

EXHIBITOR INFORMATION

EVERY CHILD DESERVES
A CHAMPION

ILLINOIS PTA CONVENTION

May 4-5, 2018 • NIU-Naperville



everychild.onevoice.®

P O Box 907
Springfield, IL 62705
www.illinoispta.org
info@illinoispta.org
1-800-877-9617

Dear Exhibitor:

The Illinois PTA invites you to participate in the 116th Annual Illinois PTA Convention, Friday, May 4 and Saturday, May 5, 2018 at the NIU Naperville Conference Center, 1120 E Diehl Rd., Naperville, IL, 60563. As we welcome our PTA members to join us in recognizing that *Every Child Deserves A Champion*, we hope you can help us to provide valuable resources to our participants. Exhibits are scheduled to be open:

FRIDAY, MAY 4, 2018

9:00 am – 7:00 pm

SATURDAY, MAY 5, 2018

8:30 am – 3:00 pm

The projected attendance is expected to be 150-300 delegates, registrants and guests. Our attendees come from all over the state, have diverse backgrounds and school/community needs. As always, our delegates are our number one priority.

As an exhibitor, you will not only have face-to-face access to the delegates, you will also be listed in the *116th Annual Convention Exhibitor Directory*. This directory lists your company name, address, phone number, website, email, and product information. The directory is part of the official convention materials received by each registered delegate. It gives delegates the opportunity to take your information back to their local units and councils to share with other members. This directory will be viewed by thousands of PTA members.

The *Convention Advertising Packet* has been a huge success. The packet consists of information submitted by exhibitors and non-exhibitors alike. This packet is enclosed in every delegate tote bag. The fee for this service will be \$100.00 per insert for exhibiting companies or \$200.00 per insert for non-exhibiting companies. Proposed items will have to be submitted for approval, no later than April 6, 2018. Once approved, the participants must provide the inserts (minimum of 300), no later than April 20, 2018 for distribution. (Any remaining materials will be made available on our "Take One" table.)

Exhibit area layout, space assignment and load in information will be sent to you in late April. Every effort will be made to assign exhibit space so the exhibitors of like products will NOT be in close proximity. Exhibit space is limited and will be assigned on a first come basis.

PLEASE NOTE:

1. Please read the Rules and Regulations form, sign it, make a copy for yourself and return the original with your contract.
2. Complete contract information carefully and precisely. This information will be used for the Illinois PTA Directory of Exhibitors.
3. Illinois PTA does not provide personal contact information of our attendees. You may collect information from individuals if they personally provide it to you.
4. **If interested in a sponsorship opportunity, please contact Illinois PTA at (217) 528-9617.**
5. All materials for the **CONVENTION ADVERTISING SPECIAL** must be forwarded to the exhibits chairman **by April 20, 2018.**
6. Indicate if you will be donating a product or products to be used for the drawings for the delegates. Your firm will be acknowledged as the prizes are awarded. You are under no obligation to donate. Donated items should be given to the Convention Exhibits Chairman no later than the opening of the exhibit hall on May 4, 2018.
7. Cancellation Policy - If written cancellation is received by April 6, 2018 a refund will be issued, less a \$75.00 (seventy-five dollar) cancellation fee.
8. A copy of all materials to be distributed in the exhibit hall must be received by April 6, 2018. Illinois PTA reserves the right to approve all materials to be distributed and displayed.
9. If you choose to ship your exhibit materials, NIU Naperville Conference Center will not accept any items more than three (3) business days prior to the exhibit date, do not send items to arrive earlier than Wednesday, May 2, 2018. Items need to be clearly labeled with: **NIU Naperville Conference Center, 1120 East Diehl Road, Naperville, IL 60563 ATTN: IL PTA STATE CONVENTION MAY 4 – 5**
10. Intent to distribute food items must be disclosed with signed contract. Note: If any food items contain nuts, it must be prominently posted on your display.
11. **Proof of Insurance**, including product liability, **MUST** be provided when submitting a signed contract and payment to secure a space.
12. All exhibitors are required to maintain their exhibits during the exhibit hours. A list of representatives must be provided to the exhibits chairman. Exhibitors should not dismantle the exhibit or do any packing before the closing of the exhibit session on Saturday, May 5 at 3:00 p.m.
13. Hotel Accommodations - There are many hotels near the convention site. You are welcome to secure your own accommodations. Illinois PTA does not provide this service for our exhibitors.

Recognizing that local PTA units have fund raising projects, the Illinois PTA believes that children should not be used in fund raising in any manner that would cause them to solicit funds or sell items door to door or to persons unknown to them. Children should never be involved in any activity that might place them in an unsafe situation.

I am looking forward to meeting you at this year's convention. If you need assistance or additional information, please do not hesitate to contact me.

Sincerely,

Ruth Johnston
Illinois PTA Convention Exhibits Chairman
RJohnston@illinoispta.org



NIU NAPERVILLE CONFERENCE CENTER
1120 EAST DIEHL ROAD
NAPERVILLE, IL 60563

EXHIBITOR INSTRUCTION SHEET

EXHIBIT SPACE INCLUDES: one (1) 6-foot table and two (2) chairs – This is space, not a booth

SET-UP HOURS: FRIDAY, MAY 4, 2018, 7:45 am - 8:45 am

EXHIBITS WALK-THRU AT 8:45 am, FRIDAY, MAY 4th

EXHIBIT HOURS:

FRIDAY, MAY 4, 2018	9:00 am – 7:00 pm
SATURDAY, MAY 5, 2018	8:30 am - 3:00 pm

TEAR DOWN AND REMOVAL:

SATURDAY, MAY 5, 2018	3:00 pm - 3:30 pm
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ALL EXHIBITS SHOULD BE REMOVED BY 3:30 pm, SATURDAY, MAY 5th

SECURITY: Illinois PTA is not responsible for exhibits or goods displayed.

EXHIBIT SPACE PRICING:

COMMERCIAL RATE	\$300 (\$350 after April 6, 2018)
NON-PROFIT RATE	\$150 (\$200 after April 6, 2018)
PLUS A SEPARATE DEPOSIT CHECK	\$150 (commercial) or \$75 (non-profit)
PRE-ORDER LUNCH	\$15 (per person per day)

Illinois PTA
P O Box 907
Springfield, IL 62705
217-528-9617



ILLINOIS PTA 116th ANNUAL CONVENTION
MAY 4 – MAY 5, 2018

RULES AND REGULATIONS – EXHIBITORS

1. CONTRACT FOR SPACE: Applicants for exhibit space are required to return the formal application/contract to the Illinois PTA. To be valid, each application must include payment in full, proof of insurance (including product liability) and must specify products scheduled for exhibition and/or distribution. The application for space, formal notice of assignment, acceptance by the Illinois PTA, and full payment of rental space constitute a contract for the right to use this space. A signed contract with full payment is required before any exhibitor will be allowed to set up.

2. EXHIBIT DATES AND HOURS:

FRIDAY, MAY 4, 2018 9:00 am - 7:00 pm

SATURDAY, MAY 5, 2018 8:30 am - 3:00 pm

3. INSTALLATION AND DISMANTLING:

INSTALLATION: FRIDAY, MAY 4 7:45 a.m. - 8:45 am

DISMANTLING: SATURDAY, MAY 5 3:00 pm - 3:30 pm

Any space not claimed and occupied by 9:00 am, Friday, May 4, 2018, will be reassigned without refund. A separate check in the amount of \$150.00 deposit (\$75.00 Non-Profit) is required to be sent with the signed contract. This check will be returned to the exhibitor AT THE CLOSE OF EXHIBITS.

- 4. ELECTRICAL & WIFI NEEDS: There will be no electrical connection or WiFi fees for your exhibit at the NIU Naperville Conference Center but notice of electrical needs must be given to Illinois PTA with your signed contract.
5. ADDITIONAL EQUIPMENT: Additional fees contracted with the NIU Naperville Conference Center for equipment such as, but not limited to, electrical work, internet set up etc. must be paid before setting up.
6. FAILURE TO PAY RENTAL FEE: If any exhibitor fails to make payment due when specified, such exhibitor's rights to exhibit will be canceled by the Illinois PTA without further notice. The Illinois PTA shall be entitled to close an exhibit at any time for failure by any exhibitor or any of their officers, agents, employees, or other representatives to perform, meet, or observe any term or condition set forth herein, and such exhibit shall not be entitled to a refund of any part of any fee.
7. SELECTION OF EXHIBITS: Only firms and organizations whose nonpartisan, nonsectarian services or products are appropriately related, in the sole judgment of the Illinois PTA, to children, youth and the charitable and educational activities of the Illinois PTA shall be permitted to exhibit. A copy of all materials to be distributed or exhibited must be provided by April 6, 2018. The Illinois PTA reserves the right to decline or prohibit any exhibit which, in its judgment, is inappropriate, with reservation being all-inclusive as to persons, things, printed materials, products, and conduct.
8. CHARACTER OF PROGRAMS: The Illinois PTA prohibits programs, products or services that entice unchaperoned door-to-door fund raising by students. The Illinois PTA may forbid installation or request removal or discontinuance of an exhibit or promotion wholly or in part, that in its opinion is not keeping with the character and purposes of the Illinois PTA.
9. USE OF SPACE: All demonstrations or other sales 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 Illinois PTA. Exhibitor shall not be permitted to show goods other than those manufactured or sold by it in the regular course of business. Exhibitors shall not display or distribute any materials containing the Illinois PTA name, seal, or logo without written consent of the Illinois PTA.
10. SOUND DEVICES: No sound-making equipment of any kind may be set up or used in exhibit spaces without prior approval of the Illinois PTA.

11. **DISTRIBUTION OF FOOD ITEMS:** Intent to distribute food items must be disclosed with your signed contract. Note: If any food items contain nuts, it must be prominently posted on your display.
12. **RESTRICTIONS IN OPERATION OF EXHIBITS:** The Illinois PTA reserves the right to restrict exhibits for any reason, i.e. noise, method of operation, materials, etc. The Illinois PTA may also prohibit or evict any exhibit that becomes objectionable or in the opinion of the Illinois PTA may detract from the general character of the exhibits. This reservation includes person(s), things, conduct, printed matter or anything of a character, which the management determines, is objectionable to the exhibit. In the event, such restriction or eviction is imposed, the Illinois PTA is not liable for any refunds or other exhibitor expense. Side show tactics, raffles and lotteries for monetary purposes are deemed inappropriate and are prohibited.
13. **IRREGULAR CANVASING, SELLING, ACTIVITIES BEYOND EXHIBITOR'S SPACE:** Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. Non-exhibiting organizations will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotional devices during the convention.
14. **CARE OF BUILDING AND EQUIPMENT:** Exhibitors, or their agent, shall not damage or deface the walls or floors of the building, the exhibit spaces, or the equipment in the exhibit spaces. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.
15. **FIRE PREVENTION:** Exhibitors must use flame resistant decorative materials. Inflammable or other dangerous fluids, substances, materials, equipment and/or other items, the use of which is a violation of city, county, or state laws or regulations, may not be used in any exhibit space. Exhibits may not obstruct emergency/fire exits.
16. **CATASTROPHE:** In the event that because of war, fire, strike, government regulations, public catastrophe, act of God or the public enemy, or other cause, the convention or any part thereof is prevented from being held, or is canceled by the Illinois PTA, the Illinois PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remain after deducting expenses incurred by the Illinois PTA and reasonable compensation to the Illinois PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.
17. **LIABILITY AND INSURANCE:** The Illinois PTA, the NIU Naperville Conference Center management or any officers or staff members will not 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 insurance broker for proper coverage on display material from the time it leaves the company's premises until it returns. In most cases, a rider can be added to a current policy for a very minimal cost. Neither the Illinois PTA or other representatives shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm, or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other causes and neither the Illinois PTA nor the NIU Naperville Conference Center management will obtain insurance against such damage, loss, harm, or injury.
18. **INDEMNIFICATION:** The applicant hereby agrees to indemnify, defend and protect the Illinois PTA and the NIU Naperville Conference Center management against, and hold and save the Illinois PTA and the NIU Naperville Conference Center management harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss of property, or from or out of any damage, loss, harm, or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives.
19. **OPERATION OF EXHIBITS:**
 All exhibits should have a representative present during all exhibit hours. If the exhibitor leaves the exhibit unattended during the posted exhibit hours, the Illinois PTA will not be responsible for materials and/or equipment in that exhibitor's space.
 These rules and regulations are a part of the contract attached hereto between the exhibitors and the Illinois PTA. The Illinois PTA respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Illinois PTA.

Authorized Signature

Company Name

Date



Check #	_____
Deposit	_____
Insurance	_____
Date	_____
SPACE #	_____
For office use only	

**COMMERCIAL EXHIBITORS
APPLICATION AND AGREEMENT
ILLINOIS CONGRESS OF PARENTS AND TEACHERS
116th ANNUAL CONVENTION
NAPERVILLE, ILLINOIS**

By completing this contract, we agree to exhibit our products/services on May 4 and May 5, 2018, and to abide by the terms, rules, regulations, and conditions set forth by the Illinois PTA, attached to and made a part of the application and agreement as though repeated herein in full.

**EXHIBITOR INFORMATION: (PLEASE TYPE OR PRINT)
THIS INFORMATION WILL BE USED FOR THE EXHIBITS DIRECTORY**

COMPANY _____
ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
PHONE _____ **E-MAIL** _____
WEBSITE _____

AUTHORIZED SIGNATURE _____
NAME OF PERSON IN CHARGE OF EXHIBIT _____
ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
PHONE _____ **E-MAIL** _____

EXHIBIT SPACE RESERVATION:

- Commercial Exhibit Space at \$300.00 (\$350 after April 6, 2018)**
- Non-Profit Exhibit Space at \$150.00 (\$200 after April 6, 2018)**
- Friday Catered Lunch Pre-Order (\$15 per person)**
- Saturday Catered Lunch Pre-Order (\$15 per person)**

Exhibit Fee Enclosed \$ _____
Deposit Enclosed \$ _____
Friday Lunch Fee(s) Enclosed \$ _____
Saturday Lunch Fee(s) Enclosed \$ _____
Total Enclosed \$ _____

Exhibitors MUST furnish PROOF OF INSURANCE, INCLUDING PRODUCT LIABILITY by April 6, 2018.

Proof of insurance: **Included** **Will send separately**

Each space includes one (1) 6-foot table and two (2) chairs.

Do you want the table, please indicate: **Yes** **No**

Do you want the chairs, please indicate: **Yes** **No**

Exhibitor needs electric at booth **Yes** **No**

Exhibitor will distribute food items **Yes** **No**

Please describe the products and/or services you provide: _____

A copy of all materials to be distributed in the exhibit hall MUST be provided by April 20, 2018. Illinois PTA reserves the right to approve all materials distributed and displayed.

INFORMATION ENCLOSED

Exhibitor agrees to accept exhibit space assigned. Every effort will be made to assign exhibit spaces so that exhibitors of like products will not be in close proximity.

A SEPARATE DEPOSIT CHECK IN THE AMOUNT OF \$150.00 (\$75.00 Non-Profit) IS REQUIRED. Your check will be returned at the close of exhibits.

Deadline for contracts and checks is April 6, 2018. Please make checks payable to the *Illinois PTA* and mail to:

**Illinois PTA
Attn: Convention Exhibits Chairman
P.O. Box 907
Springfield, IL 62705-0907**

This application is not binding until and unless accepted on behalf of the Illinois PTA, and when so accepted, it shall constitute a binding contract upon the applicant and the Illinois PTA, subject to the terms, conditions, rules, and regulations of the Association.

Authorized Signature

Company Name

Date

CANCELLATION POLICY: If an exhibitor finds it necessary to cancel participation in the Illinois PTA exhibits, a refund will be made if cancellation is received, in writing, no later than April 6, 2018. In such event, the Illinois PTA will refund to the exhibitor the amount paid less the sum of seventy-five dollars (\$75.00) which the Illinois PTA shall retain as a cancellation charge.

Please return original copies of signed agreements to the Illinois PTA. Retain copies for your file.



DOOR PRIZE DONATION OPPORTUNITIES

The Illinois PTA will provide several opportunities during our 116th Annual Convention for you to promote your business. Door prizes will be awarded to convention delegates during our General Sessions for “On Time” and “Bitter Enders” drawings. Each time we award a prize, your organization will gain increased exposure, visibility, and recognition when we acknowledge donations.

Additionally, we encourage our delegates and guests to visit all exhibitors. A **SPECIAL DRAWING** will be held for those participants who visit every exhibit and receive a “stamp” on their “scorecards” from each exhibitor.

We would greatly appreciate your donation of a door prize item, with an estimated value of at least \$25.00. Thank you for your continuing support in making a difference in the lives of Illinois’ children.

Please complete and return this form by May 4th to RJohnston@illinoispta.org.
Your company will be acknowledged when your donation is awarded.

CONVENTION DOOR PRIZE OPPORTUNITIES

Yes, we will be happy to donate a door prize(s).



COMPANY / ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

Many of our events offer additional opportunities for sponsors.

Please contact Jolene Lowder at JLowder@illinoispta.org or (217) 528-9617 for more details.

116th Annual Convention

2 FOR 1 TOTE BAG DEAL - SIGN UP BY APRIL 6!

**PLACE YOUR PROMOTIONAL MATERIALS IN THE HANDS
OF EVERY 2018 CONVENTION DELEGATE!**

Convention Exhibitors put advertisement materials in the tote bags given to all registered attendees for the rate of \$100.00 per insert. Non-Exhibitors place an ad item in the tote bag at a rate of \$200 per insert.

To take advantage of this offer
please fill out the form below with payment to:

Illinois PTA
Attn: Convention Exhibits Chairman
P.O. Box 907
Springfield, IL 62705-0907



Exhibitor Tote Bag Advertiser Rate \$100 per insert (2 inserts by 4/6)

Non-Exhibitor Tote Bag Advertiser Rate \$200 per insert (2 inserts by 4/6)

On approval, advertisers should provide 300 pieces per insert to the exhibits chairman. No materials will be accepted without full payment. For complete specifications and deadline information call 217-528-9617 or e-mail Ruth Johnston at rjohnston@illinoispta.org.

HURRY AND RESERVE YOUR SPOT IN THE 2018 CONVENTION TOTE BAG TODAY!

COMPANY / ORGANIZATION _____

ADDRESS _____

CITY _____ **STATE** ____ **ZIP** _____

PHONE _____ **E-MAIL** _____

Payment Information: Check enclosed Amount \$ _____

of Inserts _____ **Quantity per Insert** _____

Sponsorship opportunities are also available. Contact Jolene Lowder
JLowder@illinoispta.org or 217-528-9617