

# 2022 AZ PTA Convention Sponsor & Exhibitor Application

Including Rules & Regulations

Dear Prospective PTA Partner:

The 2022 Arizona PTA 116th Annual State Convention will be held Friday, June 24 thru Saturday, June 25, at the High-Country Convention Center and Drury Hotel in Flagstaff, AZ. This year's convention is all about bringing the magic back to our local units after the last two years filled with so many disruptions. It will be filled with exciting, in-person, opportunities for our PTA/PTSA members, exhibitors and sponsors.

As in past years, AZ PTA will invite annual Convention attendees to complete the AZ PTA Passport Challenge. The challenge promotes a steady flow of attendees by encouraging them to visit each exhibitor booth and collect the required number of exhibitors' stamps on their passports to be entered into prize drawings. We are also trying something new by offering 2, 3-hour uninterrupted exhibitor sessions on Friday evening (4 p.m. - 7 p.m.) and Saturday morning (7 a.m.- 10 a.m.)

We are confident these opportunities will prove invaluable for your organization and allow you to maximize your ability to highlight all that your organization offers our PTAs, their families, children, and schools across Arizona. As an Exhibitor, we provide you with several tiered options to fit your organization's mission and budget. (Non-profit exhibit space is contingent upon available space.)

Arizona PTA appreciates your support of the PTAs and your continued efforts to help us "make every child's potential a reality"!

Thank you for your consideration. Registration (and payment) as a sponsor or exhibitor is due by May 31, 2022.

AZ PTA reserves the right to decline any applications without explanation. Only organizations whose nonpartisan and nonsectarian services or products are appropriately related, in the sole judgment of the AZ PTA organization, to children, youth, and the charitable and educational activities of PTA shall be permitted to exhibit. Refer to the rules and regulations of this contract for more details.

Upon full completion and submission of this application, PTA will review and notify you within 5 business days if your application is declined and fees will be refunded within 5-7 business days.

ALL FEES, PAPERWORK AND LOGOS DUE BY MAY 31, 2022

**Organization Name \***

**Website \***

**Main Contact \***

First Name      Last Name

**Title \***

**Main Contact Phone # \***

Area Code                      Phone Number

**E-mail \***

example@example.com

**Federal ID# (XX-XXXXXXX) \***

**What type of organization are you? \***

- Business
- Non-Profit (need permission first, contact vsapp@azpta.org)

**Have you participated at the AZ State PTA Convention before? \***

- Yes
- No

**If yes, as a Sponsor, Exhibitor or both? \***

- Sponsor
- Exhibitor
- Both

**Are you interested in Sponsorship details?**

- Yes
- No

2022 Arizona PTA 116th Annual State Convention

Sponsor Opportunities

## AZPTA State Convention June 24 & June 25

### Gold Sponsor \$7,500.00 (One Opportunity)

- Half-page Sponsorship Level Recognition in Convention, Awards Dinner Programs & General Meetings
- Recognition as Convention's GOLD Sponsor:
  - with Logo on Convention Sponsor Welcome Banner
  - with Logo listed in AZPTA Facebook Convention Event Page
  - With Logo listed on azpta.org Convention Event page until Jan. 1, 2023
  - in AZ PTA E-Newsletter Convention related communications
- Complimentary Contributor Exhibit booth
- Placement of non-partisan marketing materials in convention tote bags
- Two (2) Complimentary tickets for both lunches
- 3 minutes of speaking time to address attendees during both luncheons
- 1 Table, (8) Complimentary tickets for Awards Dinner (Saturday Night)
- 3 Minutes speaking time at Awards Dinner

### Silver Luncheon Sponsor- \$5,000 (Two Opportunities)

- Half-page Sponsorship Level Recognition in Convention, Awards Dinner Programs & General Meetings
- Recognition as Convention's SILVER Sponsor:
  - with Logo on Convention Sponsor Welcome Banner
  - with Logo listed in AZPTA Facebook Convention Event Page
  - With Logo listed on azpta.org Convention Event page until Jan. 1, 2023
  - in AZ PTA E-Newsletter Convention related communications
- Complimentary Contributor Exhibit Booth
- Two (2) Complimentary tickets for both luncheons
- SOLE Logo Recognition on Table Tents & 3 Minutes speaking time to address attendees-FOR ONE Luncheon
- Four (4) Complimentary Tickets for Awards Dinner (Saturday Night)

### Copper Breakfast Sponsor- \$3,500.00 (One opportunity)

- Half-page Sponsorship Level Recognition in Convention Program
- SOLE Logo Recognition on Saturday Breakfast Table Tents
- Recognition as Convention's Breakfast Sponsor:
  - with Logo on Convention Sponsor Welcome Banner
  - with Logo listed on AZPTA Facebook Convention event
  - With Logo listed on azpta.org Convention website until Jan. 1, 2023
  - in AZ PTA E-Newsletter Convention related communications
- One complimentary Contributor Exhibit Booth
- Two (2) Complimentary Tickets for Awards Dinner (Saturday Night)

### Turquoise Convention Sponsor - \$2,500.00 (unlimited opportunities)

- Quarter page Recognition in Convention Program
- Recognition as Convention's TURQUOISE Sponsor:
  - with Logo on Convention Sponsor Welcome Banner
  - with Logo listed on AZPTA Facebook Convention event
  - With Logo listed on azpta.org Convention event page until Jan. 1, 2023
  - in AZ PTA E-Newsletter Convention related communications

- One complimentary Contributor Exhibit Booth
- Two (2) Complimentary Tickets for Awards Dinner (Saturday Night)

**Which level of Convention Sponsorship are you wanting?**

- Gold Sponsor- \$7,500.00 (1/1)
- Silver Luncheon Sponsor- \$5,000.00 (1/2)
- Copper Breakfast Sponsor- \$3,500 (1/1)
- Turquoise C Sponsor - \$2,500.00 (unlimited)

**Each level of sponsorship includes an Exhibitor booth. Are you interested in using yours?**

- Yes
- No

**2022 Arizona PTA 116th Annual State Convention**

Exhibitor Opportunities | Exhibitor Schedule (Subject to Change)

June 24, Friday Evening, 4- 7 p.m. & June 25, Saturday Morning, 7 – 10 a.m.

Premiere Exhibitor - \$1000.00

- Booth location in Exhibitor area on Friday
- Additional Booth location in Convention Registration area for exclusive time with attendees on Friday
- CHOICE of booth location on Sat., in Exhibitor or in Convention Registration areas
  - One (6') draped table and 2 chairs in each location
  - Exhibitor Recognition in Awards Dinner program\*
- Full-page Recognition in Convention program\*
- Inclusion on Exhibitor List as Premiere Exhibitor\*
- Exhibitor Participation Highlighted for all Convention related communications
  - Arizona PTA's Facebook posts, AZPTA.org website & electronic news communications\*
- 2 Complimentary lunch tickets at Friday's lunch (provided as carry-out)

Contributor Exhibitor- \$600.00

- One (6") draped table with two chairs in Exhibitor area
- Exhibitor Recognition in Convention program\*
- Half-page Recognition in Convention program\*
- Inclusion on Exhibitor List as Contributor Exhibitor\*
- Exhibitor Participation Highlighted for all Convention related communications
  - Arizona PTA's Facebook posts, AZPTA.org website & electronic news communications\*

Limited Non Profit Organization opportunities available

**Do you plan on selling any products at the AZ Convention? \***

- Yes
- No

# EXHIBITOR OPPORTUNITIES

## Exhibitor space Choices

Premiere (\$1,000)

Contributor (\$600)

Non-profit (contact vsapp@azpta.org directly)

## Additional Booth Choices

Powerstrip & Extension Cord for power (\$25)

Only organizations whose nonpartisan and nonsectarian services or products are appropriately related, in the sole judgment of the AZ PTA organization, to children, youth, and the charitable and educational activities of PTA shall be permitted to exhibit. Refer to the rules and regulations of this contract for more details.

AZ PTA reserves the right to decline any applications without explanation.

Upon full completion and submission of this application, PTA will review and notify you within 5 business days if your application is declined and fees will be refunded within 5-7 business days.

Space Assignments: First Come, first-serve basis

**\*All registrations, ads and logos must be received by May 31, 2022. It is the exhibitor's responsibility to provide AZ PTA the ad/logo on time.**

AZ PTA will not discount the pricing due to late registrations nor late submissions of Ads/logos. AZ PTA will review requests to exhibit. Notice of approval will be shared within one week of submission.

**Competitors that AZPTA should be aware of? (for floor placement)**

**\*NOTE: The AZ**

**PTA Office will make every attempt to fulfill all requests but makes no guarantees, as booth assignment is dependent on booths available at the time this application is received and processed. \***

## Convention Rules & Regulations

1) Contract for Space

The signed applicant hereby applies to participate in the Arizona PTA ("AZ PTA" hereto after) Convention

and Exhibition to be held at the High Country Conference Center and Drury Suites in Flagstaff AZ. Subject to the terms and conditions of this application and agreement. The application must be accompanied by the full payment for rental charges and is binding unless notified otherwise by the AZ PTA Executive Committee. Notice of decline will be sent via email within 5 business days of submittal. Upon submittal of the application, the application together with these rules and regulations of AZ PTA Convention and Exhibition set forth in the exhibitor prospectus and the rules and regulations of the High Country Conference Center and Drury Suites shall form an agreement between the applicant and AZ PTA as to the terms and conditions of the applicant's participation in the AZ PTA Convention and Exhibition. This application and agreement and the parties hereunder shall be governed by AZ law. To be valid, each application must include full payment for booth rental charges and must specify products scheduled for exhibition and/or all materials to be distributed. The application for the exhibit space formal notice of assignment and acceptance by Arizona PTA and the full payment of rental charges constitute a contract for the right to use this space. Exhibitors that have not paid past booth rental fees will be refused space unless previous rental fees are paid in full.

Any questions regarding applications should be directed to [VSAPP@azpta.org](mailto:VSAPP@azpta.org)

## 2) Booth Rental Fees

The applicant agrees to the space rental fee allocated to the booths assigned as outlined in this prospectus.

Any questions regarding applications should be directed to [VSAPP@azpta.org](mailto:VSAPP@azpta.org)

## 3) Dates and Hours

Tentative exhibit hall, installation, and dismantling hours are as follows:

SET-UP: (Scheduling installation during non-published hours may result in overtime charges for labor utilized.)

PREMIERE VENDORS:

TWO options: Thurs., June 23, 2022: 8 a.m. - 5 p.m. OR Fri., June 24, 2022: 7 a.m. - 3 p.m.

CONTRIBUTOR VENDORS:

ONE option: Fri., June 24, 2022: 7 a.m. - 3:00 p.m.

Note: ANY exhibitor's freight, crates, boxes, are in their assigned booth space by 3:00 PM June 24, 2022 but not set up, AZ PTA reserves the right to set up with labor at the exhibitor's expense.

If any booth is not occupied by 4 p.m. on June 23, 2022, AZ PTA reserves the right to use the space as it sees fit. (The Drury Hotel staff is available for hire to assist with moving freight. Contact the hotel for details.)

EXHIBIT BOOTH HOURS & LOCATIONS (During exhibit hours, booths must be staffed with those well-prepared to effectively discuss all products and services presented)

PREMIERE VENDORS BOOTH:

Fri., June 24, 2022: 7 a.m. - 4 p.m. in the High Country Convention Registration Exhibitor Space

Fri., June 24, 2022: 4 p.m. - 7 p.m. in the Drury Hotel Designated Exhibitor Space

Sat., June 25, 2022: 7 – 10 a.m. (CHOOSE ONE)

High Country Convention Registration Exhibitor Space OR the Drury Hotel Designated Exhibitor Space

CONTRIBUTOR VENDORS BOOTH:

Fri., June 24, 2022: 4 p.m. - 7 p.m. in the Drury Hotel Designated Exhibitor Space

Sat., June 25, 2022: 7 – 10 a.m. in the Drury Hotel Designated Exhibitor Space

ALL BOOTHS MOVE OUT: June 25, 2022, 10 – 11:30 a.m.

Exhibitor expressly agrees to NOT dismantle the exhibit or conduct any packing up prior to the final closing hour of the exhibit hall as published in the final schedule. Any exhibitor that dismantles its exhibit prior to the final closing hour of the exhibit hall will not receive priority in the next year's assignment of booth space. **All exhibits must be removed by 11:30 a.m. on Saturday June 25, 2022.**

**Are you a Premiere Booth Vendor? \***

Yes

No

**If so, which move in time will you be needing?**

Thurs., June 23, 2022: 8 a.m. - 5 p.m.

Fri., June 24, 2022: 7 a.m. – 3 p.m.

**4) Use of Space**

All demonstrations, signs, promotional materials, or other sales activities must be confined to the limits of the exhibit booth. The exhibitor shall not assign, share, or sublet any space allotted without the written consent of AZ PTA. The exhibitor may not add additional tables without the permission of AZ PTA. No exhibitor shall show goods or services other than those manufactured or sold or offered by it in the regular course of Organization. Animals of any kind are not permitted in the exhibit hall- unless upon the express written approval of AZ PTA, and only in accordance with the Drury Hotel and the High Country Conference Center rules and regulations. (Service animals as defined by Title II & III of the ADA are permitted.)

The exhibitor shall not display or place any product, sign, partition, apparatus, shelving, or other construction that extends more than 10 ft. tall and/or more than 4 ft. in depth from the back wall. No interference with the light or other exhibitors is permitted.

**5) Irregular Canvassing, Selling, and/or Activities beyond Exhibitor Space**

Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting such material. Non-exhibiting firms will not be permitted to canvas, solicit, hold conferences, or distribute literature or other promotional devices during the convention.

**6) Fire Protection**

Flammable or other dangerous or hazardous fluids, substances, materials, equipment, or other items are

prohibited. The exhibitor must use flame-resistant decorative material.

#### 7) Sound Devices

No sound amplification devices are allowed in exhibit booths without the prior written approval of AZ PTA.

#### 8) Restrictions of Operations of Exhibits

AZ PTA reserves the right to restrict exhibitors from participation at its sole discretion. Exhibits that, because of noise, method of operation, materials, or any other reason found objectionable will be closed. AZ PTA may prohibit or evict any part or all of an exhibit that AZ PTA believes may detract from the general character of the Convention. This includes persons, things, conduct, printed matter, or anything of a nature that AZ PTA determines as objectionable or contrary to the exhibition. In the event of such restriction or eviction, AZ PTA is not liable for any refunds of rentals or other exhibit expenses.

PERMITTED WITHIN EXHIBITOR BOOTH (& Subject to any applicable requirements of Local & State law):

- Drawings
  - Edible samples - limited to "bite-size" of 1 oz.
  - Beverage samples- limited to a maximum of 2 fl. oz.
  - Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firms.
- Exhibitors are subject to the rules and regulations of the High Country Conference Center and the Drury Inns & Suites catering service requirements.

#### 9) Care of Building and Equipment

Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor shall be liable to the owner of the property so damaged.

#### 10) Payment

Payment is due in full at the time of application submittal. If the application is declined by AZ PTA, Exhibitor will be notified within 5 business days of submitting it. The Refund of funds will be processed within 5-7 business days of declined notification.

Any questions regarding applications should be directed to [VSAPP@azpta.org](mailto:VSAPP@azpta.org)

#### 11) Catastrophe

In the event of a war, fire, strike, government regulation, public catastrophe, act of God, public enemy, etc. prevents the show or any part thereof from being held, AZ PTA shall determine and refund to the applicant in proportionate share in the balance of the aggregate exhibit fees received that remains after deducting all show-related fees, costs, and expenses but in no case shall the amount to the refund to the application exceed the amount of the booth rental fee paid.

#### 12) Liability Insurance

Neither AZ PTA, its management, officers, or staff, the Drury Inn & Suites, the High Country Conference Center nor the town of Flagstaff will 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 respective insurance brokers for proper coverage of their display material from the time it leaves their companies premises to its return. In most cases, a rider can be added to the current policy for a very nominal cost. The exhibitor understands that neither AZ PTA nor the Drury Inn & Suites nor the High Country Conference Center nor the town of Flagstaff maintains insurance coverage for the exhibitor's property and it's the sole responsibility of the exhibitor to obtain said insurance. Neither AZ PTA, it's management, its officers, or staff, Drury Inn & Suites or the High Country Conference Center, its management, officers, agent,



employees, or their representatives or the town of Flagstaff, AZ 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 resulting from theft, fire, water, accident, or any other cause.

### 13) Indemnification

The exhibitor agrees to protect, save, and hold AZ PTA, the Drury Inn & Suites, High Country Conference Center, Flagstaff, AZ and all agents, employees, servants, officials thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasional by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall, at all times, protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor its agents, its employees, or Organization invitees, which arise from or out of or by any reason of any action or omission of the exhibitor or its agents or said exhibitors occupancy and use of these exhibition premises, the hotel, or any part thereof.

### 14) Selection of Exhibitors

Only organizations who are non-partisan and non-sectarian services and products are appropriately related, in the sole judgment of AZ PTA, to children, youth, and charitable and educational activities of AZ PTA shall be permitted to exhibit. AZ PTA reserves the right to decline or prohibit any exhibit with the reservation being all-inclusive as to persons, things, printed matter, products, and conduct. AZ PTA reserves the right to request corporate information during the approval process for exhibitors. Exhibitors, their employees, and their agents, may not serve as voting delegates to the AZ PTA Convention. However, they may be non-voting registrants if they are members of a PTA.

No exhibitor shall request PTA delegates to lobby any governmental agencies or officials. Participation in the AZ PTA convention and exhibition does not constitute an endorsement of any product, service, or position by AZ PTA.

### 15) Exhibitor Cancellation/Reduction of Exhibit Space

The exhibitor shall have the right to cancel this agreement at any time by written notice to AZ PTA. Under all circumstances, AZ PTA retains the right to sell any booth space canceled by an exhibitor.

Any Exhibitor booth cancellation received in writing ([VSAPP@AZPTA.org](mailto:VSAPP@AZPTA.org)) by 11:59 p.m. on June 3, 2022 will receive a refund of payment made prior to that date, less a \$100 administrative fee.

Any Exhibitor booth cancellation received in writing ([VSAPP@AZPTA.org](mailto:VSAPP@AZPTA.org)) on or after June 4, 12:01 a.m. will receive no refunds.

### 16) Rules and Regulations of Drury Inn & Suites and High Country Conference Center

In addition to the rules and regulations of the AZ PTA Convention and Exhibition set forth in the Exhibitor prospectus, the applicant shall comply with all rules and regulations of the Drury Inn & Suites and the High Country Conference Center and all of the unions working within the Drury Inn & Suites and High Country Conference Center in Flagstaff AZ as well as subcontractors for the exposition services.

### 17) Additional rules

AZ PTA reserves the right to establish and enforce additional rules and regulations to further the goals of the exhibition. The exhibitor agrees to comply.

### 18) ADA Compliance

The exhibitor agrees to ensure an exhibit booth space that is in compliance with the Americans with Disabilities Act (ADA). These rules and regulations become a part of the contract between the exhibitor

and AZ PTA and have been formulated in the best interests of the exhibitors. AZ PTA respectfully asks for the full cooperation of exhibitors in their observance of these rules and regulations. All points not covered are subject to the decision of AZ PTA or its designee.

AZ PTA 2721 N. 7th Ave. Phoenix, AZ 85007., ([VSAPP@AZPTA.org](mailto:VSAPP@AZPTA.org))

## Additional Items

### PTA Passport Challenge:

To help draw a steady flow of attendees to your exhibit over the course of the convention, we will again host the PTA Passport Challenge whereby attendees can win fabulous prizes donated by you if they collect the required number of exhibitor stamps on their passports. Materials (stamps) for passport provided by AZ PTA. All exhibitors are expected to donate a prize for the passport challenge.

### Additional Options

Placing of informational handouts in Convention Totes (\$250)

(Handouts/information must be non-partisan in nature)

Placement of one information handout on table, Saturday luncheon (\$150)

(Handouts/information must be non-partisan in nature)

Additional Tickets to Awards Dinner (Saturday night) (\$25)

### Do you plan on staying at the hotel during the Conference? \*

Yes

No

Here is the link to the Convention's hotel block link for your convenience.)

AZ Parent Teacher Association Room Block

<https://www.druryhotels.com/bookandstay/newreservation/?groupno=2431652>

## Payment

**Main Contact Name \***

**Organization \***

**Organization Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

**Main Contact Ph. # \***

Area Code

Phone Number

**Main Contact Email \***

example@example.com