

# **Florida PTA Leadership Convention Sponsor & Exhibitor Contract**

**NOTE:** For the purposes of this document, the term “EXHIBITOR” is inclusive of (1) organizations or businesses that have purchased an Exhibit booth, (2) organizations or businesses that are Sponsors of National PTA, Florida PTA, or the Florida PTA Leadership Convention, and (3) government agency or 501(c)(3) organizations that have been offered a complimentary Exhibit booth by Florida PTA.

## **Pre-Convention Deadlines**

Friday, February 28, 2025	Early Registration Closes
Wednesday, April 30, 2025	Registration Closes
Friday, May 16, 2025	Exhibitor COI Due
	Exhibitor Event App Content Due
	Exhibitor Copy for Convention Program Due
Monday, June 9, 2025	Exhibitor Service Kit E-Mailed (tentative)
Wednesday, June 25, 2025	Late Registration Closes
Friday, June 27, 2025	Exhibitor Attendee List Due for Badges

## **On-Site Exhibitor Schedule**

**NOTE:** Exhibitors must plan to have their booth open all Exhibit Hall hours on Thursday, Friday, and Saturday.

### **Thursday, July 10, 2025**

- 12 PM - 5:00 PM Move-In and Setup
- 6:00 PM Exhibit Hall Ribbon Cutting Ceremony
- 6:00 PM - 8:30 PM Exhibit Hall Open

### **Friday, July 11, 2025**

- 8 AM - 8:45 AM Exhibitor Workshops
- 11 AM - 4 PM Exhibit Hall Open
- 12:30 PM Florida PTA Raffle #1
- 3:30 PM Florida PTA Raffle #2

### **Saturday, July 22, 2025**

- 8 AM - 8:45 AM Exhibitor Workshops
- 12:30 PM - 6 PM Exhibit Hall Open
- 1:30 PM Florida PTA Raffle #3
- 4:30 PM Florida PTA Raffle #4
- 6 PM - 11 PM Move-Out

## **1. AGREEMENT FOR 2025 LEADERSHIP CONVENTION SPACE**

A) This constitutes an Agreement for an 10' (width) by 8' (depth) exhibit booth space.

Each booth purchased includes:

10' (width) x 8' (tall) back drape

8' (depth) x 3' (height) side drape on each side

One 6' (width) x 2' (depth) 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 the 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 4.

B) 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 exhibitors paid registration application is processed and product type (as not to have similar or competing exhibitors side by side). Florida PTA will confirm booth location via email within 10 business days of receipt of payment.

C) 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.

D) 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.

E) Use of amplified sound is not permitted without prior approval.

F) Displays not meeting these requirements must receive prior approval from Florida PTA.

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

H) Exhibitors should not use resort bellmen for assistance in moving merchandise from vehicles to Exhibit Hall, unless pre-arranged with the resort. The resort has a rollup garage door connected to the Exhibit Hall. A diagram and parking information will be provided closer to the event date.

## **2. EVENT APP**

A) Included with each exhibitor booth, is an opportunity to provide and advertise company information within our event platform/app that will be available for all registered attendees and exhibitors. Florida PTA will include any or all of the information below if received by May 16, 2025:

- Organization name & logo
- Representative name & contact information
- Company website & social media links
- Video link(s)
- PDF(s)
- Image(s)

B) Our event platform/app via Eventify is available to all registered attendees and exhibitors.

## **3. REGISTRATION CONFIRMATION & SELECTION OF EXHIBITORS**

A) 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.

B) 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 process.

C) Exhibitors who cause or have caused Florida PTA a financial burden or harass other exhibitors, Florida PTA staff, or volunteers will not be permitted at this or any future Leadership Convention.

D) Florida PTA does not endorse or recommend the use of any specific commercial product or service pursuant to this Agreement or otherwise. The Exhibitor 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. Florida PTA will confirm booth location via email within 10 business days of receipt of payment.

## **4. TERMS OF PAYMENT**

A) Florida PTA will not hold a 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 was received no later than April 30, 2025.

B) Applications that are revoked or received after April 30, 2025, OR 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.

C) Badges are for the use of individuals exhibiting at the event and may not be sold or used for other purposes.

## **5. EXHIBIT TIMES, SCHEDULE, AND LOCATION**

A) Florida PTA will send an electronic confirmation of registration submission, then an email within ten (10) business days confirming your acceptance to exhibit.

B) Each paid booth space will receive two (2) complimentary exhibitor name badges. Badges will be provided on the day of set up. Additional badges can be purchased for \$5.00 each. Provide the names of ALL attending representatives to Florida PTA by June 27, 2025.

C) Upon arrival at the resort, exhibitors should report to the Florida PTA table located in the Exhibit Hall (Osceola A/B/C) to check-in during Exhibitor Move In times (see page 1). Exhibitors must check-in with the Florida PTA representative prior to any set-up activities. Exhibitors must wear the Florida PTA supplied name badge while in the Osceola County Convention Center.

D) A Florida PTA representative will be in the Exhibit Hall during open hours to assist exhibitors. Exhibitors must abide by the Move Out times on page 1.

## **6. 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.**

## **7. CONVENTION SERVICES**

A) Gulf Coast Expo is the official general Convention Services contractor for the event.

B) 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).

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

D) 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.

E) Electrical and internet services at booth space –  
An official order form for electrical and internet services will be included in the Exhibitor Service Kit provided by Gulf Coast Expo.

F) When requesting services from Gulf Coast Expo a booth number is NOT required; however, booth location will be provided via email within 10 business days of receipt of payment by Florida PTA.

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

## **8. HOTEL ACCOMMODATIONS**

A) The Florida PTA Leadership Convention is hosted by the Omni Orlando Resort at ChampionsGate. Hotel accommodations can be made directly through the link included in the registration acceptance confirmation email. Due to the location and popular demand of this resort, hotel reservations are now open so attendees and exhibitors can reserve their room(s).

B) Florida PTA and the Omni Orlando Resort at ChampionsGate 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 Agreement and, upon signing the Agreement, exhibitor expressly releases Florida PTA and the Omni Orlando Resort at ChampionsGate 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 attendees and exhibitors.

## **9. INSURANCE REQUIREMENTS**

Exhibitors are required to provide an annual Certificate of Liability Insurance, Additional Insured Endorsement, or an Indemnity and Waiver Agreement by May 16, 2025 and provide such evidence when acting as an exhibitor at any Florida PTA function. For questions, please email [communication@floridapta.org](mailto:communication@floridapta.org).

## **10. CARE OF BUILDING AND EQUIPMENT**

A) 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.

B) All exhibits will be located in the Osceola Ballroom A/B/C or the Osceola Prefunction area. Any activity scheduled outside these areas 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. Emails regarding additional activities should be sent to [president@floridapta.org](mailto:president@floridapta.org).

## **11. 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.**

## **12. FOOD, BEVERAGES, AND SAMPLES**

A) The resort has stipulations in Florida PTA's contract that prohibit distribution of some food and beverage items that may compete with the resort venue sales. Email [exhibit@floridapta.org](mailto:exhibit@floridapta.org) if you plan to provide free food or beverage samples from your exhibit booth area. Food and beverage samples must be approved by the Florida PTA President, and exhibitors must provide a separate COI to the Omni Orlando Resort at ChampionsGate. Ingredient labels should be available upon request for all food and beverage items for those that may have allergy concerns.

## **B) ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE EXHIBIT SPACE AT ANY TIME, EXCEPT FOR ITEMS PURCHASED FROM THE RESORT CASH BAR DURING FLORIDA PTA HOSTED EVENTS IN THE EXHIBIT HALL.**

C) Florida PTA expects that all Exhibitors will remain professional.

## **13. TRADEMARK**

"PTA" and "Florida PTA" are registered trademarks of National PTA and Florida PTA and may not be used as part of any promotions or promotional material without the express written consent of the appropriate entity.

## **14. SALE OF PRODUCTS WITH PTA LOGO**

An Exhibitor may NOT use any PTA logo on products offered for sale or as a giveaway without the prior written consent of the Florida PTA President. If such consent is given, it shall be limited to the sale of such products or giveaways during the Leadership Convention. Products with the Florida PTA or National PTA logo may not be sold elsewhere without the prior approval of Florida PTA or National PTA respectively.

## **15. CANCELLATION POLICY**

A refund will be processed only if cancellation is requested in writing to Florida PTA, by June 9, 2025 at 5 PM. 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 5 PM on June 9, 2025.

## **16. 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 canceled 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 will the amount of the refund to the applicant exceed the amount of the space rental fee paid.

## **17. PHOTOGRAPHY RELEASE, VIDEO AND AUDIO RECORDING**

A) 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 image 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.

B) Exhibitors are NOT to photograph, videotape, or audio record any attendee or PTA-sponsored event during the Florida PTA Leadership Convention. This includes any type of photo booth set up by an Exhibitor with the exception of Exhibitors under agreement with Florida PTA to provide photo booth services to attendees.

### **18. COMPETING EVENTS**

All competing events, including social events, hospitality suites, enticements, demonstrations, or displays, away from the Exhibit Hall during the Florida PTA Leadership Convention are prohibited.

### **19. CHILDREN OF EXHIBITORS**

Exhibitors must make arrangements for their children. All children are required to have a name badge. Please do not leave children unattended or allow them to leave the Exhibit Hall unaccompanied.

### **20. EXHIBITOR DRAWINGS, SCHOLARSHIP BASKETS AND OTHER GIVEAWAYS**

A) Exhibitors are encouraged to donate products, baskets, etc. for Florida PTA's Door Prize Raffle. To enter this raffle, attendees must visit a minimum number of Exhibitor booths and have their card signed or stamped. Prize winners will be directed to the Exhibitor's booth to pick up their prizes.

B) Exhibitors may also donate items to the Scholarship Basket Fundraiser.

C) Exhibitors may offer their own door prizes; all such prizes must be distributed by the exhibitor at their own booth.

D) Distribution of alcohol, other than in a Scholarship Basket, is prohibited.

E) Details of exhibitor game(s) for attendee participation shall be available upon request after May 16, 2025 by emailing [exhibit@floridapta.org](mailto:exhibit@floridapta.org).

### **21. ATTENDANCE**

Florida PTA has the right to limit the number of attendees at the convention and in all convention spaces.