

# Exhibitor's Space Agreement

# Indiana PTA Exhibitor Packet 2018

**Saturday, April 2018**

For the sum of \$125 on or before March 1, 2018 or \$250 after March 1, 2018, Indiana Congress of Parents and Teachers Association hereby assigns to and reserves for (name of business) \_\_\_\_\_ booth space at the Drury Plaza Hotel Indianapolis Carmel, 9625 North Meridian Street, Indianapolis, In 46290  
Booth spaces are 8ft. x 10ft. 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 Tina Hartman, 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 March 1, 2018 to receive the best pricing:

**Indiana PTA**  
6901 E 10th Street, Suite E  
Indianapolis, IN 46219  
Indianapta@sbcglobal.net

No refunds will be given after the March 1, 2018 deadline date.

Accepted for Indiana PTA

Exhibitor

\_\_\_\_\_  
Exhibit Chairman

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please fill out the registration form inside**



Dear Exhibitor:

The 106th Annual Convention of the Indiana PTA will be April 28, 2018 at the Drury Plaza Hotel, Indianapolis, Indiana. The Indiana PTA would like to invite you to be part of the 2018 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 28, 2018
Exhibit hours:	12:00 a.m. - 4:00 p.m. *New: Speed Exhibiting
Registration fee:	\$125 On or before March 1, 2018, (includes a \$25 business card size ad) \$250 After March 1, 2018
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 28, 2018 to those exhibitors who remain open for the full length of our exhibit hours.

Please complete the Exhibitor's Space Agreement and Registration form and send it along with your checks, amount to be determined by fees listed above to:

**Indiana PTA**  
6901 E 10th Street, Suite E  
Indianapolis, IN 46219

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!

**Indiana  
PTA**  
everychild.one voice.

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 Drury Plaza Hotel 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 28 from 12 a.m. until 4 p.m.

7. Removal of Exhibits: Exhibitors may dismantle and remove their exhibits after 4 p.m.

8. 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. 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.

10. Names and addresses of delegates will not be furnished by Indiana PTA. Names may be requested of delegates as they visit each booth.

11. 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.

12. If your booth requires an electrical outlet, internet, etc., you MUST contact the Drury Plaza Hotel. A form will be enclosed in this Exhibitors Packet. This form is to be returned to the hotel and NOT the Indiana PTA Office.

**Deadline: March 1, 2018**

**Indiana Congress of Parents and Teachers, Inc.  
Exhibitors Registration Form**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ *city* \_\_\_\_\_ *state* \_\_\_\_\_ *zip*

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

e-mail \_\_\_\_\_

Persons Attending: \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Product or Service Distributed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: