



Dear Exhibitor:

everychild.onevoice.®

November 1, 2011

The Illinois PTA invites you to be a participant in the 110th Annual Illinois PTA Convention, Friday, March 9 through Saturday, March 10, 2012 at the Chicago Marriott Schaumburg, 50 North Martingale Rd, Schaumburg, IL 60173. Exhibits are scheduled to be open:

FRIDAY, MARCH 9, 2012	9:00 a.m. til 11:00 a.m.
FRIDAY, MARCH 9, 2012	12:30 p.m. til 6:00 p.m.
SATURDAY, MARCH 10, 2012	8:00 a.m. til 11:00 a.m.

The projected attendance is expected to be 200-400 delegates from all over the state of Illinois. Several new and exciting activities will be unveiled at this convention, including a grand-opening with a ribbon cutting ceremony at **8:45 a.m.**, an exhibitors rewards program, and a grand finale prize drawing.

As an exhibitor you will not only have face-to-face access to the delegates, you will also be listed in the 110th Annual Convention Exhibitor Directory, providing your company name, address, phone number and product information to all our delegates, guests and visitors. The directory is part of the official convention materials received by each registered delegate. The directory gives our delegates the opportunity to take your information back to their local units and councils to share with other members. This directory will be viewed by thousands of PTA members, not just those members attending the convention.

The *Advertising Packet* has been a huge success. The packet consists of information submitted by exhibitors and non-exhibitors alike. This packet is enclosed in every delegate tote bag. The fee for this service will be \$100.00 per page for exhibiting companies or \$200.00 per page for non-exhibiting companies. Proposed flyers will have to be submitted for approval, no later than **February 1**. Once approved, the participants must provide the printed information (minimum of 500 sheets) for distribution. (Any remaining materials will be available on our "Take One" table.)

Submitting your deposit check with your letter of commitment assures your opportunity to select your exhibit space. Those who have submitted both the deposit and commitment letter will receive a layout of the exhibit hall by February 1 to indicate 1st and 2nd choice for exhibit space. A final layout of the exhibit space assignments will be around March 1. Every effort will be made to ensure like products are NOT in close proximity.

Interested exhibitors should contact the Illinois PTA at 800-877-9617 or go to www.illinoispta.org for the full exhibitor's packet and return their signed contract as soon as possible. Exhibit space is limited and will be allotted according to receipt of letter of commitment and deposit.:

COMMERCIAL EXHIBITORS	NON-PROFIT EXHIBITORS	DEPOSIT
\$550.00	\$250.00	\$150.00

Please note: **"Late Registration Fee" of \$50.00 will be added after FEBRUARY 15, 2012.**

The Illinois PTA encourages all exhibitors to reserve a room at the Chicago Marriott Schaumburg. To make hotel reservations, call (847) 240-0100, **no later than February 14**. To get the special convention rate of \$107.00 per night plus tax, be sure to mention Illinois PTA when making your reservation.

Recognizing that local PTA units have fund raising projects, the Illinois PTA believes that children should not be used in fund raising projects in any manner that would cause them to solicit funds or sell items door to door or to persons unknown to them. Children should never be involved in any activity that might place them in an unsafe situation.

Please take note the following:

1. Read and complete contract information carefully and precisely. This information will be used for the Illinois PTA Directory of Exhibitors.
2. Please read the Rules and Regulations form, sign it, make a copy for yourself and return the original with your contract.
3. If interested in a sponsorship opportunity, please contact Illinois PTA at the number provided on the form.
4. All materials for the *ADVERTISING PACKET* must be forwarded to the exhibits chairman by
5. Indicate if you will be donating a product or products to be used for the drawings for the delegates. Your firm will be acknowledged as the prizes are awarded. You are under no obligation to donate. Donated items should be given to the Exhibits Chairman prior to the opening of the exhibit hall on Friday, March 9, 2012.
6. Cancellation Policy - If written cancellation is received by **February 1, 2012** a refund will be issued, less a \$75.00 (seventy-five dollar) cancellation fee.
7. A copy of all materials to be distributed must be received by **February 1, 2012**. Illinois PTA reserves the right to approve all materials to be distributed and displayed.
8. Proof of Insurance, including product liability, **MUST** be provided with the signed contract and registration fee.
9. All exhibitors are required to maintain their exhibits during the exhibit hours. A list of representatives must be provided to the exhibits chairman. Exhibitors may not dismantle the exhibit or do any packing before the closing of the exhibit session on Saturday, March 10 at 11:00 a.m.. Dismantling your exhibit prior to this may result in the forfeiture of the \$150.00 deposit.

I am looking forward to meeting you at this year's convention. If you need assistance or additional information, please do not hesitate to contact me.

Sincerely,



Dennis Quinn
Illinois PTA 2012 Convention Exhibits Chairman
dpquinn84@aol.com

COMMERCIAL and NON-PROFIT EXHIBITORS
APPLICATION AND AGREEMENT
ILLINOIS CONGRESS OF PARENTS AND TEACHERS
110th ANNUAL CONVENTION
SCHAUMBURG, ILLINOIS

By completing this contract we agree to exhibit our products/services on **March 9TH and 10TH, 2012** and to abide by the terms, rules, regulations, and conditions set forth by the Illinois PTA, attached to and made a part of the application and agreement as though repeated herein in full.

EXHIBITOR INFORMATION: (PLEASE TYPE OR PRINT)

THIS INFORMATION WILL BE USED FOR THE EXHIBITS DIRECTORY.

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE () _____ FAX () _____ E-mail _____

AUTHORIZED SIGNATURE _____

NAME of person in charge of exhibit _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE () _____ FAX () _____ E-mail _____

EXHIBIT SPACE RESERVATION : _____

Commercial Space(s) at \$550.00 (\$600 after February 15, 2012) *or*

Non-Profit Space(s) at \$250.00 (\$300 after February 15, 2012)

Each space includes one (1) 6-foot table and two (2) chairs, with backdrop no sides

Do you want the table, please indicate: Yes NO

Do you want the chairs, please indicate Yes NO

Additional Costs:

DSL Use, \$15.00 per day: Yes No

Electric Use \$35.00 Yes No

Electric Double Use \$50.00 Yes No

Exhibitor will donate a drawing prize Yes No

Exhibitor **MUST** furnish **PROOF OF INSURANCE, INCLUDING PRODUCT LIABILITY**, when submitting contract and registration fee.

ILLINOIS PTA 110th ANNUAL CONVENTION
MARCH 9 - 10, 2012
RULES AND REGULATIONS – EXHIBITORS

1. **CONTRACT FOR SPACE:** Applicants for exhibit space are required to return to the Illinois PTA the formal application/contract. To be valid each application must include payment in full, proof of insurance and must specify products scheduled for exhibition and/or distribution. The application for space, formal notice of assignment, acceptance by the Illinois PTA, and full payment of rental space constitute a contract for the right to use this space. A signed contract and payment in full will be required before any exhibitor will be allowed to set up.
2. **DATE AND HOURS:**

FRIDAY, March 9, 2012	9:00 a.m. – 11:30 a.m.	and	12:30 p.m. - 6:00 p.m.
SATURDAY, March 10, 2012	8:00 a.m. – 11:00 a.m.		
3. **INSTALLATION AND DISMANTELING:**

Installation:	Thursday, March 8, 2012	6:00 p.m. - 9:00 p.m.
Dismantling:	Saturday, March 10, 2011	11:00 a.m. - 12:00 p.m.

Any space not claimed and occupied by **8:00 a.m., Friday, March 9, 2012**, will be reassigned without refund. THE EXHIBITOR AGREES NOT TO DISMANTLE THE EXHIBIT OR DO ANY PACKING BEFORE THE CLOSING OF THE EXHIBIT AT **11:00 A.M., SATURDAY, MARCH 10, 2012**. A separate check in the amount of \$150.00 is required, and may be sent with a letter of commitment or with the signed contract. This check will be returned to the exhibitor AT THE CLOSE OF EXHIBITS. If the exhibitor dismantles the exhibit prior to the scheduled closing time, the Illinois PTA will retain the \$150.00.
4. **ADDITIONAL EQUIPMENT:** Additional fees contracted with the Illinois PTA for equipment such as, but not limited to, electrical work, DSL set up etc. must be paid before setting up.
5. **USE OF SPACE:** All demonstrations or other sales activities must be confined to the limits of the exhibit space. Exhibitor shall not assign, share, or sublet any space allotted without the written consent of the Illinois PTA. Exhibitor shall not be permitted to show goods other than those manufactured or sold by it in the regular course of business. Exhibitors shall not display or distribute any materials containing the Illinois PTA name, seal, or logo without written consent of the Illinois PTA.
6. **IRREGULAR CANVASING, SELLING, ACTIVITIES BEYOND EXHIBITOR'S SPACE:** Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. Exhibitors may not place their materials on the Illinois PTA Take-One Tables. Non-exhibiting organizations will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotional devices during the convention.
7. **FIRE PREVENTION:** Exhibitors must use flame resistant decorative materials. Inflammable or other dangerous fluids, substances, materials, equipment and/or other items, the use of which is a violation of city, county, or state laws or regulations, may not be used in any exhibit space. Exhibits may not obstruct emergency/fire exits.
8. **SOUND DEVICES:** No sound-making equipment of any kind may be set up or used in exhibit spaces without prior approval of the Illinois PTA.
9. **RESTRICTIONS IN OPERATION OF EXHIBITS:** The Illinois PTA reserves the right to restrict exhibits for any reason, i.e. noise, method of operation, materials, etc. The Illinois PTA may also prohibit or evict any exhibit that becomes objectionable or in the opinion of the Illinois PTA may detract from the general character of the exhibits as a whole. This reservation includes person(s), things, conduct, printed matter or anything of a character, which the management determines, is objectionable to the exhibit. In the event such restriction or eviction is imposed, the Illinois PTA is not liable for any refunds or other exhibitor expense. Side show tactics, raffles and lotteries for monetary purposes are deemed inappropriate and are prohibited.
10. **CARE OF BUILDING AND EQUIPMENT:** Exhibitors, or their agent, shall not damage or deface the walls or floors of the building, the exhibit spaces, or the equipment in the exhibit spaces. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.
11. **FAILURE TO PAY RENTAL FEE:** If any exhibitor fails to make payment due when specified, such exhibitor's rights to exhibit will be canceled by the Illinois PTA without further notice. The Illinois PTA shall be entitled to close an exhibit at any time for failure by any exhibitor or any of their officers, agents, employees, or other representatives to perform, meet, or observe any term or condition set forth herein, and such exhibit shall not be entitled to a refund of any part of any fee.
12. **CATASTROPHE:** In the event that because of war, fire, strike, government regulations, public catastrophe, act of God or the public enemy, or other cause, the convention or any part thereof is prevented from being held, or is canceled by the Illinois PTA, the Illinois PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remain after deducting expenses incurred by the Illinois PTA and reasonable compensation to the Illinois PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

13. LIABILITY AND INSURANCE:

The Illinois PTA, the Chicago Marriott Schaumburg management or any officers or staff members will not 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 insurance broker for proper coverage on display material from the time it leaves the company’s premises until it returns. In most cases, a rider can be added to a current policy for a very minimal cost. Neither the Illinois PTA or other representatives 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 or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other causes and neither the Illinois PTA nor the Chicago Marriott Schaumburg management will obtain insurance against such damage, loss, harm, or injury.

14. INDEMNIFICATION: The applicant hereby agrees to indemnify, defend and protect the Illinois PTA and the Chicago Marriott Schaumburg management against, and hold and save the Illinois PTA and the Chicago Marriott Schaumburg management harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss of property, or from or out of any damage, loss, harm, or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives.

15. SELECTION OF EXHIBITS: Only firms and organizations whose nonpartisan, nonsectarian services or products are appropriately related, in the sole judgment of the Illinois PTA, to children, youth and the charitable and educational activities of the Illinois PTA shall be permitted to exhibit. A copy of all materials to be distributed or exhibited must be provided by February 1. The Illinois PTA reserves the right to decline or prohibit any exhibit which, in its judgment, is inappropriate, with reservation being all-inclusive as to persons, things, printed materials, products, and conduct.

16. CHARACTER OF PROGRAMS: The Illinois PTA prohibits programs, products or services that entice un-chaperoned door-to-door fund raising by students. The Illinois PTA may forbid installation or request removal or discontinuance of an exhibit or promotion wholly or in part, that in its opinion is not keeping with the character and purposes of the Illinois PTA.

17. OPERATION OF EXHIBITS:

All exhibits should have a representative present during all exhibit hours. If the exhibitor leaves the exhibit unattended during the posted exhibit hours, the Illinois PTA will not be responsible for materials and/or equipment in that exhibitor’s space.

These rules and regulations are a part of the contract attached hereto between the exhibitors and the Illinois PTA. The Illinois PTA respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Illinois PTA.

Authorized Signature

Company Name

Date

**2012 ILLINOIS PTA CONVENTION
EXHIBITOR INSTRUCTION SHEET**

EXHIBIT SPACE: one (1) 6-foot table and two (2) chairs - please note this is an area that does not include sidewalls but does include a backdrop of pipe and drape.

SET-UP HOURS: Thursday March 8, 2012, 6:00 - 9:00 p.m.

ALL EXHIBITS MUST BE READY FOR WALK-THRU BY FRIDAY, MARCH 9, 2012 at 8:00 a.m.

RIBBON CUTTING CEREMONY: FRIDAY, MARCH 9, 2012 8:45 A.M.

EXHIBIT HOURS:	Friday, March 9, 2012	9:00 a.m - 11:00 a.m.
	Friday, March 9, 2012	12:30 p.m. - 6:00 p.m.
	Saturday, March 10, 2012	8:00 a.m. - 11:00 a.m.

TEAR DOWN AND REMOVAL:

ALL EXHIBITS MUST BE REMOVED BY 12:00 p.m. Saturday March 10, 2012

SECURITY: Illinois PTA is not responsible for exhibits or goods displayed.

EXHIBIT SPACE PRICING:

COMMERCIAL ORGANIZATION	\$ 550.00	(\$600 after Feb. 15, 2012)
*PLUS A <u>SEPARATE CHECK</u> FOR	<u>\$ 150.00</u>	
TOTAL AMOUNT DUE WITH CONTRACT	\$ 700.00	
NON PROFIT ORGANIZATION	\$ 250.00	(\$300 after Feb. 15, 2012)
*PLUS A <u>SEPARATE CHECK</u> FOR	<u>\$ 150.00</u>	
TOTAL AMOUNT DUE WITH CONTRACT	\$ 400.00	

**Illinois PTA Exhibits Chairman
Dennis P. Quinn
466 Franklin Lane
Elk Grove Village, IL 60007
dpquinn84@aol.com
847.985.9078**

***Deposit checks may be submitted in advance with a letter of commitment to exhibit to assure participants' space selection.**

Deposit checks should be submitted by February 3, 2012