



We would like to personally invite you to participate at our 103rd Annual Montana PTA Convention this year.

Our convention draws PTA leaders and members from across the entire state.

We are excited for this year’s convention and hope you are able to join us.

This year our convention is on **OCTOBER 6, 2018 ~ SATURDAY ONLY**

Location this year is at the: **BILLINGS HOTEL & CONVENTION CENTER**
1223 MULLOWNEY LN
BILLINGS, MT 59101

Exhibitors will be able to set up on Friday, October 5, 2018 at 5:00pm.

Our commitment is to educate and introduce opportunities to local PTAs that will help their PTA. The convention schedule provides delegates with more time during convention to meet with exhibitors. Again setup will be on Friday night, October 5th at 5pm and we ask for exhibitors to be packed up by 4:30pm on October 6th. Montana PTA’s Annual Convention is self-funded and self-staffed by Montana PTA board members and volunteers, so your support is appreciated. If you would like to donate a prize for our donation baskets it would be welcomed.

Along with having a table at our convention there are two other options: advertising and sponsorships. Information on these options is included in this packet.

We thank you for your support of Montana PTA and local PTAs across the State of Montana. We look forward to seeing you in October in Billings.

~ Montana PTA Board of Directors

*2018 Theme:
“Superheroes Unite”*

- ⇒ Room reservations must be made directly with the hotel (406) 248-7151
- ⇒ To obtain the MT PTA rate, you must indicate you are with the Montana PTA convention
- ⇒ Group code for online booking (TBD)
- ⇒ Room rates—\$99 single or double plus tax
- ⇒ Hotel room check in 3pm
- ⇒ Hotel room check out 11am
- ⇒ To receive group discount reservations must be made by 9/21/18.

EXHIBITOR TABLE INFORMATION

Page 2

Montana PTA Convention — October 6, 2018

TABLE RESERVATION INFORMATION

1 TABLE \$200.00

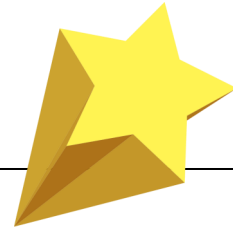
(Includes 1 Saturday lunch ticket)

2 TABLES \$325.00

(Includes 2 Saturday lunch tickets)

- Tables are 6ft with covering. 2 chairs also included. If you are not able to contain your display in one space please purchase 2 spots. If table is not needed please note this on the exhibitor payment form.
- Extra Saturday lunch tickets may be purchased prior to September 14th for \$14.00 per ticket. **Please see Exhibitor Table Reservation Section.**
- **Exhibitor Payment Forms, Screening Approval Form, proof of liability insurance and all fees must be received at the Montana PTA office by September 14th.**
- Reservations received after September 14th will incur a \$50.00 late fee per table.
- **Friday October 5th** - exhibitor check-in is 5pm.
- **Saturday October 6th PTA delegates will be starting to register at 7:30am.**
- Exhibitor table should be set up no later than 10am on Saturday, October 6th.
- Exhibitor information will be listed in the Convention Program if the information is provided on the Exhibitor Payment Forms and received in the Montana PTA office by September 7th.
- Exhibitors are required to vacate their booth space by 4:30 pm on Saturday October 6th.
- No refunds after September 14, 2018.
- Electricity will be available, please indicate your electrical needs on the Exhibitor Payment Forms.
- Table placement is at the discretion of Montana PTA.
- The Montana PTA will NOT provide electrical extension cords, audio or visual equipment.
- Friday night, the room is secured, but Montana PTA asks that exhibitors use caution with what they leave overnight on their table.
- At your table you can do giveaways but winnings have to be given to the winner by 4pm on Saturday .
- All demonstrations, signs, promotional materials or other sales activities must be confined to the limits of the rented exhibitor space. Exhibitors shall not assign share or sublet any space at their table.
- To encourage all attendees to visit your display they will be given an exhibitor checklist. Exhibitors are asked to initial or stamp next to their business. There will be a drawing for attendees who complete their card.
- You will receive nametags from Montana PTA, but you are welcome to wear your personal nametag.
- No sound making equipment of any kind, may be set-up or used in the exhibit space with out prior written approval of Montana PTA.

Sponsorship Levels



GOLD SPONSOR \$1,000

Exhibitor space in a prime location and marked as GOLD SPONSOR.

Recognition verbally throughout convention.

Business ad in Convention program (a full page)

Company Logo and “Gold Sponsor of Montana PTA Convention” in Convention program, in October and November 2018 The Voice (newsletter). Company name and logo displayed on poster at Registration Table.

2 exhibit booth spaces

Your company can provide bag inserts in convention bags for all attendees (brochures, pamphlets, special offers, promotional items and/or business cards)



Silver Sponsor \$500

One-half page ad in the Convention Program

Exhibitor space marked as SILVER SPONSOR

Recognition verbally throughout convention.

Company Logo and “Silver Sponsor of Montana PTA Convention” in Convention program and in October and November 2018 The Voice (newsletter). Company name and logo displayed on poster at Registration table.

1 Exhibit booth space (1 table)

2 complimentary lunch tickets



BRONZE LEVEL SPONSORSHIP \$250

Recognition in November 2018 MT PTA Voice

Recognition verbally throughout convention

Exhibit booth space (1 table)

1 complimentary lunch ticket

CONVENTION BAG STUFFERS \$50

All bag stuffers must be pre-approved by the MT PTA board. The stuffer either a product or paperwork, needs to be submitted to the Montana PTA office prior to September 7th. Once approved, all items need to be sent to Montana PTA office prior to September 14th.

BREAK SPONSOR \$100 (3 available)

Special recognition placard displayed during the breaks

Verbal recognition

Written recognition in the Convention Program

Montana
PTA[®]
everychild. one voice.[®]

EXHIBITOR PAYMENT FORM

Montana PTA Convention October 6, 2018

Billings Hotel & Convention Center—Billings, MT

Theme: "Superheroes Unite"

Complete Pages 5, 6, 7 and 8

by September 14, 2018

include payment and return to:

MONTANA PTA

PO Box 1269, Laurel, MT 59044

Office phone number 406-628-9007

(FORMS & PAYMENT MUST BE RECEIVED BY THE REQUIRED DEADLINES)

NAME OF BUSINESS/ORGANIZATION: _____

ADDRESS: _____

Street

City

State

Zip

E-MAIL ADDRESS: _____

PHONE NUMBER(s): _____

NAME OF REPRESENTATIVES: *(Please print clearly for name badges)*

_____	_____
_____	_____
_____	_____

BRIEF DESCRIPTION OF EXHIBITOR BUSINESS:

(To be included in the Convention Program if received by September 7, 2018)

SECTION 1 - TABLE RESERVATION AND FEES:

1 TABLE (Includes 1 convention buffet lunch) **\$ 200.00** _____

2 TABLES (Includes 2 convention buffet lunches) **\$325.00** _____

(Optional) Extra Saturday lunch tickets @ \$14.00 per ticket _____

Table Reservations received after September 14th - late fee \$50.00 per table _____

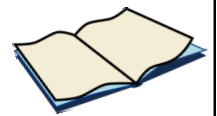
Special Needs:

_____ **YES , I need electricity for Display** (limited outlets - allotted on a first-come, first-served basis)

SECTION 2 - ADVERTISING COST AND AD SIZE

\$ 50.00 1/4 Page 3¾ x 4¾ _____

Convention programs are given to each delegate at convention, and are used as a reference throughout the year by delegates.



SECTION 3 - SPONSORSHIP FEES

Gold Level Sponsorship \$1,000 _____

Silver Level Sponsorship \$500 _____

Bronze Level Sponsorship \$250 _____

Break Sponsor \$100 _____

Convention Bag Stuffer \$50 _____

Liability and Insurance : Neither Montana PTA or the management, officers, or staff members of Montana PTA, Billings Hotel & Convention Center, 1223 Mallowney Lane Billings, MT 59101 will be responsible for the safety of the property of the Exhibitor's 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 it's returned. Montana PTA shall not be held accountable or liable 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 resulting from theft, fire, water accident or any other cause.

SECTION 1 - TOTAL TABLE FEES \$ _____
 SECTION 2 - TOTAL ADVERTISING FEES \$ _____
 SECTION 3 - TOTAL SPONSORSHIP FEES \$ _____
GRAND TOTAL REMITTED TO THE MONTANA PTA \$ _____

No refunds after September 14, 2018

Companies and organizations wishing to participate in the exhibition or other activities held during Montana PTA’s annual convention are required to complete the Exhibitor Screening Approval Form. This form will be utilized in the process of approval and inclusion in the exhibition. Completion of the form does not denote approval. Each organization’s products and/or services should be appropriately related to children, youth, and the charitable and educational activities of Montana PTA. Any company or organization whose products, services, or materials are in direct opposition to Montana PTA’s position statements or resolutions will not be approved. Companies wishing to participate may be required to submit materials for further review but should submit materials on request only. Read and check all boxes prior to signing. Questions about this form should be submitted via e-mail to *mtstatepta@gmail.com*.

- We understand that the acronym “PTA” or name “National PTA” cannot be utilized in any exhibitor’s materials. National PTA copyrights both of these names. We understand that only in such cases where a company has been provided a PTA sponsor logo will use of “PTA” or “National PTA” be approved.
- We understand that fundraising materials cannot state that students or children are participating in any way in the fundraising process. This includes the collection of money (whether for a charitable cause or not), the actual selling (whether door to door or to friends, relatives, etc.), and participation in the fundraiser (even if it’s of an educational nature, such as a quiz bowl). We understand that all fundraisers must be structured so that it is the PTA or an adult who is doing the fundraising.
- We understand that the use of National or Montana PTA’s logo is not permitted and that any company utilizing National or Montana PTA’s logo will be asked to remove the logo from the company’s materials.
- Our company will not ask PTA delegates to lobby any governmental agency or official.
- Our organization does not participate in disseminating information that is of a partisan or sectarian nature.
- We understand that materials must be in accordance with National and Montana PTA’s position statements and resolutions, and that any company whose products, services, or materials are in direct opposition to National and Montana PTA’s position statements or resolutions will not be approved.
- Our company’s products and/or services are appropriately related to children, youth, and the charitable and educational activities of National PTA.
- We understand that our company is subject to final approval upon show opening and may be evicted from its rented space and further participation with Montana PTA for not adhering to the above statements.
- Our product/program is not sponsored, supported, or endorsed by another company. (If it is, please e-mail that information to *mtstatepta@gmail.com* prior to submitting this form).
- Our organization is involved in the following (please check all that apply):
 - Tobacco Vouchers Firearms Religion
 - Alcohol Charter Schools Adult Content Ultra group
 - None of the above The products being sold are physically safe for people to handle.

Restrictions in operation of exhibits: Montana PTA reserves the right to restrict, at its sole discretion, exhibits that, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any part of or all of an exhibit that in the opinion of Montana PTA may detract from the general character of the exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that Montana PTA determines is objectionable to the exhibition. In the event of such restriction or eviction, Montana PTA is not liable for any refunds of rentals or other exhibit expenses.

I, _____, the undersigned, understand that this form is an integral part of the application/contract for exhibit space at the Montana PTA Annual Convention and Exhibition.

Signature _____ Date _____

For company _____

(Please complete and return this form with your Exhibitor PAYMENT Form)



PO Box 1269

Laurel, MT 59044

Montana PTA’s insurance does not cover vendors, concessionaires or service providers. Consequently, all vendors, concessionaires or service providers are required to provide Evidence of Insurance to Montana PTA unless annual Evidence of Insurance has been filed with the Montana PTA.

HOLD HARMLESS AGREEMENT

For Montana PTA’s Vendors, Concessionaires, or 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 vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury.

(c) Automobile Liability Insurance. Required only if you are providing transportation. (e.g., limousine or bus service) at Montana PTA’s event. \$5,000,000 limit required.

If you (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 Montana PTA, including all of 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 Montana PTA and

(Name of vendor/concessionaire/service provider)

I/WE _____ (vendor/concessionaire/service provider) agree(s) to defend and to indemnify and hold harmless, at my own cost, the Montana PTA and all of their officers, directors, members and volunteers. NOTE: The terms and conditions of this agreement shall apply with respect to Vendor’s/Concessionaire’s/Service Provider’s operations on the premises located at:

Date: _____ Signed: _____ (vendor/concessionaire/service provider)

Name of Entity: _____ Title: _____

Note: Failure of 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, Montana 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 Montana PTA from proceeds due to the Vendor/Concessionaire/Service Provider.



2018 Tentative Convention Schedule

Friday, October 5, 2018

5:00pm Exhibitor setup

Saturday, October 6, 2018

7:15am – 7:45am Delegate Registration - EXHIBITORS OPEN
~Small breakfast available with coffee~

8:00am – 9:30am General Session #1

9:30am – 12:00pm Exhibitors open

12:00pm – 1:30pm Lunch

1:45pm – 2:45pm Workshop #1

2:45pm – 3:30pm Exhibitors open

3:45pm – 4:45pm Workshop #2

4:45pm – 5:00pm Break

5:00pm – 6:00pm General Session #2

After General Session #2 in the area where exhibitors were located there will be appetizers and a time to sit and mingle with everyone still in attendance. Local PTA delegates will be invited to stay and network after convention. Exhibitors are welcome to sit and chat with all of us.

8pm Treasure State PTA meeting

MONTANA CONGRESS OF PARENTS &
TEACHERS ASSOC.

P.O. BOX 1269
Laurel, MT 59044

WE'RE ON THE
WEB!

WWW.MONTANAPTA.ORG

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2018 Montana PTA Convention

"Superheroes Unite"

Billings Hotel & Convention Center

1223 Mallowney Ln

Billings, MT 59101

October 6, 2018