



85th Annual Utah PTA Spring Leadership Convention
Brigham Young University, May 15-16, 2008
“Light the Way”

December, 2007

Dear Prospective Commissioners Place Exhibitor:

We are looking forward to your participation at our annual Utah PTA Leadership Convention in the **Commissioners Place: Resource/Educational Services Fair** to be held at Brigham Young University in Provo, Utah, Thursday, May 15, and Friday, May 16, 2008. **Participants in the Commissioners Place must be non-profit, charitable, or educational organizations, agencies, or groups with IRS non-profit status or an approved government agency.**

Before applying to participate in the Commissioners Place, you must receive approval from the PTA Commissioner that shares your area of interest. Contact information for PTA commissioners is available at www.utahpta.org. Following this letter are **Rules and Regulations**, an **Application Form**, a **Name Badge** request form, and Utah PTA's **Sponsorship Level** information form for your information.

The Commissioners Place Fair will be held in the Garden Court of the Wilkinson Student Center (WSC) located on the 2nd floor. Booths may be set up in the afternoon of Wednesday, May 14, beginning at 2:00 p.m. and be completed by 5:00 of that day. You can also set up at 7:00 a.m. on May 15, but you will need to be ready by 7:30. Name badges for those working at your booth will be available at your booth area at the time of set up and must be worn at all times while in the convention area. Each booth will have an 8 ½ x 11 **color-coded** cardstock sign designating the commission under which your booth resides (e.g. Health, Education, Safety, etc.) and your organization name. You may add any additional signage you wish to bring.

For your prepaid fee (look at application for prices), you will receive a booth space measuring 6' x 8' (six feet being the width of the front of the booth), which includes one (1) table, blue draping, blue skirting, and two chairs. In addition you may purchase the use of (1) power outlet for the charge of \$10. Requests for electricity, tablecloths, and additional chairs must be made by April 1. All other materials and supplies (i.e. easels, microphones, tape recorders, TV, VCR, extension cords, screens, etc.) will need to be furnished by your organization.

The **Commissioners Place: Resource/Educational Services Fair** will be open 7:30 to 8:45 a.m. and 10:00 a.m. to 6 00 p.m. on Thursday, May 15, and 7:30 to 8:45 a.m. and 10:30 a.m. to 3:00 p.m. on Friday, May 16. Parking is available at the Marriott Center with a shuttle running all day to the WSC.

A Commissioners Place participant meeting will be held on Thursday May 15, 2008, at 8:45 a.m. in the Garden Court. At that time we will cover the ground rules, answer your questions, and solve any last minute problems.

Please visit our web site www.utahpta.org to view a list of major hotels in the Provo area and a map. We encourage you to make your hotel reservations in advance to be assured accommodations.

Sincerely,

Tibby Milne
Commissioners Place Chair

Ilene Mecham
Convention Chair

In order to honor our contract with BYU, **NO ITEMS are to be sold** in the Commissioners Place. You may bring information, but no sales can be made at convention.

For questions, please call Utah PTA at 801-261-3100 or Tibby Milne at 801-486-8691 or 801-557-4445.



85th Annual Utah PTA Spring Leadership Convention Brigham Young University, Provo, Utah, May 15-16, 2008

COMMISSIONERS PLACE RULES AND REGULATIONS

Selection of Exhibitors/Sponsors - Utah PTA reserves the right to decline or prohibit any exhibitors/sponsors. This reservation is all-inclusive as to persons, things, printed matter, products, and conduct. To insure this, we request that exhibitors/sponsors provide copies of printed material and a list of hand out items to be sent with your application. Two organizations may not share the same booth.

Rules and Regulations - These rules and regulations become a part of the contract between the exhibitor/sponsor and Utah PTA. They have been formulated in the best interest of the exhibitors/sponsors. Utah PTA respectfully asks the full cooperation of the exhibitors in this observance. All points not covered are subject to the decision of Utah PTA or its Exhibit Coordinator.

Restrictions in Operations of Exhibits - Utah PTA reserves the right to restrict at its sole discretion, exhibits which, because of noise, method or operation, materials, or any other reason, become objectionable, and also to prohibit or evict any part of or all of an exhibit which in the opinion of Utah PTA may detract from the general character exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which Utah PTA determines, is objectionable to the exhibition. In the event of such restriction or eviction, the **Utah PTA is not liable for any refunds of rentals or other exhibit expenses.** Drawings are permitted subject to any applicable requirement of local law. **Raffles and lotteries are not permitted.**

Cancellation Policy - If an exhibitor finds it necessary to cancel its company's participation at the Utah PTA Convention, a refund will be made only if Utah PTA receives cancellation in writing no later than April 2, 2008. In such an event, Utah PTA will refund to the exhibitor the total amount, which the exhibitor has paid to-date less the sum of ten dollars (\$10), which Utah PTA shall retain as a cancellation charge. ***Any cancellations received after April 1, 2008, will not receive a refund.***

Membership Lists, Fund Raising, Contracting - PTA does not provide membership lists to outside organizations, and advertising is not accepted in Utah PTA publications. Exhibiting at or sponsoring of Utah PTA convention and programs is the only way to reach the statewide audience. It is the most cost-effective way to reach PTAs eager for products, services, and information that will help them attain their objectives. (Please remember that each PTA local unit president, as stipulated by PTA bylaws, must obtain voted approval from her local membership before signing any contract binding that PTA unit. A local unit PTA president may only sign a contract binding the PTA unit for the period of his/her term of office--typically 1 year.) PTAs also work with their local school boards and abide by district policies that are set for fund raising.

Lobbying/Endorsement - No exhibitor/sponsor may request PTA delegates to lobby any governmental agency or official. Participation in the convention does not constitute endorsement of any product, service or position by Utah PTA. No exhibitor may use the PTA name or logo without the prior written approval of Utah PTA. Utah PTA reserves the right to **reject any exhibitor or sponsor** if, in its sole judgment, a proposed exhibit/sponsor is not in keeping with Utah PTA's charitable and educational purposes.

Installation and Dismantling - Installation can begin Wednesday, May 14, **2:00 - 5:00 p.m.** The Commissioners Place room will **NOT BE READY** for installation before that time. Set up can also occur on Thursday morning at 7:00 a.m. Exhibits will open **Thursday, May 15, 7:30 – 8:45 a.m.** The Commissioners Place will be **closed during opening sessions.** The exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the final closing hour of the exhibit, **Friday May 16, 3:00 p.m. All exhibits must be removed by 4:00 pm, Friday, May 16.**

Convention Packet - Exhibitors whose applications are received and accepted no later than April 1, 2008, will be listed in the convention packet. Listing will include the organization name, and the name, address and phone number that you provide on your application.

Use of Space - All demonstrations, signs, promotional material, or other activities **must be confined** to the limits of the exhibit booth. 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 canvass, solicit, hold conferences, or distribute literature or other promotional devices during the convention, ***unless they are official convention sponsors.***

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.

Catastrophe - In the event of war, fire, strike, government regulation, public catastrophe, act of God or a public enemy or other cause, the convention or any part thereof is prevented from being held, or if convention is cancelled by Utah PTA, Utah PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting all convention-related fees, costs and expenses, but in no case shall the amount of the refund to the applicant exceed the amount of the booth rental fee paid.

Liability and Insurance - Neither Utah PTA nor BYU 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 display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to current policy for a very nominal cost.

Fire Protection - Inflammable or other dangerous or hazardous fluids, substances, materials, equipment or other items may not be used in any booth. Exhibitors must use flame-resistant decorative material.

Indemnification – Applicant agrees to indemnify and hold Utah PTA, BYU, and their respective officers, employees and agents (each an "indemnified person") harmless and blameless from and against any and all claims of liability, fees (including legal fees), expenses, costs, damages, suits, or injury of any kind and nature or threat of the same, brought by any third party which may have originated at or on, or resulted from, or which may otherwise be incurred by the Applicant's presence, equipment, or other use of the premises and property, or enjoyment of facilities of BYU.

Applicant agrees that each Indemnified Person is now and hereafter relieved of any and all responsibility and liability for any and all injury, loss, or damage that the Applicant or its employees, agents and invites, or their property, may incur as a result of or during Applicant's use of the premises, property, equipment and facilities of BYU. Therefore, Applicant on its own behalf and on behalf of its members, employees, agents and invitees, hereby releases and indemnifies each Indemnified Person from and against any and all costs, damages, fees, expenses or liability of any type or nature related to the same. The release and indemnification provisions in this paragraph shall apply even in the event of an Indemnified Person's negligence, but shall not apply in the event of an Indemnified Person's gross negligence.

Applicant further covenants and agrees to indemnify and to fully pay and reimburse BYU any and all costs of replacement of damaged BYU property, and for the restoration and repair of the premises, damaged, destroyed, or otherwise defaced or injured by the Applicant's use, including its members, employees, agents, and invitees of the same.



THE COMMISSIONERS PLACE BOOTH APPLICATION FORM
 (Educational Programs and Services Fair)
85th Annual Utah PTA Convention, May 15-16, 2008

Name of Organization*: _____

Address: _____

City, State, Zip Code: _____

Utah Sales Tax #: _____ IRS Tax Exempt #: _____

(*Two companies may not occupy the same booth without written permission of the Utah PTA President. No exceptions to this rule.)

Representative(s)**: _____ Telephone: _____

Email address: _____

(**Please download Name badge page and return to PTA Office with this application. Convention name badges are required for all exhibitors.)

Description of exhibits, programs, or services offered***: _____

(***Please enclose copies of printed material and a list of handout items that will be given at convention.)

Number of Booths: _____

___ @ Exhibit Fee (\$50 per booth if org. services are free or \$100 per booth if org. charges for services) \$ _____

___ @ Optional charges (please see list below) _____

___ @ \$8.50 per lunch, #Thursday _____ # Friday _____

Total enclosed \$ _____

Optional items:

___ \$10 Power Outlet (additional \$10 charge on site)

___ Table Cloths (no charge, \$10 charge on site)

___ # of Additional Chairs (no charge)

Payment must be included to secure booth. Last day for application to be received is April 1, 2008. Until you receive confirmation your space is not guaranteed.

Criteria for application acceptance:

1. The exhibitor must be a non-profit, charitable or educational organization, agency, or group with IRS non-profit status.
2. The exhibitor may NOT sell items relating to programs and services at their booth but may offer information on products for which there is a cost.
3. The exhibitor must provide resources (names, phone numbers, addresses) and handouts for delegates.
4. The programs and service must be available statewide.
5. The exhibitor must stay during the scheduled times or designate someone to cover the booth during times exhibits are open to delegates.
6. The exhibitor will provide own transportation, lodging, and meals.
7. The exhibitor will do own set up and clean up.
8. The exhibitor will have all handouts approved by a PTA Commissioner.
9. The exhibitor agrees to pass out materials ONLY in the assigned booth.

I have approved this application.

 Commissioner Signature Date

I have read the above criteria and agree to comply with the conditions stated:

 Signature of Representative Printed Name

BOOTH HOURS:

Thursday, May 15: 7:30– 8:45 a.m.	Friday, May 16: 10:30 – 3:00 p.m.	
10:00– 6:00 p.m.	Dismantling	3:00 - 4:00 p.m.

PLEASE SEND CHECK PAYABLE TO UTAH PTA WITH THIS APPLICATION TO:

Utah PTA Commissioners Place
 5192 South Greenpine Drive
 Salt Lake City, UT 84123
 801-261-3100 1-866-PTA-UTAH



85th ANNUAL UTAH PTA CONVENTION SPONSORSHIP LEVELS

Brigham Young University, May 15 & 16, 2008

COPPER - \$250

- Sponsor is allowed to put a promotional item in each convention attendee registration bag.

BRONZE - \$ 1,000 Sponsor will receive the above AND:

- Acknowledgement in convention program and on signage at convention *
- Identification as sponsor of convention on your booth

SILVER - \$ 2,000 Sponsor will receive all of the above AND:

- ¼ page acknowledgement in the convention program*
- Acknowledgement in the Utah PTA *Perspectives* Magazine, both pre- and post-convention issues *
- Acknowledgement on the Utah PTA Web site *
- 1 free booth space in the Exhibitors Fair

GOLD - \$5,000 Sponsor will receive all of the above AND:

- ½ page acknowledgement in the convention program*
- ½ page acknowledgement in the June issue of Utah PTA *Perspectives* magazine*
- Two tickets to the special evening event (dinner, if applicable, and/or concert)
- Three complimentary convention registrations to use or donate in your name
- Logo on Utah PTA Web site for three months

PLATINUM- \$10,000 Sponsor would receive all of the above AND:

- Full page acknowledgement in the convention program*
- Full page acknowledgement in the post-convention issue of Utah PTA's *Perspectives* magazine*
- Convention event named for your company/organization
- Five complimentary convention registrations to use or donate in your name
- Logo on Utah PTA web site for six months
- Convention booth upgraded to CORNER booth
- Second acknowledgement on front cover of Utah PTA's *Perspectives* magazine*

***Subject to publication deadlines**

For more information on sponsorship, contact Ilene Mecham at Utah PTA (801-261-3100).