

Florida PTA Leadership Convention Sponsor & Vendor Contract

NOTE: For the purposes of this document, the term “Vendor” is inclusive of (1) organizations or businesses that have purchased an Vendor booth, (2) organizations or businesses that are Sponsors of National PTA, Florida PTA, or the Florida PTA Leadership Convention, and (3) government agency or 501(c)(3) organizations that have been offered a complimentary Vendor booth by Florida PTA.

Pre-Convention Deadlines

Sunday, March 1, 2026	Early Registration Closes Logo Branding Due
Wednesday, April 1, 2026	Program Ads Due
Thursday, April 30, 2026	Registration Closes
Friday, May 1, 2026	Marketing Materials Due to the FLPTA State Office
Monday, May 4, 2026	Vendor COI Due
Monday, June 9, 2026	Vendor Service Kit E-Mailed
Monday, June 15, 2026	Registration Closes Vendor Attendee List Due for Badges

On-Site Vendor Schedule *SUBJECT TO CHANGE*

NOTE: Vendors must plan to have their booth open all day on Thursday, Friday, and Saturday.

Thursday, July 9, 2026

- 11:00 am - 5:00 pm Move-In and Setup
- 6:15 pm - 8:30 pm Vendor Preview Party with booths open to attendees

Friday, July 10, 2026

- 11:45 am - 3:00 pm Vendor booths open
- 4:45 pm - 7:00 pm Vendor booths open

Saturday, July 11, 2026

- 12:30 pm – 4:30 pm Vendor booths open
- 5:00 pm – 7:00 pm Vendor move out

1. AGREEMENT FOR 2026 LEADERSHIP CONVENTION SPACE

A) This constitutes an Agreement for an 10' (width) by 8' (depth) Vendor booth space. Each booth purchased includes:

- 10' (width) x 8' (tall) back drape
- 8' (depth) x 3' (height) side drape on each side
- One 6' (width) x 2' (depth) draped table with 30" tall skirting
- Two folding chairs
- One wastebasket
- One line Vendor ID sign (7" x 44")

Note: Booth space does not include storage, placement, shipment, or reshipment of Vendor materials before or after the event. Any additional items including, but not limited to, furniture, electrical service, etc., are not provided and are the direct responsibility of the Vendor. See Convention Services, page 4.

- B) Booth space is limited and is confirmed on a first-come, first-serve basis. Florida PTA has the right to use its discretion at all times in the placement of Vendors, as well as in the acceptance of Vendors. Florida PTA will make every attempt to fulfill requests but makes no guarantees, as booth assignment is largely dependent on the number of booths available when the Vendor's paid registration application is processed and product type (as not to have similar or competing Vendors side by side). Florida PTA will confirm booth location via email within 10 business days of receipt of payment.
- C) Sharing of booth space is not permitted. All Vendors must have their own booth space. Vendors may not assign or sublet any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of their business. All distribution materials must be approved by Florida PTA in advance.
- D) Canvassing or distributing advertising material outside of the assigned Vendor Hall is not permitted. All demonstrations or other promotional activities must be confined to the limits of the Vendor booth space rented. Any item(s) extending beyond the assigned space is subject to removal by Florida PTA.
- E) Use of amplified sound is not permitted without prior approval.
- F) Displays not meeting these requirements must receive prior approval from Florida PTA.
- G) Helium balloons are not permitted in the Vendor space. (Per fire code at the resort.)
- H) Vendors should not use resort bellmen for assistance in moving merchandise from vehicles to Vendor Hall, unless pre-arranged with the resort. The resort has a rollup garage door connected to the Vendor Hall. A diagram and parking information will be provided closer to the event date.

2. EVENT APP

- A) Included with each Vendor booth, is an opportunity to provide and advertise company information within our event platform/app that will be available for all registered attendees and Vendors. Florida PTA will include any or all of the information below if received by May 16, 2026:
- Organization name & logo
 - Representative name & contact information
 - Company website & social media links
 - Video link(s)
 - PDF(s)
 - Image(s)
- B) Our Event Platform/App via Eventify is available to all registered attendees and vendors

3. REGISTRATION CONFIRMATION AND SELECTION OF VENDORS

- A) Florida PTA reserves the right to decline or prohibit any Vendor which, in its judgment, is inappropriate. This reservation is all inclusive as to persons, things, printed materials, products, and conduct.
- B) Florida PTA reserves the right to decline or prohibit any Vendor who, in the sole and discretionary judgment of Florida PTA, has not fulfilled any previous contractual obligation to a unit, council, or region of Florida PTA. This reservation is all-inclusive as to changes of company names and any attempt to subvert this process.
- C) Vendors who cause or have caused Florida PTA a financial burden or harass other Vendors, Florida PTA staff, or volunteers will not be permitted at this or any future Leadership Convention.
- D) Florida PTA does not endorse or recommend the use of any specific commercial product or service pursuant to this Agreement or otherwise. The Vendor may not represent, advertise, communicate, or imply, either orally or in writing, that its products or services are approved, endorsed, or recommended by Florida PTA, without the prior written approval of Florida PTA. All space assignments, advertising, sponsorships, and other items will be on a first-come, first serve basis, unless otherwise noted. Florida PTA will confirm booth location via email within 10 business days of receipt of payment.

4. TERMS OF PAYMENT

- A) Florida PTA will not hold a booth space until payment for said space is paid in full and has cleared all banking channels. Should payment by check not clear the Vendor's

bank account, for any reason, the Vendor will pay Florida PTA an additional fee of \$50, by bank check or money order. In the event that Florida PTA declines a Vendor's registration application, the accompanying fee will be returned to the Vendor, as long as the application was received no later than **March 1, 2026**.

- B) Applications that are revoked or received after **March 1, 2026**, OR Vendors ejected for non compliance during Leadership Convention OR who vacate prior to scheduled move out (regardless of the reason) will not receive a refund.
- C) Badges are for the use of individuals who are Vendors at the event and may not be sold or used for other purposes.

5. Vendor TIMES, SCHEDULE, AND LOCATION

- A) Florida PTA will send an electronic confirmation of registration submission, then an email within ten (10) business days confirming your acceptance to Vendor.
- B) Each paid booth space will receive two (2) complimentary Vendor name badges. Badges will be provided on the day of set up. Additional badges will be available for purchase for \$20 at the Florida PTA Registration. Provide the names of ALL attending representatives to Florida PTA by June 15, 2026.
- C) Upon arrival at the resort, Vendors should report to the Florida PTA table located in the to check-in during Vendor Move In times (see page 1). Vendors must check-in with the Florida PTA representative prior to any set-up activities. Vendors must wear the Florida PTA supplied name badge while in the Convention Center.
- D) A Florida PTA representative will be in the Vendor Hall during open hours to assist Vendors. Vendors must abide by the Move Out times on page 1.

6. DISMANTLING VENDORS

VENDORS MAY NOT DISMANTLE DISPLAYS UNTIL CLOSING TIME. VendorS WHO DISMANTLE PRIOR TO CLOSING WILL INCUR A PENALTY FEE OF \$100.00 FOR EACH HOUR DISMANTLED EARLY AND WILL BE BILLED ACCORDINGLY. IN ADDITION, FLORIDA PTA RESERVES THE RIGHT TO DECLINE PARTICIPATION BY THAT Vendor AT ANY FUTURE FLORIDA PTA EVENTS.

7. CONVENTION SERVICES:

- A) Gulf Coast Expo is the official general Convention Services contractor for the event.
- B) Each registered and paid Vendor shall receive an email within 30 days of the event with a kit that will include order forms and information to secure any of the additional items below needed for your booth space(s).
- C) Drayage Freight – You MUST use this service if you are shipping materials to the event.
- D) Furniture – Additional tables, chairs, and other furniture are available for rent.
- E) Signage – All Vendors will be provided an ID sign with the name of their organization and booth number. Additional signage is available for purchase through Gulf Coast Expo. Note: When requesting services from Gulf Coast Expo a booth number is NOT required; however, booth location will be provided via email within 10 business days of receipt of payment by Florida PTA.
- F) Electrical and internet services at booth space-
An official order form for electrical and internet services will be included in the Service Kit that will be provided for by Gulf Coast Expo
- G) When requesting services from Gulf Coast Expo a booth number is NOT required; however, booth location will be provided via email within 10 business days of receipt of payment by Florida PTA.

General Convention Services Contractor:

Gulf Coast Expo
Betsy Pynes
Phone: 813-915-8066
Fax: 813-319-0619
Email: Betsy@[gulfcoastexpo.com](mailto:Betsy@gulfcoastexpo.com)

8. HOTEL ACCOMMODATIONS

- A) The Florida PTA Leadership Convention is hosted by the Omni Orlando Resort at ChampionsGate. Hotel accommodations can be made directly through the link included in the registration acceptance confirmation email. Due to the location and popular demand of this resort, hotel reservations are now open so attendees and Vendors can reserve their room(s).
- B) Florida PTA and the Omni Orlando Resort at ChampionsGate shall not be responsible for any loss, damage, or injury to the Vendor company, its employees, or property for any cause whatsoever prior to the period covered in the Agreement and, upon signing the Agreement, Vendor expressly releases Florida PTA and the Omni Orlando Resort at ChampionsGate 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 Vendor area during the hours it is closed to the attendees and Vendors.

9. INSURANCE REQUIREMENTS

Vendors are required to provide an annual Certificate of Liability Insurance, Additional Insured Endorsement, or an Indemnity and Waiver Agreement by May 1, 2026 and provide such evidence when acting as a Vendor at any Florida PTA function. For questions, please email Executive.Director@floridapta.org.

10. CARE OF BUILDING AND EQUIPMENT

- A) Vendors, or their agents, shall not injure or deface the walls, floors, booth, or the equipment of booths. Vendors will not paste, tack, nail, screw, or otherwise fasten to partitions, walls, floors, or other parts of the building or furniture.
- B) Any activity scheduled outside these areas must be PRE-APPROVED, in writing, with the Florida PTA President to ensure that activities will not be in conflict with scheduled PTA activities. The President of Florida PTA is the only person authorized to approve any outside activities. Emails regarding additional activities should be sent to president@floridapta.org.

11. FIRE, SAFETY, AND HEALTH

The Vendor assumes all responsibility for compliance with all county, city, and state ordinances and regulations including those covering fire, safety, and health. Flammable or other dangerous fluids, substances, materials, equipment, or other items — the use of which is in violation of city, county, or state laws or regulations — may not be used in any booth. Fire extinguisher equipment shall not be covered or obstructed in any manner. All aisles and exits must be kept clear at all times.

SMOKING (including electronic cigarettes) IN THE VENDOR HALL IS STRICTLY PROHIBITED.

12. FOOD, BEVERAGES, AND SAMPLES

- A) The resort has stipulations in Florida PTA's contract that prohibit distribution of some food and beverage items that may compete with the resort venue sales. Email Executive.Director@floridapta.org if you plan to provide free food or beverage samples from your Vendor booth area. Food and beverage samples must be approved by the Florida PTA President, and Vendors must provide a separate COI to the Omni Orlando Resort at ChampionsGate. Ingredient labels should be available upon request for all food and beverage items for those that may have allergy concerns.

B) ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE VENDOR SPACE AT ANY

**TIME, EXCEPT FOR ITEMS PURCHASED FROM THE RESORT CASH BAR
DURING FLORIDA PTA HOSTED EVENTS IN THE VENDOR HALL.**

C) Florida PTA expects that all Vendors will remain professional.

13. TRADEMARK

"PTA" and "Florida PTA" are registered trademarks of National PTA and Florida PTA and may not be used as part of any promotions or promotional material without the express written consent of the appropriate entity.

14. SALE OF PRODUCTS WITH PTA LOGO

A Vendor may NOT use any PTA logo on products offered for sale or as a giveaway without the prior written consent of the Florida PTA President. If such consent is given, it shall be limited to the sale of such products or giveaways during the Leadership Convention. Products with the Florida PTA or National PTA logo may not be sold elsewhere without the prior approval of Florida PTA or National PTA respectively.

15. CANCELLATION POLICY

A refund will be processed only if cancellation is requested in writing to Florida PTA, by June 9, 2026 at 5 PM. Florida PTA will refund to the Vendor the payment received, less a \$100.00 non-refundable space deposit/cancellation fee. There will be no refunds, under any circumstances, if a written cancellation request is received by Florida PTA after 5 PM on June 9, 2026.

16. CATASTROPHE

In the event of war, fire, strike, government regulation, public catastrophe, pandemic, act of God, or other event causing the show, or any part thereof, from being held or canceled by Florida PTA, Florida PTA shall determine any refund to the applicants. The Vendor's proportionate share of the balance of the aggregate Vendor fees received that remains after deducting all show-related fees, costs, and expenses may be refunded. In no case will the amount of the refund to the applicant exceed the amount of the space rental fee paid.

17. PHOTOGRAPHY RELEASE, VIDEO AND AUDIO RECORDING

- A) By registering for or attending the Florida PTA Leadership Convention, you hereby grant and assign Florida PTA and its legal representatives the irrevocable and unrestricted right to use and publish for editorial, trade, advertising, or any other purpose and in any manner and medium-including website and internet promotion-all photographic, video, and digital images of you and your guests taken while in attendance at the Florida PTA Leadership Convention. By registering for and attending the Florida PTA Leadership Convention, you hereby release Florida PTA and its legal representatives from all claims and liability relating to said photographs, videos, and digital image unless written consent is obtained prior to the activity commencing. Use of photographs, videos, or audio recordings after the end of the

Florida PTA Leadership Convention is subject to the consent and approval of Florida PTA.

- B) Vendors are NOT to photograph, videotape, or audio record any attendee or PTA-sponsored event during the Florida PTA Leadership Convention. This includes any type of photo booth set up by a Vendor with the exception of Vendors under agreement with Florida PTA to provide photo booth services to attendees.

18. COMPETING EVENTS

All competing events including social events, hospitality suites, enticements, demonstrations, or displays away from the Vendor Hall during the Florida PTA Leadership Convention are prohibited.

19. CHILDREN OF VENDORS

Vendors must make arrangements for their children. All children are required to have a name badge. Please do not leave children unattended or allow them to leave the Vendor Hall unaccompanied.

20. VENDOR DRAWINGS, SCHOLARSHIP BASKETS AND OTHER GIVEAWAYS

- A) Vendors are encouraged to donate products, baskets, etc. for Florida PTA's Door Prize Drawing. To enter this drawing, attendees must visit a minimum number of Vendor booths and have their card signed or stamped. Prize winners will be directed to the Vendor's booth to pick up their prizes.
- B) Vendors may also donate items to the Scholarship Basket Fundraiser. Vendors may offer their own door prizes; all such prizes must be distributed by the Vendor at their own booth. Distribution of alcohol, other than in a Scholarship Basket, is prohibited.
- C) Details of Vendor game(s) for attendee participation shall be available upon request after May 1, 2026 by emailing Executive.Director@FloridaPTA.org

21. ATTENDANCE

Florida PTA has the right to limit the number of attendees at the convention and in all convention spaces.

Print Company Name

Authorized Representative Signature

Date