sponsorship

Sponsor recognition includes: special signage, program recognition. There can also be sponsorship recognition at specific events. Contact Sue Owen, Ohio PTA Office, to discuss options.

Gold - \$3500

Includes table top at this Convention, one-time use of delegate contacts, link on OPTA website for one year, one (1) full page ad in the convention delegate program, *The Ohio PTA Voice* and information in the Ohio PTA Resource Guides mailing.

Silver - \$2000

Includes table top at this Convention, one-time email blast to PTAs, website link for 6 months, and one (1) 1/2-page ad in *The Ohio PTA Voice*.

Bronze - \$1000

Includes table top at Convention and one (1) 1/3-page ad in *The Ohio PTA Voice*.

Circle your contribution level and send this completed form along with payment to Ohio PTA, 40 Northwoods Blvd, Suite A, Columbus, OH 43235-4718 or contact Sue Owen for other ideas or opportunities.

APPLICATION FOR RENTAL SPACE

Ohio PTA 112th Annual Convention and Exhibition
DoubleTree Hotel, Columbus, Ohio, April 21, 2018

Company Name _____

Contact Person's Name _____

Address _____
City State Zip

Telephone (_____) _____ Email _____

Federal Tax I.D.# (required if non-profit) _____

Table Top Attendee(s)

Name(s) _____

(Please no more than three)

Table Top location choices: _____

Please provide a brief description (no more than 25 words) of the products/services to be exhibited. _____

In witness wherefore, the Applicant has caused this application to be executed individually or by an officer, agent, or representative duly authorized to execute the same and agrees on behalf of the exhibiting organization to abide by all terms, rules, and regulations as stated within this Exhibitor's Prospectus.

Signature _____ Date _____

Print or Type Name _____ Title _____

Rental Fees: Calculate the total amount of your table top fee

(_____ x \$300 = _____) + (_____ x \$250 = _____) = \$ _____
of table tops # of additional table tops Total table top space
\$25 for Electrical connection at your table \$ _____

Total amount due and enclosed with this application (ALL table top rental fees): \$ _____ (a)

Added Marketing Opportunities: If you want to include additional literature to be shared, please complete the section below.

Flyers/brochures to be put in the delegates bags \$75 per 200 pieces \$ _____ (b)

Flyers or brochures on delegate chairs during General Session \$100 per 200 pieces \$ _____ (c)

All Literature needs to be delivered to Ohio PTA offices by **APRIL 8, 2018**.

Total amount due (Rental and Marketing Opportunities combined) \$ _____ (a+b+c)

(Failure to include payment in full will cause the application to be returned unprocessed.)

Payment Options: Full payment must accompany form. Either fill out the credit card information below and fax this form to Ohio PTA at (614) 781-6349 or mail this form with a check or money order made out to the Ohio PTA. (You may also mail this form with credit card information filled out to the address below.)

Credit Card Payment: _____ VISA _____ Mastercard _____ Discover: Credit Card Number _____

Signature: _____ Expiration Date: _____

There will be a 3.5% +.45 fee for processing credit cards.

Check/money order payment: Make check payable to Ohio PTA and mail to: 40 Northwoods Blvd, Ste A, Columbus, OH 43235-4718