

Annual State Convention

Saturday November 22, 2014

9:00am -3:00pm

Delaware Technical Community College – Terry Campus

100 Campus Drive

Dover, DE 19904

**Exhibition Prospectus**

*Please complete this form in its entirety and submit back to Delaware PTA at* *de\_office@pta.org*

# Sponsoring Agency:

# Are you a registered 501(c)(3):

**Requestors Name: Address:**

**Contact email: Contact Phone(s): Exhibit Title:**

**Exhibit Description:** (Detailed description of what the exhibit is about: Does it meet the “Exhibit “**Criteria for Selection”,** size of the exhibit (i.e. number of actual art pieces being hung and measurements) , what type of exhibit (i.e. Photos, paintings, memorabilia, etc. and subject matter)

# Name of Person maintaining the exhibit:

**Special Requirements** (i.e. mounting, display cases, labor, network connections, electrical power connections, etc. subject to approval)**:**

# Exhibits and Delaware PTA Guidelines

# Delivery and Setup:

* Exhibitor is responsible for delivery, set up and removal of the exhibit. Exhibitors will be permitted to begin set up at 7:30 am and should begin breakdown by 3:00pm
* Delaware PTA is not responsible for lost/damaged property, supplies and/or materials belonging to the vendor/exhibitor.
* **There will be a 1 table maximum for each exhibitor**

**Fees**

 **$50.00 for 1 table**

 **$75.00 with electric access (Only 5 available)**

 **$ Non-Profits (There will be no charge to non-profit organizations with proof of nonprofit status. Access to electricity will be a $50.00 charge on a first come first serve basis)**

 **$**12.00 per person for lunch

**Advertising:**

Delaware PTA will only post information on the exhibit on our social media sites and website. There are sponsorship opportunities available if you would like Delaware PTA to promote your organization. This event is open to our general membership. While time will be built into the agenda for vendor exploration, Delaware PTA does not make any guarantees or representation with regards to the amount of foot traffic or individual interest in any specific exhibit.

**Exhibitor Exploration:**

All exhibitors will display their products/materials in the same area. Each table will have a sign affixed to it with the exhibitor’s names. Exhibitors are only permitted to promote their services/supplies in the designated area. Exhibitors will not be permitted to promote their products/services during any other area including the dining area, conference room or workshop areas. Sponsorships are available for anyone wishing to address our conference attendees during the course of normal business.

I have read the **Exhibits and the Delaware PTA Guidelines** and agree with the above **Prospectus,** and the attached copy of the **HOLD HARMLESS AGREEMENT,** and understand that this is a binding document.

Signature of Representative/Organization **DATE**

# Cc: HOLD HARMLESS AGREEMENT

**Payment Information**

If paying by check, please make checks payable to ***Delaware PTA*** and mail completed form and payment to:

Delaware PTA

925 Bear Corbit Rd

Bear, DE 19701

If you wish to make an electronic payment via PayPal, please email this completed form to terri.hodges@delawarepta.org and in the subject line put **Request for Convention Invoice.**

Once we receive this completed form, we will send you an electronic invoice with directions on making your payment via PayPal.

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| **Office Use Only**Date Received: Check Number Amount Received: Check Number:  |
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Delaware PTA

HOLD HARMLESS AGREEMENT: In consideration of display space being made available to the above named representative/organization, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_representative/organization hereby assumes any and all risk of damage, destruction or theft of any or all materials. The representative/organization further waives any and all rights that (s) he may have at any time against Delaware PTA or their officers, for any and all damages or loss that (s) he may incur by reason of any such damage, destruction or theft of any or all such objects, no matter how the same be caused.

The representative/organization agrees to indemnify, and defend and save harmless the Delaware PTA and their officers, from and against any and all liability, loss, claims and suits that may be incurred by or brought against them, on account of injury to person or property arising out of the representative’s or organizations, or their contractors, subcontractors, agents, or employees negligence or willful misconduct as regards to said display/performance.

It is further understood and agreed that the representative/organization shall abide by the policies governing exhibits, and that the representative/organization is the legal owner to display property/materials at the Delaware State PTA Convention for purposes of exhibit or vendor displays.

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