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# 2018-2019 Nevada Convention Exhibitor Prospectus

Nevada Parent Teacher Association (PTA) is pleased to invite you to attend Nevada PTA 2018-2019 convention as an exhibitor. One of Nevada PTA’s most important missions is to provide training and support for local PTA leaders. As part of these events, we invite exhibitors who offer community information, services and fundraising opportunities for the local PTA leaders.

PTA does not provide membership lists or officers’ rosters to outside organizations; the most cost-effective way to reach PTA leaders and their members is by exhibiting at LLT and/or Nevada PTA’s convention.

### What do we want you to do?

Set up for exhibitors starts at 10:00 am with you first group of attendees coming through about 11:00 am. You spend two hours talking to our local leaders about the exciting opportunities your company can offer PTA.

### Why do we want you to do it?

Your participation in the Convention events not only provides you with the opportunity to network with local PTA leaders but also financially supports Nevada PTA, helping us provide the training that is so important for these wonderful volunteers.

### When and where?

**Sunday, Feb 24, 2019**  
Sure Stay Airport  
1981 Terminal Way  
Reno, NV 89502  
*(approximately 50 attendees)*

<b>Exhibitor Schedule at Convention in Reno</b>	
10:00 am – 11:00 am	Exhibitor Registration and Setup
11:00 am - 1:00 pm	Exhibit Hours
1:00 pm - 2:00 pm	Exhibitor Tear-Down

### How much?

Our pricing is the same as last year and we’ve added special rates for our Sponsors. \$125 per table and 2 chairs. Additional tables \$50.  
*Non-profit Community Organizations are invited to participate at no charge*

### What now?

Fill out the Exhibitor Application on page 2, review and sign the contract on pages 3 and 4 and send the application, signed contract pages 3 and 4. Email application to [office@nevadapta.org](mailto:office@nevadapta.org)

You will receive an invoice from Nevada PTA that can be paid by credit card or ach. All payments must be received by Jan 25th to reserve space.

4028W La Madre Way, Las Vegas, Nevada  
(702) 258-7885  
[Office@nevadapta.org](mailto:Office@nevadapta.org) | [www.nevadapta.org](http://www.nevadapta.org)



## 2018-2019 Convention - Exhibitor Application

Name of Company		Phone
Address		Fax
City	State	Zip
Primary Contact	Secondary Contact	
Email	Email	
Phone	Phone	
<b>Company Contact Information for Local PTA Leaders</b> The information below will appear in Nevada PTA's 2019 Convention Program as a reference for local PTA leaders to use when they want to get in contact with your company.		
Doing Business As	Website	
Customer Contact Name	Customer Contact Phone	
Customer Contact Email		
Description of Services, 25 Words or Less (What service or product(s) does your organization offer to PTA leaders?)		
<b>Attendee Names</b>		
Exhibitors must provide the following to Nevada PTA <b>8 (eight) days</b> prior to the date of your first exhibit:		
<ol style="list-style-type: none"> <li>1. Certificate of Liability Insurance, Additional Insured Endorsement or Hold Harmless Agreement.</li> <li>2. Copy of all materials to be distributed during the Convention.</li> </ol>		



## Exhibitor Contract

The undersigned agrees to rent space from Nevada PTA at its Convention to be held under the following terms, conditions and rates: \$125.00 per 6ft table

### **1. Terms of Payment**

The undersigned understands that space will not be assigned without payment of fee. The undersigned hereby requests the following exhibit spaces:

# Spaces (Each space is approximately 6' x 6', with one (1) 6-foot table, one (2) chair)

### **2. Exhibitor Installation/Set-Up and Dismantling of Exhibits**

- a. Exhibit location will be provided at least one week prior to the SLT date.
- b. Exhibits will be reviewed for content and for proper display of identification on products and employees prior to opening. Nevada PTA reserves the discretionary right to disallow any materials on display. (Please see page on Screening Tips for guidelines).
- c. Exhibitors may set up on the designated date from 11:00 am – Noon.
- d. Exhibit space not occupied by 11:30 am on the designated date(s) may be used or sold as Nevada PTA sees fit, unless prior arrangements have been made.
- e. The Exhibitor Committee shall conduct an inspection/walk through to verify compliance with content of this contract at approximately 11:45 am. Exhibits may remain open no later than 2:00 pm.
- f. Exhibits will open at Noon on the designate date(s) and shall close at 2:00 pm on that date.
- g. Exhibitor agrees to have at least one (1) representative present at exhibit at all times exhibitor hall is open.
- h. Exhibitor agrees to remove all products/materials from the exhibit hall by 3:00 pm.

- i. Exhibitor agrees to incur any and all costs for transportation, installation, staffing, disassembly, packing and shipping of their respective exhibits.

### **3. Space Assignment**

All applicants are assigned space based on several factors including the date of receipt of the complete application package and a balanced distribution of products and services. No assignment will be made until full payment has been received.

### **4. Space Description and Furnishings**

Exhibit spaces will have 1 six-foot (6') table and two (2) chair . If your organization has special size requirements, please contact Nevada PTA.

### **5. Use of Space, Sales and Advertising**

All demonstrations, signs, promotional materials or other sales activities must be confined to the limits of the rented exhibit space. Exhibitors shall not assign, share or sublet any space allotted without the written consent of Nevada PTA. No exhibitor shall show goods or services other than those manufactured, sold or offered by it in its regular course of business. Exhibitor further agrees to prevent interference with the light or view of any other exhibitor.

### **6. Animals**

No animals, except those service animals that may be personally required for physical impairment, shall be allowed within the exhibit area.

### **7. Insurance Coverage, Permits and Liability**

A. Exhibitor agrees to provide liability insurance (and workman's compensation insurance coverage, if applicable) and to provide a copy of proof of insurance(s) to Nevada PTA at least 8 (eight) days prior to the designated date. Failure to provide these documents shall result in exhibit being cancelled and all fees paid forfeited.

B. Exhibitor expressly agrees to have operator's business licenses, permits to sell, and resale certificates as required by city, county and state law. Copies shall be provided to Nevada

PTA prior to the Exhibitor Committee walk through. Failure to provide these documents shall result in exhibit being closed and all fees paid forfeited.

C. Exhibitor further covenants and agrees to indemnify and to fully pay and reimburse the exhibit location owner any and all cost for the restoration of the premises damaged, destroyed or otherwise defaced by exhibitors' use, including its employees, agents, and representatives.

Signer's Initials: \_\_\_\_\_

D. Neither Nevada PTA, the location owner, nor the management, officers, members, or staff of either, will be responsible for the safety of or injury to the exhibitor, its property and/or the employees of the exhibitor from theft, damage by fire, accident or other causes prior to, during or after the period of this contract. Upon signing this contract, the exhibitor expressly releases Nevada PTA and the location owner from and agrees to indemnify same against any and all claims for damage, loss and injury of any kind.

E. Reasonable care will be exercised to secure and protect the exhibit area during the periods of time it is closed to the delegates.

F. 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. Exhibitors understand that neither Nevada PTA nor the exhibit location's owner maintain insurance covering the exhibitor's property. It is the sole responsibility of the exhibitor to obtain such insurance.

**9. Exhibitors Responsibility**

- A. Exhibitor is responsible for any damage to the facility.
- B. Nothing will be pasted on, tacked, nailed, screwed or otherwise fastened to the walls, floors or any other parts of the

building or furniture without the express written permission of the school district.

C. Nevada PTA requires all companies who submit an application for exhibit space and payment to also submit one (1) copy of their materials (any brochures, order forms, catalogs, contracts, etc. that will be displayed at Local Leadership Training.) All materials will be required to be on display for the Exhibitor Committee walk-through. Any materials not seen by the committee prior to the exhibit hall opening cannot be exhibited. Nevada PTA reserves the right to disallow any materials.

**10. Cancellation by Exhibitor**

If an exhibitor finds it necessary to cancel its company's participation in the Nevada PTA Local Leadership Training, a refund will be made only if the cancellation is received in writing by Nevada PTA no later than 14 days prior to the exhibit date, less the sum of \$50.00 as a processing charge. There will be no refunds, under any circumstances, for cancellations received within 14 days of the exhibit.

**11. Catastrophe / Cancellation by Nevada PTA**

If, in the event of war, terrorism, fire, power outage, earthquake, strike, government regulations, public catastrophe, act of God or the public enemy, or other cause, the expo or any part thereof is prevented from being held, or is canceled by the Nevada PTA, the Nevada PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by the Nevada PTA and reasonable compensation to Nevada PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

The Nevada PTA reserves the right to decline or prohibit any exhibit that in its judgment is inappropriate. This reservation shall be inclusive as to persons, things, printed matter, products and conduct.

.....  
The undersigned has read and understands the rules and regulations that are part of this agreement:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

## Screening Tips

Nevada PTA requires all companies that submit an application for exhibit space and payment to also submit one (1) copy of their materials (any brochures, order forms, catalogs, contracts, merchandise for sale, etc. that will be displayed at Local Leadership Training.) **Each company must submit materials for screening whether or not they have been screened and approved in the past.**

### **How can you make sure your organization's materials are compliant?**

1. Fundraising materials submitted cannot state that children, students or kids are doing the fundraising. This includes the collection of monies (whether for a charitable cause or not) and the actual selling (whether door-to-door or just to friends, relatives, etc.) All fundraisers must be structured so that it is the PTA or another organization/entity that is doing the fundraising.
2. The acronym PTA or the names National PTA or Nevada PTA cannot be utilized in any exhibitor's materials. All of these names are copyrighted.
3. The usage of Nevada PTA's logo is not permitted. Any company utilizing Nevada PTA's logo will be required to remove it from its materials and any materials in the exhibit area confiscated.
4. Materials which ask delegates to lobby any governmental agency or official will not be approved.
5. All materials submitted must be of a non-partisan, non-sectarian nature.
6. Materials submitted must be in accordance with Nevada PTA's position statements and/or resolutions. Any company's products, services or materials which are in direct opposition to Nevada PTA's position statements or resolutions will not be approved.
7. Each company's product and/or services should be appropriately related to children, youth and the charitable and educational activities of the Nevada PTA.

The tips listed above are provided to potential exhibiting companies to clarify some of the main items for which the Exhibitor Committee will be screening. Please refer to the Exhibitor Contract for further details.

If you have any questions, please contact:

**Nevada PTA**  
4028W La Madre Way  
Las Vegas, Nevada  
Las Vegas, Nevada 89146  
Phone 702-258-7885

E-mail: [office@nevadapta.org](mailto:office@nevadapta.org)