

CALIFORNIA STATE PTA

Convention 24

MAY 3 - 5, 2024 | ONTARIO, CA

Exhibitor Prospectus

Welcome

As the President of the California State PTA, I'm delighted to invite you to our 2024 California State PTA Convention. This exceptional gathering serves as a hub for innovation, collaboration, and advocacy for children's education and well-being.

Your involvement as an exhibitor or sponsor presents a unique opportunity. Connect with passionate educators, parents, and community leaders who are deeply committed to the welfare of our children. Your presence will enrich the convention offerings and directly contribute to fostering a brighter future for our children.

We've curated a range of exhibit and sponsorship opportunities to best suit your organization's objectives best, all designed to maximize engagement and exposure. This year, we've introduced interactive activities like the Exhibitor Scavenger Hunt to create a dynamic and engaging experience for all.

The convention isn't just an event; it's a community. Being a part of this experience means aligning with a vision that goes beyond the walls of the Ontario Convention Center, reaching into the hearts and homes of families across California.

We would be honored to have you join us in this meaningful journey.



Shereen Walter

President

California State PTA



California State
PTA
everychild.onevoice.®



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Quick Reference Guide

THE EXHIBITOR APPLICATION PROCESS OPENS JANUARY 3, 2024 ONLINE AT [CAPTA.ORG/EXHIBITOR](https://capta.org/exhibitor).

(Exhibitor registration is open from January 3 through March 31, 2024.)

KEY DEADLINES DATES & LINKS

- PTA Webpage for Exhibitors: capta.org/exhibitor
- Exhibitor Registration Open: January 3rd, 2024 through March 31, 2024
- Online Application Link: capta.org/exhibitor
- Vendor Insurance Due: March 31, 2024
- Vendor Payment-in-Full Due: Upon completion of online registration
- Accommodations/Housing Reservations Open: March 2024
- Exhibitor Set-up: May 2, 2024, 9 am – 3 pm
- Mandatory Exhibitor Briefing: May 2, 2024, 3 – 3:45 pm (in the Exhibit Hall)
- Exhibit Dismantling: May 3 or 4, 2024, after 3 pm (must be out by 7 pm)
- Cancellation Request Deadline: There are no refunds upon cancellation by an exhibitor



Booths

BOOTH PRICING FOR EXHIBITORS:

Early Bird prices until February 29, 2024

Booth Type	Fee
Corner	\$ 1,400
Standard	\$ 1,250

Regular Prices March 1st thru March 31st, 2024

Booth Type	Fee
Corner	\$ 1,650
Standard	\$ 1,500



PACKAGES INCLUDE:

All booths include: Back and side rail draping, two chairs, one table, table cover, basic sign and trash can. Each booth includes two staff registrations at no charge. If you are interested in carpeting for a booth, please contact Tricord at pfianna@tricord.net. Also included is access to the Exhibitor Lounge in the exhibit hall with complimentary water, coffee and tea.

The California State PTA Convention 2024 is offering Exhibitors the following options:

- **Full Exhibit Hall Access:** 2.5 days of exhibit hall display time with a total of 16 hours of time to interact with our delegates. You will have access to our delegates from Thursday 4 pm to 7 pm and Friday and Saturday from 8:00 am to 2:30 pm. This option allows you to select your booth location (corner or standard) when you sign up and pay your registration fees. The expectation is that your booth will be fully operational the entire Exhibit hall operating hours.
- **Part-Time Exhibit Hall Access:** 1.5 days of exhibit hall display time, with a total of 9.5 hours of time to interact with our delegates. You will have access to our delegates from Thursday 4 pm to 7 pm and Friday from 8:00 am to 2:30 pm. Clean up/break down will start after 3:30 pm on Friday. You will be assigned a booth, either corner or standard, based on the registration fee you pay. The expectation is that your booth will be fully operational the entire Exhibit hall operating hours.

The exhibit booth fee is the same for either part-time or full-time access. The early bird pricing is available to exhibitors that register before February 29th.

All Exhibitor set-up must be done on Thursday, May 2nd by 3 pm in order to be ready for our delegates to attend the Exhibitor Hall Opening.

Additional Information

SERVICE KIT

For the Convention Service Kit or any additional items including booth carpeting, please contact TriCord at pfianna@tricord.net. They will also be contacting exhibitors directly in late-January or once registered.

Note: Any applicable facility, union or TriCord work rules that may necessitate additional fees will be the responsibility of the Exhibitor.

LEAD RETRIEVAL DEVICE RENTALS (LRD):

Lead retrieval information will follow.

ELECTRICITY (UTILITY SERVICES):

All exhibitors lighting and electrical must be turned off during non-operating hours. Please contact Tricord for all utility services at pfianna@tricord.net.

CONVENTION MOBILE APP:

Exhibitors will have access to a mobile phone app they can use to navigate the exhibit hall map and get general information about the convention. The convention app typically launches a week before the convention starts

EXHIBITOR SCAVENGER HUNT:

This year we are encouraging more foot traffic to your booths by asking exhibitors to participate in an exhibit hall scavenger hunt. Participation is not mandatory, but interested exhibitors should bring a door prize with a minimum value of \$25. Sign up to participate during your online registration process. Door prizes will be collected from enrollees during exhibitor registration check-in onsite at convention.

INTERNET NEEDS:

For technology needs including the internet, please refer to the Ontario Convention Center Exhibitor Ordering Guide.



Sponsorship Opportunities

The California State PTA Annual Convention is the premier place to connect with thousands of parents and PTA leaders throughout the state. Your generous contribution and participation enables us to provide convention participants with top-quality training and networking experiences. It also helps you connect directly with thousands of dedicated volunteer parents who serve as members and leaders in their local communities.

JOIN US AS A SPONSOR AND MAXIMIZE YOUR IMPACT AT THE CALIFORNIA STATE PTA CONVENTION!

Visibility: By sponsoring, your brand will gain extensive exposure to a diverse and influential audience. From parents and educators to community leaders, your message will resonate with those who are deeply invested in our children's future.

Tailored Packages: We offer a range of sponsorship packages, from event underwriting to branding opportunities in our convention materials, ensuring that there is a perfect fit for every budget and marketing goal.

Engagement and Networking: Our convention serves as a fertile ground for networking and establishing meaningful connections. As a sponsor, you will have direct access to key stakeholders who share your commitment to education and child welfare.

Community Impact: Your sponsorship signifies a commitment to the broader community. By contributing to the California State PTA Convention, you are directly supporting our mission of bettering the educational landscape for children across the state.

Exclusive Benefits: Enjoy a host of benefits exclusive to our sponsors, including priority booth placement, special mentions in our communications, and opportunities to present.

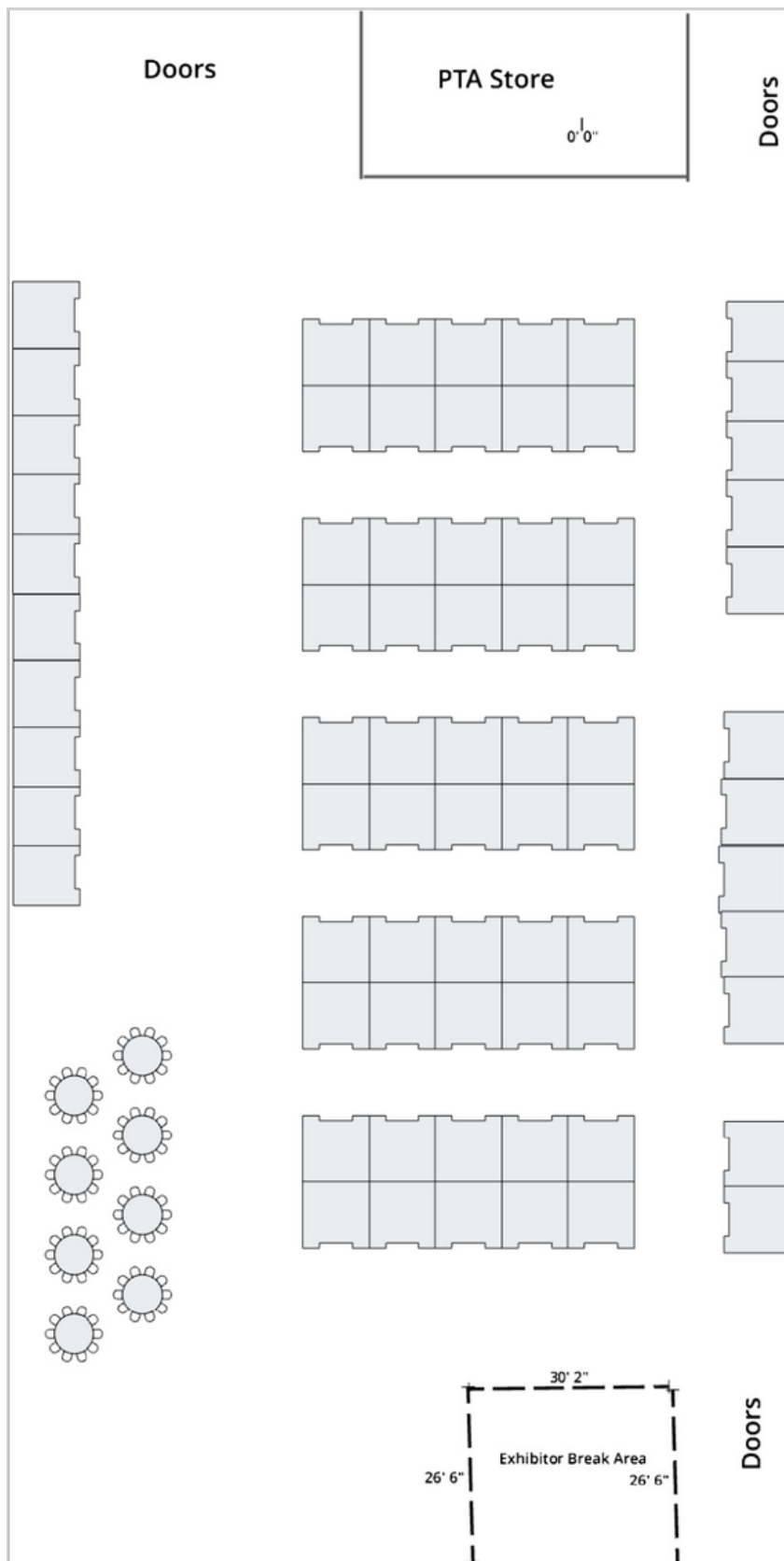
Becoming a sponsor at the 2024 California State PTA Convention is more than just a marketing opportunity—it's a chance to forge meaningful relationships and make a lasting impact on the lives of children and families.

We invite you to explore these opportunities and consider aligning your brand with a cause that resonates with hearts and homes across California. Our team is available to discuss a tailored sponsorship package that perfectly aligns with your objective. For a detailed list of packages at each level, visit capta.org/conventionsponsorships or email resourcedevelopment@capta.org for more information.



BECOME A SPONSOR TODAY!

Exhibit Hall Information



The exhibit hall, general meetings and all workshops will be held at the Ontario Convention Center at 2000 E Convention Center Way, Ontario, CA 91764. View the full site map online at capta.org/exhibitor.

Note: Booths are 10' x 10'; all aisles are noted.

How to Apply

TO GET THE BEST BOOTH LOCATION, BE SURE TO REGISTER ONLINE EARLY!

Exhibitor registration is not available onsite.

Online registration is open from **January 3rd, 2024** through **March 31, 2024**. Apply online at capta.org/exhibitor.

Login: After initial registration, you will receive a confirmation email that includes your login registration email and your confirmation number.

Payment: Credit card only

View the floor plan for exhibitor booths on the California State PTA website at capta.org/exhibitor.

You can make changes online to your exhibitor profile using the email used when registering and your confirmation number included in your confirmation email.
(Updates can be made online until March 31, 2024.)

Note: Booth confirmation is sent via email to the contact person's email address used when completing registration in the registration system.

**EXHIBITOR REGISTRATIONS ACCEPTED ONLINE FROM
JANUARY 3 THROUGH MARCH 31, 2024 AT
[CAPTA.ORG/EXHIBITOR](https://capta.org/exhibitor).**



Vendor Insurance

VENDOR INSURANCE IS DUE BY MARCH 31, 2024

If the below insurance information is not received by the due date, you will not be allowed to be an exhibitor at the convention and you will not receive a refund for any fees paid.

Required vendor insurance information:

1. **Certificate of Insurance** naming California State PTA as the certificate holder and additional insured with the following language:

"California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers."

Note: Workers compensation MUST be included if you have employees working at the event.

2. **Additional Insured Endorsement** CG 20 26 07 04 – listing the following additional insured:
California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers.

c/o **AIM Association Insurance Management**
12221 Merit Drive Suite 1670
Dallas, TX 75241

3. **Hold Harmless Agreement** – Completed and signed by the vendor (attached)

*Note: Please do not reference the convention or put dates of convention on the certificate.
We want your business to work with the PTA all year, not just at convention.*

Upload above required documentation only to online registration. Sample insurance documents are included in this prospectus on subsequent pages.

Note: The highlighted wording found in the samples on the subsequent pages call out specific requirements needed.

Questions about how to fill out insurance documents?

Contact the California State PTA insurance broker Donovan Drake at AIM Association Insurance Management Inc. at capta@aim-companies.com or call (214) 390-4083.

Questions about approval of insurance documents?

Contact California State PTA Exhibit Chairperson Vandana Kaushal at vkaushal@capta.org or (408) 396-2524.

Note: Booth selection is guaranteed when online registration is submitted and required documents are approved by the Exhibit Chairperson and the insurance broker.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Producer Name Address Phone Number		CONTACT NAME: Vendor's Agent PHONE (A/C, No, Ext): 555-555-5555 FAX (A/C, No): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:	
INSURED Vendors Name & Address SAMPLE FOR VENDOR'S INSURANCE AGENT		INSURER(S) AFFORDING COVERAGE INSURER A : Insurance Company INSURER B : Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :	NAIC # 9999 9999

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	Policy Number	dates must be current at event		EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		Policy Number	dates must be current at event		COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	Policy Number	dates must be current at event		<input checked="" type="checkbox"/> WORK STATUS-TORY LIMITS E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) California State PTA, all units, councils and districts of the California State PTA and all of their officers, directors, members and Volunteers are named as Additional Insured per the attached Additional Insured endorsement.						

CERTIFICATE HOLDER California State PTA c/o AIM Association Insurance Management 12221 Merit Dr., Ste 1670 Dallas, TX 75215 *****or***** Unit's Address - for Specific Event	CANCELLATION 10 Days for Non-Payment SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature
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POLICY NUMBER: policy # here

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p>
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<p>California State PTA, all units, councils and districts of the California State PTA and all of their officers, directors, members and Volunteers are named as Additional Insured per the attached Additional Insured endorsement.</p>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
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Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



The California State PTA insurance does not cover vendors/concessionaires/service providers. Consequently, all vendors/concessionaires/service providers are required to provide Evidence of Insurance to each PTA unless annual Evidence of Insurance has been filed with the California State PTA Insurance Broker.

HOLD HARMLESS AGREEMENT

FOR PTA FUND RAISING 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 vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and includes Bodily Injury, Property Damage, Personal Injury and Products Liability if applicable.
- (c) Automobile Liability Insurance: Required only if you are providing transportation (e.g., limousine or bus service) at a PTA event. \$5,000,000 limit required. \$1,500,000 for Limo's with 15 or less passengers. Limousines must be school bus certified if over 10 students per AB830. Other Autos at \$1M (including Food Trucks).

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 prior to beginning the work.

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

The California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs 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 vendor/concessionaire/service provider)

I/We _____
(vendor/concessionaire/ service provider) agree(s) to defend and to indemnify and hold harmless, the California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all of their officers, directors, members and volunteers with respect to my/our liability for "bodily injury," "property damage" or "personal and advertising injury" to the extent caused by my/our acts or omissions or for the acts or omissions of those acting on my/our behalf:

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

Unless caused by the negligence of the California State PTA, unit, council or district PTAs.

NOTE: The terms and conditions of this agreement shall apply with respect to Vendor's/Concessionaire's/Service Provider's operations for any unit, council, district or State PTA in California.

PRINT NAME OF ENTITY: _____

DATE: _____ SIGNED: _____

(Vendor/Concessionaire/Service Provider)

PRINT NAME: _____ TITLE: _____

Accommodations

HOST HOTEL IN ONTARIO:

DoubleTree by Hilton
222 N Vineyard Ave
Ontario, CA 91764

Rate: \$179
Self-Parking: \$15 per day with in/out privileges
For questions call: (909) 937-0900



RESERVATIONS:

Hotel reservations can be made online at capta.org/convention.

What You Need to Know:

1. Housing reservations will open in March 2024;
2. The DoubleTree by Hilton group reservation rate is available online until Friday, April 5, 2024
3. After deadline dates above, reservations must be made directly with the hotels and are subject to availability and price increase;
4. Have a credit card available to reserve your room;
5. Payment is made directly to the hotel at the end of your hotel stay April 5, 2024
6. Expect the hotel to require payment by credit card or cash only.



Exhibitor Information

Register and upload your online registration materials no later than **March 31, 2024**, to be included in the exhibitor listing in the delegate registration materials:

- Registration (online only);
- Certificate of Liability Insurance – upload during registration;
- Additional Insured Endorsement – upload during registration;
- Hold Harmless Agreement – upload during registration;
- Food permit information, if applicable – upload during registration;
- Seller's permit, if applicable – upload during registration.

Questions about the above insurance or hold harmless? Contact the California State PTA insurance broker Donovan Drake at AIM at capta@aim-companies.com or call (214) 390-4083.

Questions about the above permits? Contact the California State PTA Exhibitor Chairperson Vanda Kaushal at vkaushal@capta.org or (408) 396-2524.

MANDATORY EXHIBITOR BRIEFING:

Exhibit Hall | May 2, 2024, at 3:00 – 3:45 pm

- Receive up-to-date information about convention;
- Pick up your name badges (badges are printed with staff and company name and must be worn at all times);
- Pick up tote bag with program and lanyard.

All exhibitors (staff included) must sign in/register with the Exhibit Chairperson in the Exhibit Hall. A fee of \$35 will be charged for replacing lost badges.

EXHIBIT SET UP SCHEDULE:

Exhibit Hall | Thursday, May 2, 2024 from 9:00 am – 3:00 pm (must be ready by 3:00 pm)

Please contact California State PTA Exhibit Chairperson Vandana Kaushal at vkaushal@capta.org for extenuating installation needs.

EXHIBIT HALL HOURS (SUBJECT TO CHANGE):

Thursday, May 2, 2024, 4:00 – 7:00 pm

Friday, May 3, 2024, 8:00 am–2:30 pm

Saturday, May 4, 2024, 8:00 am– 2:30 pm

EXHIBIT DISMANTLING SCHEDULE:

Part Time Exhibit Hall Access: Friday, May 3, 2024, after 3:00 pm (must be out by 7:00 pm)

Full Time Exhibit Hall Access: Saturday, May 4, 2024, after 3:00 pm (must be out by 7:00 pm)

All exhibitor items must be removed by the 7:00 pm deadline.

HOSPITALITY ROOM/OPEN HOUSE PROHIBITED:

Hosting a hospitality room or open house during convention general meeting times is prohibited.

Policies & Procedures

TriCord is the official show management group for the 2024 California State PTA Convention.

1. **SMOKING:** Smoking in the convention center is strictly prohibited.
2. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are not permitted in the Exhibit Hall at any time.
3. **FOOD SAMPLES:** Exhibitors may dispense refreshments/samples from their booth. Liquids may not exceed 2 ounces and food may not exceed 1 ounce. The attached form must be completed and returned to the convention center no later than 2 weeks before the convention (see Attachment 1).
4. **COMPLIANCE WITH LAWS AND REGULATIONS:** Participants shall comply with all federal, state and local laws, ordinances and regulations now or hereafter in effect, and obtain all permits and licenses, bonds and insurance required and comply with rules and regulations regarding use of the facility established by the convention center director, as amended from time to time, and with the instructions of convention center director or authorized city employees.
5. **CONTRACT FOR SPACE:**
 - a) Must apply online and submit full payment at the time of registration;
 - b) Exhibitors must follow all rules regarding selling items and/or distribution of food;
 - c) Exhibitors are contracted for the assigned space when all rental fees have been paid in full, and all required documents provided to and accepted by the California State PTA. This constitutes a contract for the right to use of the exhibit space;
 - d) Booth space is assigned on a first-come, first-served basis, upon California State PTA approval;
 - e) All exhibitors must have their own booth space – no sharing booth space;
 - f) All demonstrations or other promotional activities must be confined within the limits of the exhibit booth;
 - g) The exhibitor shall not display or place any product sign, partition, apparatus, shelving or other construction which extends more than eight (8) feet above the floor or more than four feet in depth from the back wall;
 - h) Exhibitors occupying both end spaces of a row MAY NOT extend back display greater than four feet from either side of center line of booth;
 - i) Helium balloons are not permitted in the exhibit hall;
 - j) No interference with the lighting or view of other exhibitors is permitted;
 - k) The California State PTA and fire marshal will walk through the exhibit hall prior to opening for a safety check;
 - l) California State PTA reserves the right to prohibit any materials from being displayed;
 - m) Any space not claimed or occupied by 3 pm (PST) on May 3, 2024, is forfeited without refund of rental paid;
 - n) The exhibitor expressly agrees not to dismantle the exhibit or start packing before the final closing hour of the exhibit hall at 2 pm on May 3 or 4 2024;

- o) Exhibiting company name or owner change must be forwarded immediately to California State PTA;
- p) Registrations will not be accepted after March 31, 2024 at midnight (PST);
- q) California State PTA shall be entitled to close an exhibit at any time for failure by any participant or any of its officers, agents, employees or other representatives to perform, meet or observe any term or condition set forth herein, and such participant shall not be entitled to a refund of any part of any fee for any consequential losses.

6. **SELECTION OF EXHIBITORS**

- a) California State PTA reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate. This reservation is all-inclusive as to persons, things, printed matter, products and conduct;
- b) Exhibitors who cause or caused California State PTA a financial burden or harass other exhibitors, attendees, California State PTA employees, or volunteers will not be permitted to exhibit at this or any future conventions.

7. **RESTRICTION IN OPERATION OF EXHIBITS:**

- a) California State PTA reserves the right to judge the noise level emitted by any exhibitor's sound-making devices at any time during the convention and may require the volume be lowered or silenced. California State PTA will not reasonably withhold permission for sound making devices if the volume is judged to be within acceptable limits. California State PTA may also prohibit or evict any exhibitor, which in the discretion and judgment detract from the general character of the exhibit as a whole;
- b) In the event of such restriction or eviction, California State PTA is not liable for any refunds of rental or other exhibit expense or for any consequential losses;
- c) Sideshow tactics and lotteries are prohibited;
- d) Drawings may be held provided an exchange of money is not involved.

8. **EXHIBITING:**

- a) All exhibitors must have a valid business license and have the number available upon request in their exhibit booth;
- b) Exhibitors are responsible to secure permission for the use of any copyright or trademark materials displayed or sold. The acronym "PTA," "CAPTA," "CA State PTA" or name "California State PTA" may not be utilized in any exhibitor materials;
- c) The exhibit must be staffed at all times. No more than five staff members will be allowed per exhibit booth at any one time.

9. **CATASTROPHE:** If, in the event of war, terrorism, fire, power outage, earthquake, strike, government regulations, public catastrophe, act of God or the public enemy, or other cause, the convention or any part thereof is prevented from being held, or is canceled by California State PTA, California State PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by California State PTA and reasonable compensation to California State PTA, but in no case shall the amount of refund to the applicant exceeds the amount of the exhibit fee paid.

10. **CARE OF BUILDING AND EQUIPMENT:** Exhibitor is liable for any damage occurring from injury or defacing of the walls or floors of the building, the booths, or the equipment of the booths, caused by the exhibitor or their agents.

11. **FIRE SAFETY AND HEALTH:** The exhibitor assumes all responsibility for compliance with all 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. The exhibitor must use flame-resistant decorative materials. Fire extinguisher equipment shall not be covered or obstructed in any manner. All aisles and exits must be kept clear at all times.

12. **IRREGULAR CANVASSING AND/OR ACTIVITIES BEYOND EXHIBITOR'S SPACE:** Distribution of materials may be made only within the booth assigned to the exhibitor presenting such material. Non-exhibiting firms are not permitted to canvas, solicit, hold workshops or distribute literature or other promotion devices during the convention.

13. **LIABILITY AND INSURANCE:**

a) Neither California State PTA nor the Convention Center, nor the management or any officers or staff member of either, are responsible for the safety of the property of the exhibitors from theft, damage by fire, accident or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display material from the time it leaves the exhibitor's premises until its return. Neither California State PTA nor Convention Center management, nor any of their officers, agents, employees or other representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for all damage, loss, harm or injury to the person or any property of the exhibitor and of all of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause, and neither California State PTA nor the Convention Center will obtain insurance against any such damage, loss, harm or injury. Exhibitors are required to provide Certificate of Liability insurance, Additional Insured Endorsement and Hold Harmless Agreement with their registration/application/contract if not on the Approved Vendor List with an expiration date that falls after the last day of this year's California State PTA Annual Convention (list available at: capta.org/Leaders/Insurance/);

b) Registration/application/contract and payment, are non-refundable for any reason other than that specified in the Cancellation Policy identified in section 20 below, including when correct exhibitor insurance is not submitted. If the exhibitor has already filed its annual insurance with the California State PTA insurance broker, and therefore, is on the Approved Vendor List with an expiration date that falls after the last day of this year's California State PTA Annual Convention (list available at: capta.org/Leaders/Insurance/), then a separate annual Certificate of Liability Insurance and Additional Insured Endorsement need not be submitted for the convention. In addition, if the exhibitor files its certificate showing the annual term of coverage with the California State PTA insurance broker, the exhibitor does not need to file separately with any individual unit, council or district PTA during the term of the annual insurance certificate for individual events.

Proof of Insurance does NOT constitute an endorsement by California State PTA. (See sample Certificate of Liability Insurance, Additional Insured Endorsement and Hold Harmless Agreement forms.) The Additional Insured Endorsement attached to the Certificate of Liability Insurance must name as additional insured: "California State PTA, all units, councils, and districts of the California State PTA and all of their officers, directors, members, and volunteers are named as Additional Insured per the Additional Insured Endorsement";

c) Comprehensive General Liability policy must be for a minimum of \$1,000,000 combined single limit and cover, among other risks, the contractual liability assumed by exhibitor, personal injury coverage, premises liability coverage and products liability if exhibitor is providing a product or products. The certificate must allow for a 30-day notice of cancellation to the PTA. For additional information or clarification, please contact AIM Association Insurance Management Inc. (For contact information, see Page 9.)

14. **INDEMNIFICATION:**

a) The applicant hereby agrees to indemnify, defend and protect the California State PTA and Convention Center management against, and hold and save the California State PTA and Convention Center management harmless from, any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss to property, or from any damage, loss, harm or injury to the person or any property of the applicant of any of its officers, agents, employees or other representatives;

b) Exhibitors are required to have insurance in the event their operations cause injury to anyone. California State PTA has insurance to cover the California State PTA and its unit, council, and district PTAs if they are the cause of an injury.

15. **WORKERS' COMPENSATION INSURANCE:** By entering into the registration/application/contract, the exhibitor applicant certifies it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability of workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and certifies it will comply with such provisions before commencing any activities in connection with this registration/ application/ contract.

16. **LIVE ANIMALS:** Animals may not be brought into the Convention Center unless they are properly licensed and registered as a lawful service animal.

17. **PUBLIC SAFETY:** Conduct activities with full regard to public safety. Observe and abide by all applicable regulations now in effect or as amended or promulgated from time to time, and requested by city and duly authorized governmental agencies responsible for public safety.

18. **PHOTOGRAPHY, VIDEO AND AUDIO SOUND DEVICES:**

- a) No photography, videotaping, or audio recording of any delegate, participant or PTA sponsored event unless written consent is obtained prior to convention activities commencing;
- b) Use of photographs, videos, or audio recordings after the end of the California State PTA Annual Convention is subject to consent and approval by California State PTA;
- c) All sound-making equipment shall be operated at a level which will not interfere with other exhibitors;
- d) By registering for and attending the California State PTA Annual Convention, you hereby grant and assign California State PTA and its legal representatives the irrevocable and unrestricted right to use and publish all photographic, audio, video and digital images of you and your guests (including minors) taken while in attendance at the California State PTA Annual Convention for editorial, trade, advertising or any other purpose and in any manner and medium, including website and internet promotion. By registering for or attending the California State PTA Annual Convention you hereby release California State PTA and its legal representatives from all claims and liability to said photographs, audio, video and digital images.

19. **TEXTING:** Exhibitors may NOT text any delegate or participant during workshop or general meeting time frames.

20. **CANCELLATION POLICY:** There are no refunds upon cancellation by an exhibitor.

21. **COVID-19 POLICY:**

Note: the most current COVID-19 Policy for the 2024 Convention can be found [on our website](#).



Past Exhibitors

2023 CONVENTION EXHIBITORS

99Pledges	Discord	ReConnect
AIM Insurance	Dr. Homework	Rethink Yearbooks
Airdri	Eclectic Printing & Design	ScholarShare Investment Board
Alexander Neville Foundation	Ed100/Full Circle Fund	School Apptitude
All American Fundraising	Epulse	School Portraits by Adams
Apex Leadership	Farm Fresh to You	Photography, Inc.
Booster Enterprises	FutureFund	Second Innings LLC
California Athletic Trainers	Get Movin' Fundraising	See's Candies
Association	Grand Canyon University	SkyOne Federal Credit Union
California Music Educators	Green Actioneers	Sock Concepts
Association	Impact Teen Drivers	SoundMind Corporation
California State Library	Learn & Burn Coaching and	SpiritHero.com
California State PTA - School Smarts	Consulting, Inc.	Sudden Impact
Cheddar Up	Mier's Ice Cream Co.	The Cheesecake Factory Bakery
Chuck E. Cheese	Mrs. Field's Fundraising	Fundraising
College Prep Consulting	MVW Graphic Enterprises, INC	The Fundraising Company
Cvent Test Account	myPTEZ	
Digital Tax LLC	Orbiter Lap Counter	

2022 CONVENTION EXHIBITORS

360 Planner	Chuck E. Cheese	Mrs. Fields Fundraising/Fundraising
99Pledges	Eagl Technology	Manager
All American Fundraising	Express Tees	CSM - MyPTEZ
Allschool	Farm Fresh To You	School Portraits by Adams Photography
Aquarium of the Pacific	Fundraisers	SkyOne Federal Credit Union
Art Specialties	FunEx	Sock Concepts LLC
Association Insurance Management (AIM)	Gateway Fund Raising	SpiritHero.com
Audio Resource Group	Service	The NED Shows
Automobile Club of Southern California	Get Movin' Fundraising	The Ocean Adventure
California Music Educators Association	Green Actioneers	Tutorly Inc
Cards That Give Back	Impact Teen Drivers	UC Scout
Cheddar Up	Mier's Ice Cream Co.	Ultra Fun Run, Inc.

2019 CONVENTION EXHIBITORS

#ICANHELP	Full Spectrum Educational	School Apptitude
6crickets	Services	School Life, a division of ImageStuff
99Pledges	Fun Services	School Smarts Parent Engagement
Angel Bins Fundraising	Gateway Fund Raising Service	Program
Apex Leadership Company	Get Movin' Fundraising	Schoolze, In
Aquarium of the Pacific	Inspira, Inc	SDI Innovations
Association Insurance Management (AIM)	Lifetouch	See's Candies
Book Source	McDonald's	Signature/Cooper Fundraising
California Teachers Association	Medical Data Carrier	Simple Fund Inc
Code For Fun	Fields Fundraising	Spirit Sox USA, LLC
Comcast	Panda Express	SpiritwearHero.com
Dave Bang Assoc, Inc	Pro-Lite, Inc	The Bottle Stand
Deanan Gourmet Popcorn	PTEZ	The Ocean Adventure
Do Good. Be Kind.	Rich's Ice Cream	USAgain
Emerald Bay Outdoor Academy	Safe Rx	USTA Northern California
ExpressTees.com / Graphic Tees, Inc	SandCrafters	World's Finest Chocolate
Follett Book Fairs	Scholastic Book Fairs	

Additional Disclosures

AUDIO AND PHOTOGRAPHY RELEASE

By registering for and/or attending the California State PTA Annual Convention, you hereby grant and assign California State 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, audio, video and digital images of you and your guests taken while in attendance at the California State PTA Annual Convention. By registering for and/or attending the California State PTA Annual Convention you hereby release California State PTA and its legal representatives from all claims and liability relating to said photographs, audio, video and digital images.

PHOTOGRAPHY, VIDEO AND AUDIO RECORDING

Exhibitors may NOT photograph, videotape or audio record any delegate, participant or PTA sponsored event during the California State PTA Annual Convention unless written consent is obtained prior to Convention activities commencing. Use of photographs, videos or audio recordings after the end of the California State PTA Annual Convention is subject to consent and approval by California State PTA. Exhibitors may NOT text any delegate or participant to come to the exhibit hall during workshops or general meetings.



Contact Information

CALIFORNIA STATE PTA EXHIBIT CHAIRPERSON

Vandana Kaushal

2327 L Street

Sacramento, CA 95816

exhibitors@capta.org | Phone: (408) 396-2524

REGISTRATION COMPANY

CVENT, Inc.

1765 Greensboro Station Place, 7th Floor

Tysons Corner, VA 22102

CALIFORNIA STATE PTA INSURANCE BROKER

AIM Association Insurance Management Inc.

Contact: Donovan Drake

capta@aim-companies.com | (214) 390-4083

(for insurance questions only)

SHOW DECORATOR

TriCord

738 Neeson Rd. Marina, CA 93933

Tricord.net | (831) 883-8686



SEE YOU IN Ontario!



CALIFORNIA STATE PTA

Convention24

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