



EXHIBIT SPACE APPLICATION

Florida PTA Leadership Conference

The Innisbrook Resort and Golf Club
36750 U.S. Highway 19 North
Palm Harbor, FL 34684

July 11, 12, and 13, 2008

Firm or Business Name: _____

Address: _____

City	State	Zip	Phone
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Name of person signing contract: _____

Title: _____

Description of product or service (Attach sample of literature to be given out): _____

Name of person to be responsible for exhibit:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Do you require electrical outlet? If so, you are responsible for making arrangements with Suncoast Convention Services, Inc., 4800 U. S. Highway 301 N., Tampa, Florida 33610 or call (813) 628-8301.

Does the exhibitor plan to stay in the headquarters hotel? Yes _____ No _____

Please complete and return this form with the signed offer and \$450.00 or \$500.00 if past June 1, 2008 deadline. Upon acceptance of your offer and receipt of payment a signed copy will be returned to you for your files.

Make checks payable to: Florida PTA

Mail to:

<p>Florida PTA Linda Applegate, Exhibits Chair 1747 Orlando Central Parkway Orlando, FL 32809</p>
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Florida PTA Office: (407) 855-7604



Exhibit Space Contract

The undersigned offers to rent exhibit space from the Florida PTA at its annual Leadership Conference to be held at: **The Innisbrook Resort and Golf Club** 36750 U.S. Highway 19, North, Palm Harbor, FL 34684.

1. **Terms of Payment**

The undersigned does understand that no definite assignment of space will be made without the required fee. The under signed hereby contracts for _____ exhibit space(s) with a 2' x 8' skirted display table and 2 folding chairs at a fee of \$450.00 per space during the Florida PTA Leadership Conference on July 11, 12, and 13, 2008. **EXHIBITS WILL BE CONFINED TO ASSIGNED BOOTH SPACE ONLY!** Offers sent after the deadline should include \$500.00 per space.

2. **Setting up and removing exhibits:**

- a. Exhibits will be located in Inverness Hall. Check in with Exhibitor Chair before entering Hall.
 - b. Exhibitors may begin to set up at 5:00 PM to 7:00 PM, Thursday, July 10 and 7:30 AM to 9:00 AM on Friday, July 11 and will be completed by 9:00 AM.
 - c. Exhibit areas will be open from 9:00 AM to 1:45 PM and 3:00 PM to 7:00 PM on Friday, July 11. On Saturday, July 12 exhibits will be open 9:00 AM to 4:00 PM.
 - d. Exhibits will close at 4:00 PM on Saturday, with breakdown immediately following.
3. Exhibit space will include one table and two chairs. All labor setting up and dismantling exhibits will be supplied by exhibitor, none by Florida PTA or Resort. There is no refrigeration provided in the exhibit hall. **Exhibitors will be responsible for any electrical costs. Arrangements must be made with Suncoast Convention Services, Inc.**
4. The Florida PTA and The Innisbrook Resort and Golf Club shall not be responsible for any loss, damage or injury to the exhibitor company, its employees or property for any cause whatsoever prior to the period covered in the contract, and upon signing contract, exhibitor expressly releases Florida PTA and The Innisbrook Resort and Golf Club from and agrees to indemnify same against, any and all claims for loss, damage and injury of any kind. Reasonable care will be exercised to protect the exhibit area during the hours it is closed to the delegates.
5. Exhibitors will be responsible for any damage to resort property. **Nothing will be pasted on, tacked, nailed, screwed or otherwise fastened to partitions, walls, floors or other parts of building or furniture.**
6. Exhibitors will use materials conforming to fire regulations of area.
7. **CANVASSING OR DISTRIBUTING ADVERTISING DATA OUTSIDE OF ASSIGNED EXHIBIT SPACE WILL NOT BE PERMITTED.**
8. A PTA representative will be in the exhibit area during open hours to assist exhibitors.
9. Exhibitors agree to include a brief description of product or services.
10. There will be no smoking in the exhibit areas.
11. **"PTA" is a registered Trademark of the National PTA and may not be used as part of any promotion or promotional material without the express written consent of the National PTA or the Florida PTA acting on behalf of the National PTA.**
12. Each exhibitor space is limited to use by the undersigned vendor only and this limitation includes any and all parent, subsidiary or ancillary entities of that vendor. Any vendor found in violation of this limitation, without express written permission to waive this requirement, may be asked to forfeit their assigned space.
13. Exhibitors are responsible for distributing prizes drawn at their own booth.
14. **ANY ACTIVITIES SCHEDULED OUTSIDE THE EXHIBIT HALL TIMES MUST BE CLEARED WITH THE FLORIDA PTA TO ENSURE ACTIVITIES WILL NOT BE IN CONFLICT WITH SCHEDULED PTA ACTIVITIES.**

Your compliance in all rules will be greatly appreciated.

This offer will be considered binding upon receipt of the signed offer with payment in full of \$450.00 and the acceptance by the FPTA, evident by a FPTA representative signing below. A copy of this document will be provided to you when accepted by the FPTA. Offers sent after the June 1, 2008 deadline will be \$500.00 per space. There will be a \$25.00 fee for returned checks by the bank. The Florida PTA reserves the right to accept or reject all applicants wishing exhibit space if for any reason they do not conform to our basic policies or in the event no space remains available. In the event of rejection, fee will be returned. **No other refunds.**

The undersigned has read and understands the rules and regulations that are part of this agreement.

This offer is executed the _____ day of _____

Executed by _____
(Signature and title)

Amount enclosed \$ _____

Name of Company: _____ Email: _____

Please return this contract along with the application

Accepted by PTA Representative: _____ Date: _____



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Exhibitor Hotel Reservation Form 2008 Annual Florida PTA Leadership Conference July 11, 12, and 13, 2008

Mail directly to: **The Innisbrook Resort and Golf Club** Check-in **3:00 PM**
36750 U.S. Highway 19 North Checkout **12:00 Noon**
Palm Harbor, Florida 34684
Phone: (727) 942-2000
Fax: (727) 942-5577

Arrival Date: _____ Departure Date: _____

_____ Club Suite (maximum 2 persons) @ \$105 Single \$105 Double
_____ Two Bedroom Suite (Maximum 4 persons) @ \$210 Single \$210 Double

The above rates are subject to a daily \$11.00 per person (plus 7% Florida State Sales Tax/not including children under 18) service charge which covers all guest service except food and beverage. All food and beverage purchases are subject to 21% service charge and 7% tax. Room rates are subject to 7% Florida State Sales Tax, and 5% Pinellas County Tourism Tax.

All reservation requests must be received in writing by Innisbrook no later than June 10th, 2008. One night's payment is required in order to guarantee reservations, all deposits apply to last night's stay and are fully refundable upon 14 days written notice of cancellation. Any adjustments to the original reservation must be submitted in writing 14 days prior to arrival.

For your convenience, Innisbrook accepts American Express, Visa, Master Card, Discover and Diner's Club as a means of deposit to hold your reservation. Please provide the information listed below if you wish to take advantage of this method.

*** The Innisbrook Resort and Golf Club is a Non-Smoking Facility. Smoking is permitted outside on the balcony and patios but NOT in the suites. Please be respectful of the property and abide by these rules***

Card Holder's Name: _____

American Express Visa Master Card Discover Diners Club (circle one)

Card No: _____ Expiration Date: _____

Reservations should be made before **June 10, 2008.**

Name(s): _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Flight information if airport transportation is required:

Arrival Airline: _____ Flight #: _____ Time: _____ AM/PM: _____

Departure Airline: _____ Flight #: _____ Time: _____ AM/PM: _____



Florida Congress of Parents and Teachers

1747 Orlando Central Parkway
Orlando, Florida 32809
800.373.5782
407.855.7604

Linda Applegate
Leadership Conference
Exhibits Chair

Dear Exhibitor:

The Florida PTA welcomes your cooperative participation in our upcoming Leadership Conference in July. However, due to difficulties arising in prior conferences, the Florida PTA urges you to take note of the following concerns:

1. Each company and/or subsidiary company must be listed for each individual booth. (Contract #12)
2. Only one company or subsidiary company at any one booth. (Contract #12)
3. **No** posting of advertisements permitted in the exhibit area or anywhere else at the conference facility. (Contract #7)
4. Out of professional courtesy, please do not photograph other exhibitors' booths.
5. Any events scheduled outside the exhibit hall times must be cleared with the Florida PTA to ensure such activities will not be in conflict with scheduled PTA functions. (Contract #14)

Vendors should make arrangements for their children, by either enrolling them in Camp Innisbrook or keeping them at their booth. Please do not leave your children unattended.

This year every participant will receive a ticket in their packet. They will sign it and put it in a box located at the rear of the Exhibit Hall. This will encourage them to visit your booth. The ticket will be used for the drawing of gifts donated by the exhibitors.

We look forward to a mutually beneficial event. On the last day of our conference, the Florida PTA will have an Exhibitors Drawing. We welcome any donations from your company to make this a success. Each exhibitor's donation will be given individual recognition.

Thank you in advance for your participation and cooperation.

Sincerely,

Linda Applegate

Linda Applegate
Exhibits Chair

Sponsorship Packages

Platinum Level Sponsorship - \$10,000

Sponsor overall FPTA Event: (Convention/Leadership Conference/Legislative Conference/Program)*

Full-page recognition insert in Event Program

Company name and logo displayed on large poster/easel in Event General Session Room

Recognition from the General Session dais

¼ page black & white recognition in Convention Advance Program

Acknowledgement as Platinum Level Sponsor in FPTA Monthly Bulletin (Newsletter) and Website

2 Exhibit Booth spaces (8ft x 10ft)

One Year Subscription to the Florida PTA Bulletin

Two Meal Function Tickets

Gold Level Sponsorship - \$5,000

Sponsor one (1) of the following type events: Meal Function, Workshops, Registration Tote Bags (company name & logo on tote bag), Keynote Speaker, technology/AV equipment*.

½ page recognition insert in Event Program

Recognition from the General Session dais

Acknowledgement as Gold Level Sponsor in FPTA Monthly Bulletin and Website

1 Exhibit Booth space (8ft x 10ft)

One Year Subscription to the Florida PTA Bulletin

One Meal Function Ticket

Silver Level Sponsorship - \$2,500

Sponsor one of the following: Printing Event Program / Event Note Pad*

¼ page recognition in Event Program

Recognition from the General Session dais

Acknowledgement as Silver Level Sponsor in FPTA Monthly Bulletin and Website

1 Exhibit Booth space (8ft x 10ft)

One Year Subscription to the Florida PTA Bulletin

Bronze Level Sponsorship - \$1,000

Sponsor one of the following: Event Welcome Table (company logo on poster at table), Event Pens (Company logo on pens), Beverage Break*

Recognition in Event Program

Recognition from the General Session dais

Recognition in FPTA Bulletin

1 Exhibit Booth space (8ft x 10ft)

*For individual events, see Legislative, Leadership, Convention or Program Information Packet

**72nd Annual Florida PTA Leadership Conference
Sponsorship Commitment Form**

Company Name _____

Contact Name _____

Contact Title _____

Address _____

City _____ State _____ ZIP _____

Phone Number _____ FAX Number _____

Email Address _____

Please check below to commit to the following level of partnership:

	Platinum Level Sponsorship	\$10,000.00
	Gold Level Sponsorship	\$5,000.00
	Silver Level Sponsorship	\$2,500.00
	Bronze Level Sponsorship	\$1,000.00

Please make all checks payable to:
Florida PTA (Federal Tax ID #59-0637851)

Mail check to:
Florida PTA
1747 Orlando Central Parkway
Orlando, Florida 32809

If you have any questions regarding this form or conference sponsorships, please contact Matt Young at matt@mattyong.com or 813-267-5597.

Authorized Signature
(required)

Title

Date

**TO RECEIVE THE MAXIMUM BENEFIT OF SPONSORSHIP
PLEASE RESPOND BY JUNE 1, 2008
THANK YOU!**

Florida PTA ♦ 1747 Orlando Central Parkway ♦ Orlando, Florida 32809
Phone: 407-855-7604 ♦ Fax: 407-240-9577 ♦ Toll Free: 800-373-5782
Email: info@floridapta.org