



Dear Exhibitor,

Maryland PTA is reaching out to you with an opportunity to interface with many of our 170,000 Maryland PTA members as an Exhibitor at our 103rd Maryland PTA Annual Convention to be held July 14, 2018 – July 15, 2018 at the Maritime Conference Center in Linthicum, MD. This venue gives you an opportunity to interact with Maryland PTA members and leaders as you showcase your special services of interest to parents, educators and education stakeholders who will be attending our annual convention.

Please join us at the 2018 Maryland PTA Convention by completing the attached registration form to reserve your table. All materials must be received by Maryland PTA by June 1, 2018 to be included in the 2018 Maryland PTA Convention materials.

If you have any questions, please contact Latisha Corey at president@mdpta.org or 410-760-6221.

We look forward to seeing you at our Annual Convention!

Sincerely,

Latisha Corey

Latisha Corey, President
Maryland PTA

EXHIBITOR FEES & REGISTRATION: Fees listed are for one exhibit space. **Exhibitor's Packet** includes: one 6' draped and skirted table, two chairs, name badges, one waste receptacle and a listing in the 102nd Maryland PTA Annual Convention Program. Lunch and Breakfast is included for two representatives. If more than representatives, please see the form below. **Deadlines: Exhibitor's Contract must be received by July 1, 2018. ACT FAST: Space is limited.**

Exhibitor Type	Description	Fee
Commercial Exhibitor I	Exhibitor's Packet - Selling Items	\$ 650
Commercial Exhibitor II	Exhibitor's Packet – Not Selling Items	\$ 550
Non-Profit Exhibitor I	Exhibitor's Packet – Selling Items	\$ 300
Non-Profit Exhibitor II	Exhibitor's Packet – Not Selling Items	\$ 200
Advertising Exhibitor	Include literature in the Convention Welcome Bag. This option is perfect for exhibitors who are unable to attend the convention. Literature is defined as one page or small item. Material must be submitted to MDPTA for approval and a sample sent with your Exhibitor Contract no later than July 1, 2018.	\$ 175
Electrical Needs - Please be aware that electrical service requests will not be handled on site.		\$ 50

Space Assignment – To exhibit at the Maryland PTA 103rd Annual Convention, complete and return both copies of the enclosed contract with the required fees. Contracts must be postmarked no later than **July 1, 2018**. A returned copy of your contract will serve as confirmation for your rented exhibit space. **Full payment for exhibitor space must be received by July 1, 2018. Any requests/fees received after July 1, 2018, if accepted, will be assessed a \$50 late.** Fees and/or requests received after July 7, 2017 will not be honored and will be returned to the exhibitor.

Exhibitor set up will take place on Friday, July 13, 2018 after 4:00 p.m. No exhibitors can set up after 9 pm the night before the Convention. All displays and exhibits **must** remain intact until the designated break down time. Exhibitors are responsible for dismantling and removing their displays when the exhibit hall closes on the final day of the convention. Neither the *Sheraton Columbia Town Center Hotel nor Maryland PTA*, will be responsible for any loss or damages suffered by you, or the company you represent during the 103rd Maryland PTA Annual Convention.

Hotel Registration –Maryland PTA has contracted a special convention rate of \$115 per night during the 103rd Maryland PTA Annual Convention. Use the following link when reserving your room. You must reserve your own room. Room reservations are not included in your exhibitor's fees.

<https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1701317664&key=3829B96B>

Advertising Exhibitor - Material must be submitted to MDPTA for approval and a sample sent with your Exhibitor Contract no later than July 1, 2018. Literature is defined as one page or small item. Please mail/deliver all materials to MDPTA 5 Central Ave, Glen Burnie, MD 21061.

Exhibitor's Registration – Maryland PTA 103rd Annual Convention

Company Name: <i>(Will be listed in 103rd Convention Program)</i>					
Contact Person:		Title:			
Company Address:					
City:		State:		Zip Code:	
Phone:		Fax #:			
Contact Email:		Company Website:			

Please sign name _____ Print name _____

Authorized signature: Authorized signature constitutes agreement with Maryland PTA's Exhibitor's Rules and Regulations that accompany this document.

Displayed Products (Please check all appropriate boxes): Candy Gift Wrap Clothing/Sportswear
 Promotional Books Educational Material Pastry/Breads/Food Stuff School Supplies
 Internet Info/Fundraising Internet/Educ. Other (please specify) _____

Fees

EXHIBITOR TYPE	FEES	NO. OF SITES	TOTAL
Commercial Exhibitor I <i>(Selling from site)</i>	\$ 650		\$
Commercial Exhibitor II <i>(Not selling from site)</i>	\$ 550		\$
Non-Profit Exhibitor I <i>(Not selling from site)</i>	\$ 300		\$
Non-Profit Exhibitor II <i>(Not selling from site)</i>	\$200		\$
Advertising Exhibitor • Materials needed no later than June 30, 2018	\$ 175		\$
Electrical Needs	\$ 50		\$
TOTAL CHARGES (Enter total amount due here) →			\$

VISA/MC # _____ Expiration: _____ CVV#: _____

Name on Card: _____ Charged Amount: \$ _____

Card Billing Address: _____

Signature: _____ Date: _____

EXHIBITOR INFORMATION: Type of Display: Table Top Free Standing Floor (No Exhibit Table)

Advertising Exhibitor - Please mail/deliver all materials to MDPTA 5 Central Ave, Glen Burnie, MD 21061 no later than July 1, 2018.

EXHIBITOR REPRESENTATIVE LIST

Maryland PTA

Maryland PTA requires the names of representatives who will represent your company at convention.

Company Name: _____ Date: _____

Please Print or Type:

First/Last Name	Friday Setup	Saturday Exhibit	Sunday Exhibit & Breakdown
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

DO NOT WRITE IN THIS SPACE – MARYLAND PTA USE ONLY

- Commercial Exhibitor I Commercial Exhibitor II Non-Profit Exhibitor I
 Non-Profit Exhibitor II Advertising Exhibitor Needs Electrical Outlet

Date Received: _____ Contract Fee Paid: _____

Credit Card Author #: _____ Check #: _____

MDPTA Authorized signature: _____

Maryland PTA insurance does not cover exhibitors/vendors/concessionaires/service providers. Consequently, all exhibitors/vendors/concessionaires/service providers are required to provide Evidence of Insurance to each PTA.

HOLD HARMLESS AGREEMENT

FOR PTA FUND RAISING EXHIBITORS/VENDORS/CONCESSIONAIRES/SERVICE PROVIDERS

Insurance Requirements:

(a) Workers' Compensation Insurance. Required if you have employees engaged in the performance of work under the agreement.

(b) Comprehensive General Liability, Required \$1,000,000 Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by exhibitors/vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and includes Bodily Injury, Property Damage and Personal Injury. Food vendors are required to have \$1,000,000 Products Liability.

(c) Automobile Liability Insurance. Required only if you are providing transportation (e.g., limousine or bus service) at PTA event. \$1,000,000 limit required.

If you (exhibitor/vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and an endorsement to the policy **MUST** be submitted with your contract.

Contract containing the following language MUST be added to the above policies (b) and (c) as an Additional Insured:

The Maryland Congress of Parents & Teachers, (Maryland PTA) including all units and councils, and all their officers, directors, members and volunteers. The insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to PTA and

(Name of exhibitor/vendor/concessionaire/service provider)

I/We _____ (exhibitor/vendor/concessionaire/service provider) agree(s) to defend and to indemnify and hold harmless, the Maryland Congress of Parents and Teachers, (Maryland PTA) including all units, councils and all of their officers, directors, members and volunteers, but only with respect to liability for bodily injury or property damage or personal and advertising injury caused, in whole or in part, by my/our acts or omissions or the acts or omissions of those acting on my/our behalf:

- A. In the performance of my/our operations; or
- B. In connection with my/our premises rented to you; or
- C. In the sale or distribution of my/our products.

NOTE: The terms and conditions of this agreement shall apply with respect to Exhibitor's/Vendor's/Concessionaire's/Service Provider's operations for any PTA unit that is part of Maryland State PTA.

DATE: _____ SIGNED: _____

(Exhibitor/Vendor/Concessionaire/Service Provider)

NAME OF ENTITY: _____ TITLE: _____

Name of Witness _____ Witness Signature _____

NOTE: Failure of Exhibitor/Vendor/Concessionaire/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement. In the event of a breach, the PTA shall have the right but not the duty to procure insurance covering the vendor for the period of this agreement. The cost of this insurance will be deducted by the PTA from the proceeds due to the Exhibitor/Vendor/Concessionaire/Service Provider.

Exhibit and Vendors Rules and Regulations

CONTRACT FOR EXHIBIT SPACE: Applicants are required to forward to Maryland PTA the formal application/contract provided. Each application must be submitted along with the full payment, as specified in the contract. **No refunds will be made if exhibitors cancel this contract.**

EXHIBITION HOURS: Exhibit Hall hours are as indicated. *The Exhibit Hall will be closed during General Meetings.* Dismantling of exhibit/display shall not be allowed before the stated time without the permission of the Exhibit Hall Chair.

USE OF SPACE FOR EXHIBITS: Exhibit Hall space will be assigned by the Exhibit Hall Chair. Assignment of space for exhibitors has been given every consideration. No special requests or compensations will be honored at or during the convention. All demonstrations and 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 MARYLAND PTA. General cleaning of the Exhibit Hall will be provided after the hall has closed for the day. The exhibitor is responsible for keeping their area clean, staffed, and in good order. Accumulated trash may be placed in the aisle for pick-up at the close of the day. All exhibits **must** fit within the assigned exhibit space. Nothing is to be placed in either the walkways or the common areas.

ELECTRICAL REQUIREMENTS: Each hotel site is explicit regarding Exhibit Hall Service. If your exhibit requires electrical needs, YOU MUST contact Maryland PTA to make the necessary arrangements prior to the start of the event. Neither the PTA Convention Committee nor the Exhibit Hall Chair will be responsible for meeting or supplying information regarding your exhibit's electrical/phone needs to the hotel.

FIRE AND SAFETY CONSIDERATIONS: Flammable or other dangerous fluids, substances, materials, equipment, or other items that are in violation of city, county or state laws or regulations shall not be used in any exhibit. Exhibits must contain flame resistant materials. NO SMOKING allowed in the Exhibit Hall.

CARE OF BUILDING AND EQUIPMENT: Exhibitors and/or their agents shall not injure or deface the walls or floors of the building, nor the equipment of the hotel. If such damage occurs, the exhibitor shall be liable to the owner of the property damaged.

SOUND CONTROL: Maryland PTA reserves the right to determine the acceptable and appropriate sound level so as not to prove disturbing to other exhibitors and delegates to the convention.

DISTRIBUTION OF LITERATURE AND SAMPLES: Printed materials, souvenirs, and/or samples shall be distributed by exhibitors from their contracted and assigned area only. All materials distributed are subject to the approval of Maryland PTA.

LIABILITY AND INSURANCE: The Maryland PTA, its officers, and office staff, and the hotel management shall not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accidents, or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display material for the duration of time when it leaves the company's premises until its return. Those listed here shall not be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to person for any property of the representatives, resulting from theft, fire, water, accident, or any other cause. Neither the Maryland PTA nor the hotel management will obtain insurance against any such damage, loss, harm, or injury. The exhibit hall will be supervised by a representative of Maryland PTA when open. The doors will be locked during closed times and can only be opened by the Exhibit Hall Chair or their representative. No one will be allowed entrance to the exhibit hall during the closed times without the knowledge of the Exhibit Hall Chair.

SELECTION OF EXHIBITORS: Only firms and organizations whose services or products are appropriately related to the education, health, welfare or personal development of children and youth shall be permitted to exhibit. The MARYLAND PTA reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate; this reservation being all inclusive to persons, things, printed matter, products, and conduct.

REQUESTS AND CONCERNS: All questions, concerns, and/or requests for services, etc. in the exhibit hall must be directed to the Maryland PTA Exhibit Hall Chair.

FAILURE TO COMPLY WITH RULES AND REGULATIONS: If the contracted exhibitor fails to occupy the space contracted for by the end of the scheduled set-up time, or fails to comply in any other respect with the terms of this agreement, Maryland PTA shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract.

These regulations become a part of the contract between the exhibitor and the MARYLAND PTA. They have been formulated for the best interest of the exhibitor. The MARYLAND PTA respectfully asks for full cooperation of the exhibitor in their observance. All points not covered are subject to the decision the MARYLAND PTA.

Signed: _____ Date: _____



MARITIME
CONFERENCE
CENTER

Food Waiver

Flik is Maritime Conference Center's exclusive caterer. Use this form when requesting a waiver of services from Flik, in particular, for those wishing to provide their own food not associated with the Maritime Conference Center.

Please read and check each to show that by submitting the food waiver, you understand:

___ This form must be received by Maritime Conference Center a minimum of 10 days prior to the event. Late forms will not be considered.

___ Submitting a food waiver does not automatically guarantee approval

Contact Information:

Date of Application: _____

Event Organizer: _____

Organization: _____

Signature: _____

Authorized Food Service Representative: _____

Company: _____

Phone Number: _____

Email Address: _____

Address: _____

Signature: _____

Event Details:

Menu: Please list all items to be provided:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

How will the food be delivered? _____

How will the food be kept cold/heated? (please give specific make/model details along with power requirements):

How much display space is required for your booth? _____

Food Waiver Agreement and Guidelines

- All events containing food and/or beverage held on the Maritime Conference Center campus must be catered by Flik unless this food waiver request form has been approved.
- Only Flik is permitted to use heating fuel. (Sterno)
- Electrical needs and Make and Model of cooking devices must be provided to Maritime Conference Center for approval.
- Food waiver request forms must be received by Maritime Conference Center at least 10 business days prior to the date of the event. Forms received not within this window will be automatically denied.
- I agree that only the menu items listed will be offered at this event.
- I understand that neither Maritime Conference Center, MITAGS and the MM&P MATES Program, its trustees, administrators, employees, and agents, and each of their successors and assigns (collectively, "MITAGS") nor Flik will be liable for illness or casualty resulting from this food.
- I agree to take all necessary precautions related to food safety, sanitation, preparation and storage.

- Donations: All donated food must be processed or prepared in a licensed food service operation, or in an establishment or place, meeting equivalent requirements of the Maryland Department of Health.
-

I have read and agree to abide by the Food Waiver Guidelines. (This is required to submit a food waiver request).

Event Organizer Signature: _____

Authorized Food Service Representative: _____