



INDIANA PTA

everychild.onevoice

2525 North Shadeland Avenue, D-4

Indianapolis, IN 46219

Phone: 317-357-5881 Fax: 317-357-3751

Web: www.indianapta.org Email: www.indianapta@sbcglobal.net

November 2009

Dear Exhibitor:

The 98th Annual Convention of the Indiana PTA will be April 16 - 18, 2010 at the Indianapolis Marriott East, Indianapolis, Indiana. The Indiana PTA would like to invite you to be part of the 2010 Convention Hall of Exhibits.

Convention participants and guests will be encouraged to visit exhibits and each delegate to the Convention will have a card to be stamped by each exhibitor.

Date: Saturday, April 17, 2010

Exhibit hours: 10:00 a.m. - 5:00 p.m.

Registration fee: Before January 1, 2010 - \$200.00
After December 31, 2009 thru February 15, 2010 - \$250.00
After February 15, 2010 - \$300.00

Deposit fee: \$100.00 in separate check. This fee is in response to our attendees concerns about exhibitors leaving early. This check will be held and returned on April 17 to those exhibitors who remain open for the full length of our exhibit hours.

Please complete the enclosed form and send it along with your checks, amount to be determined by fees listed above to:

Indiana PTA
2525 North Shadeland Ave, D-4
Indianapolis, IN 46219-1787.

A limited number of spaces will be available for non-profit associations. If you are a non-profit and interested in participation or have any other questions, please call the Indiana PTA office at (317) 357-5881.

We look forward to your participation.

Sincerely,

Natalie Jones
Indiana PTA Convention Chairman

Enclosures

**INDIANA CONGRESS OF PARENTS AND TEACHERS, INC.
EXHIBIT REGISTRATION FORM**

Company Name

Mailing Address

Telephone Number

Fax

E-Mail Address

Persons Attending:

Title:

Product or Service Distributed:

Comments:

EXHIBITOR'S SPACE AGREEMENT
Saturday, April 17, 2009

For the sum of \$200 before January 1, 2010; \$250 on or before February 15, 2010 or \$300 after February 15, 2010, Indiana Congress of Parents and Teachers Association hereby assigns to and reserves for _____ booth space at the Indianapolis Marriott East, 7202 East 21st Street, Indianapolis, Indiana 46219 (317) 352-1231 for exhibition purposes only during the Indiana PTA exhibits April 17, 2009.

The above booth fee includes 8' backdrop and 3' side drapes, and one draped 6' display table, one chair and a 7" x 44" identification sign. Your assigned booth space will be available upon your arrival. Every effort will be made to separate competitors. If you have any questions, ask for Natalie Jones, Convention Chairman, Indiana PTA.

Sign and return the original copy of the agreement and the Exhibit Registration Form along with the booth payment and deposit fee before February 15, 2010 to:

Indiana PTA
2525 North Shadeland Ave., D-4
Indianapolis, IN 46219-1787

No refunds will be given after the February 15, 2010 deadline date.

Accepted for Indiana PTA

Exhibitor

Exhibit Chairman

Signed

Date

Date

Lettering for Exhibitor Identification Sign to read as follows: (one 7" x 44" one-line sign is included with a 8' x 10' booth) Please return to the Indiana PTA Office by February 15, 2010

EXHIBITOR NAME / PLEASE PRINT LEGIBLY

Please fill out the attached registration form

PTA REGULATIONS GOVERNING EXHIBITS

1. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted; nor permit any other person to exhibit therein any goods other than those manufactured or jobbed by the exhibitor in the regular course of his business; nor permit any representative or any company not exhibiting to solicit business or take orders in this space.
2. Payment for the space plus the \$100.00 refundable deposit fee must be returned to Indiana PTA with the executed copy of the Exhibitor Space Agreement and the Exhibit Registration Form.
3. Indiana Congress of Parents and Teachers Association, its employees and representatives shall not be responsible or liable for the properties of any exhibitor, nor any loss, theft, damage, injury occurring to the exhibitor, its employees or representatives. PTA will, however, use every effort to protect exhibitors against such loss. In all cases exhibitors wishing to insure their goods, must do so at their own expense.
4. All exhibits must be confined to the assigned space and must not be of such nature or arrangement as to obstruct the view of or interfere with the exhibits of others. Without consent of the Exhibit Chairman, no exhibits or other construction shall exceed a maximum of 8' in background or 3' division rail height, except that background height may extend out from the booth backline not to exceed 4'. All exhibit construction must be finished or covered so as not to be unsightly to neighboring exhibitors. All exhibits higher than 3' should be displayed in the rear 4' booth depth. Public address systems cannot be used if such use interferes or disturbs other exhibitors. Only fireproof materials can be used in exhibit decoration. All electrical equipment must be U.L. approved and all gas operating equipment must be G.A. approved.
5. The management of the Indianapolis Marriott East will not allow anyone to nail, staple, tape, spray, hang or attach anything to the walls, ceilings, floors, without prior written approval, and all exhibitors shall assume responsibility for and hold PTA harmless and defend it against any said damages to the hotel.
6. Public Show Hours: **Saturday, April 17, 2010 from 10:00 a.m. until 5:00 p.m.**
7. Removal of Exhibits: Exhibitors may dismantle and remove their exhibits **after** 5:00 p.m.
8. Booths, Furniture: Approximately 8' x 10' booths are available. Included in the booth charge is an 8' background drapery and a 3' side drape, one exhibitor name sign, one draped table and one chair. The Indiana PTA will furnish name tags for the exhibitors. Exhibitors may use their own furniture and equipment or rent it from the official decorator.
9. Show Decorator: The official decorator and drapage contractor is: PTR Expo Serve, 1212 South Rangeline Road, Carmel, IN 46032 (317) 844-5178 Fax (317) 587-0797
10. Grand Prize Drawing: Indiana PTA will sponsor a drawing. To be eligible each participating delegate must have their card stamped at each booth. Indiana PTA will provide stamps.

11. Names and addresses of delegates will not be furnished by Indiana PTA. Names may be requested of delegates as they visit each booth.
12. **Booth assignments will be made the week of April 7.** No changes will be made unless an emergency situation develops. Every effort will be made to alternate exhibits so that competitors will not be side by side.
13. If your booth requires an electrical outlet, etc., you **MUST** contact the Indianapolis Marriott Hotel. A form will be enclosed in the Exhibitors Packet sent to you by PTR Expo Serve. **This form is to be returned to the hotel and NOT the Indiana PTA Office.**

Deadline: February 15, 2010