

FLORIDA PTA LEADERSHIP CONVENTION EXHIBITOR CONTRACT

1. CONTRACT FOR SPACE

This constitutes a contract for an 8-foot deep by 10-foot wide exhibit space that includes:

- 10' of 8' tall back drape
- 8' of 3' tall side drape on each side
- One 6' x 2' draped table with 30" tall skirting
- Two folding chairs
- One wastebasket
- One line exhibitor ID sign (7" x 44")

Note: Booth space does not include storage, placement, shipment, or reshipment of exhibit materials before or after event. Any additional items including, but not limited to, furniture, electrical service, etc., are not provided and are the direct responsibility of the exhibitor. See Convention Services, page 14.

Booth space is limited and is confirmed on a first-come, first-serve basis. Florida PTA has the right to use its discretion at all times in the placement of exhibitors, as well as in the acceptance of exhibitors. Florida PTA will make every attempt to fulfill requests but makes no guarantees, as booth assignment is largely dependent on the number of booths available when the exhibitor's paid registration application is processed and product type (as not to have similar or competing exhibitors side by side). Booth spaces will be assigned after July 1, 2021.

Premium booth placement is available for an additional \$125 per space. These premium spaces are located inside the ballroom near entrances.

Foyer booth placement is reserved for exhibitors that pay at a sponsorship level.

Sharing of booth space is not permitted. All exhibitors must have their own booth space. Exhibitors may not assign or sublet any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of their business. All distribution materials must be approved by Florida PTA in advance.

Canvassing or distributing advertising material outside of the assigned Exhibit Hall is not permitted. All demonstrations or other promotional activities must be confined to the limits of the exhibit booth space rented. Any item(s) extending beyond the assigned space is subject to removal by Florida PTA.

Use of amplified sound is not permitted without prior approval. Displays not meeting these requirements must receive prior approval from Florida PTA.

Helium balloons are not permitted in the exhibit space. (Per fire code at the resort.)

Exhibitors cannot use Innisbrook bellmen for assistance in moving merchandise from vehicles to Exhibit Hall.

2. REGISTRATION CONFIRMATION and SELECTION OF EXHIBITORS

Florida PTA will send an electronic confirmation of registration submission, then an email within seven (7) business days confirming your acceptance to exhibit.

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Florida PTA reserves the right to decline or prohibit any exhibit which, in its judgment, is inappropriate. This reservation is all inclusive as to persons, things, printed materials, products, and conduct.

Florida PTA reserves the right to decline or prohibit any exhibitor who, in the sole and discretionary judgment of Florida PTA, has not fulfilled any previous contractual obligation to a unit, council, or region of Florida PTA. This reservation is all-inclusive as to changes of company names and any attempt to subvert this prohibition. Exhibitors who cause or have caused Florida PTA a financial burden or harass other exhibitors, participants, Florida PTA staff, or volunteers will not be permitted at this or any future Leadership Convention.

Florida PTA does not endorse or recommend the use of any specific commercial product or service pursuant to this Contract or otherwise. The Exhibitor/Sponsor may not represent, advertise, communicate, or imply, either orally or in writing, that its products or services are approved, endorsed, or recommended by Florida PTA, without the prior written approval of Florida PTA.

All space assignments, advertising, sponsorships, and other items will be on a first-come, first-serve basis, unless otherwise noted. Booth assignments will be provided to the exhibitor during exhibitor registration at Inverness Hall on July 15, 2021.

3. TERMS OF PAYMENT

Florida PTA will not assign booth space until payment for said space is paid in full and has cleared all banking channels. Should payment by check not clear the exhibitor's bank account, for any reason, the exhibitor will pay Florida PTA an additional fee of \$50, by bank check or money order. In the event that Florida PTA declines an exhibitor's registration application, the accompanying fee will be returned to the exhibitor, as long as the application is received by June 30, 2021. Applications revoked OR received after June 30, 2021, and exhibitors ejected for non-compliance during Leadership Convention OR who vacate prior to scheduled move out (regardless of the reason) will not receive a refund.

Badges are for the use of individuals exhibiting at the event and may not be sold or used for other purposes. Each booth space will receive four (4) exhibitor badges per booth space paid. Badges will be provided on the day of set up. Additional badges can be purchased for \$5.00 each.

4. EXHIBIT TIMES, SCHEDULE, AND LOCATION

Upon arrival at Innisbrook Resort and Golf Club, exhibitors should report to Inverness Hall for registration during Exhibitor Registration/Move In times (see page 3). Exhibitors must register with the Florida PTA representative prior to any set-up activities. Exhibitors must wear the Florida PTA supplied name badge while in Inverness Hall. A Florida PTA representative will be in the exhibit area during open hours to assist exhibitors.

5. DISMANTLING EXHIBITS

EXHIBITORS MAY NOT DISMANTLE DISPLAYS UNTIL CLOSING TIME. EXHIBITORS WHO DISMANTLE PRIOR TO CLOSING WILL INCUR A PENALTY FEE OF \$100.00 FOR EACH HOUR DISMANTLED EARLY AND WILL BE BILLED ACCORDINGLY. IN ADDITION, FLORIDA PTA RESERVES THE RIGHT TO DECLINE PARTICIPATION BY THAT EXHIBITOR AT ANY FUTURE FLORIDA PTA EVENTS.

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6. CONVENTION SERVICES:

Gulf Coast Expo is the official general Convention Services contractor for the event. Each registered and paid exhibitor shall receive via email at least 30 days prior to the event, an Exhibitor Service Kit directly from Gulf Coast Expo. This kit will include order forms and information to secure any of the additional items below needed for your booth space(s).

Drayage Freight – You **MUST** use this service if you are shipping materials to the event.

Furniture – Additional tables, chairs, and other furniture are available for rent.

Signage – All exhibitors will be provided an ID sign with the name of their organization and booth number. Additional signage is available for purchase through Gulf Coast Expo.

Electrical access at booth space – Power Source Electrical Services will handle all electrical requirements Adam Lane at Power Source: 407-351-4158.

Note: When requesting services from Gulf Coast Expo a booth number is NOT required.

Gulf Coast Expo
Christopher J. Binion, President
Phone: 813-915-8066
Fax: 813-319-0619
Email: Christopher@gulfcoastexpo.com

7. HOTEL ACCOMMODATIONS (anticipate room block opening in February)

The Florida PTA Leadership Convention is hosted by Innisbrook Resort and Golf Club. Hotel accommodations can be made directly through the link included in the registration acceptance confirmation email. Or contact executive.director@floridapta.org. Florida PTA and Innisbrook Resort and Golf Club shall not be responsible for any loss, damage, or injury to the exhibitor company, its employees, or property for any cause whatsoever prior to the period covered in the contract and, upon signing the contract, exhibitor expressly releases Florida PTA and Innisbrook Resort and Golf Club from, and agrees to indemnify same against, any and all claims for loss, damage, and injury of any kind. Reasonable care will be exercised to protect the exhibit area during the hours it is closed to the delegates.

8. INSURANCE REQUIREMENTS

Exhibitors are required to provide an annual Certificate of Liability Insurance, Additional Insured Endorsement, or an Indemnity and Waiver Agreement by June 7 and provide such evidence when acting as a vendor at any PTA function. A useform to upload these documents and your business logo for our event App is located on our website www.floridapta.org. For questions please email communication@floridapta.org.

9. CARE OF BUILDING AND EQUIPMENT

Exhibitors, or their agents, shall not injure or deface the walls, floors, booth, or the equipment of booths. Exhibitors will not paste, tack, nail, screw, or otherwise fasten to partitions, walls, floors, or other parts of the building or furniture.

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Location – All exhibits will be located in Inverness Hall. **Any activity scheduled outside the exhibit hall must be PRE-APPROVED, in writing, with the Florida PTA President** to ensure that activities will not be in conflict with scheduled PTA activities. The President of Florida PTA is the only person authorized to approve any outside activities.

10. FIRE, SAFETY, AND HEALTH

The exhibitor assumes all responsibility for compliance with all county, city, and state ordinances and regulations including those covering fire, safety, and health. Flammable or other dangerous fluids, substances, materials, equipment, or other items — the use of which is in violation of city, county, or state laws or regulations — may not be used in any booth. Fire extinguisher equipment shall not be covered or obstructed in any manner. All aisles and exits must be kept clear at all times.

SMOKING (including electronic-cigarettes) IN THE EXHIBIT HALL IS STRICTLY PROHIBITED.

11. FOOD, BEVERAGES AND SAMPLES

The resort has stipulations in our contract that prohibit distribution of some food and beverage items that may compete with the resort venue sales. Email sponsor.engagement@floridapta.org if you plan to provide free food or beverage samples from your exhibit booth area. Ingredient labels should be available for all food and beverage items for those that may have allergy concerns.

ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE EXHIBIT SPACE AT ANY TIME, EXCEPT FOR ITEMS PURCHASED FROM THE INNISBROOK CASH BAR ON THURSDAY DURING THE EXHIBITOR PREVIEW EVENT AND ON FRIDAY EVENING DURING THE MEET AND GREET. Florida PTA expects that all sponsors/exhibitors will remain professional.

12. TRADEMARK

“PTA” is a registered Trademark of National/Florida PTA and may not be used as part of any promotions or promotional material without the express written consent of National PTA or Florida PTA acting on behalf of National PTA.

13. SALE OF PRODUCTS WITH PTA LOGO

An Exhibitor/Sponsor may **NOT** use any PTA logo on products offered for sale without the prior written consent of the Florida PTA. If such consent is given, it shall be limited to the sale of such products during the Convention itself. Products with the Florida/National PTA logo may not be sold elsewhere, without the prior approval of Florida/National PTA.

14. CANCELLATION POLICY

A refund will be processed only if cancellation is requested in writing to Florida PTA, prior to June 15, 2021. Florida PTA will refund to the exhibitor the payment received, less a \$100.00 non-refundable space deposit/cancellation fee. There will be no refunds, under any circumstances, if a written cancellation request is received by Florida PTA after July 1, 2021.

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15. CATASTROPHE

In the event of war, fire, strike, government regulation, public catastrophe, pandemic, act of God, or other event causing the show, or any part thereof, from being held or cancelled by Florida PTA, Florida PTA shall determine any refund to the applicants. The Exhibitor's proportionate share of the balance of the aggregate exhibit fees received that remains after deducting all show-related fees, costs, and expenses may be refunded. In no case shall the amount of the refund to the applicant exceed the amount of the space rental fee paid.

16. PHOTOGRAPHY RELEASE, VIDEO AND AUDIO RECORDING

By registering for or attending the Florida PTA Leadership Convention, you hereby grant and assign Florida PTA and its legal representatives the irrevocable and unrestricted right to use and publish for editorial, trade, advertising, or any other purpose and in any manner and medium—including website and internet promotion—all photographic, video, and digital images of you and your guests taken while in attendance at the Florida PTA Leadership Convention. By registering for and attending the Florida PTA Leadership Convention, you hereby release Florida PTA and its legal representatives from all claims and liability relating to said photographs, videos, and digital images.

Exhibitors are **NOT** to photograph, videotape, or audio record any delegate, attendee, or PTA-sponsored event during the Florida PTA Leadership Convention unless written consent is obtained prior to the activity commencing. Use of photographs, videos, or audio recordings after the end of the Florida PTA Leadership Convention is subject to the consent and approval of Florida PTA.

17. COMPETING EVENTS

All competing events including social events, hospitality suites, enticements, demonstrations, or displays away from the exhibit area during the Convention are prohibited.

18. CHILDREN OF EXHIBITORS

Exhibitors must make arrangements for their children; the host hotel offers Camp Innisbrook refer to our website www.floridapta.org for information on Camp Innisbrook. Please do not leave your children unattended.

19. EXHIBITOR DRAWINGS AND DOOR PRIZES

Exhibitors are encouraged to donate products, baskets, etc., for our exhibitor passport drawing for attendees. Attendees will be given a card that will have 20 spots for 20 different exhibitors to mark. Attendees that fill the card out and drop in the drop box will randomly be selected during three (3) rounds of drawings. Exhibitors may offer door prizes; all such prizes must be distributed by the exhibitor at their own booth. Distribution of alcohol is prohibited.