California State PTA

2019 REGIONAL LEADERSHIP CONFERENCES

Exhibitor Prospectus

CENTRAL: August 24, 2019
Tulare County Office of Education
6200 S. Mooney Blvd.
Visalia, CA 93277
Exhibitor Application Deadline: August 14, 2019

SOUTHERN: September 7, 2019
Cesar Chavez-Delores Huerta Center for Education
324 N Palm Ave.
Rialto, CA 92376
Exhibitor Application Deadline: August 28, 2019

Vendor Fair Exhibitor Fees: $150 per location and includes a table and two chairs

APPLY ONLINE ONLY:

www.capta.org/programs-events/regional-leadership-conferences

Click “Vendor Fair Registration”

Registration will close one and half weeks before the start of the Regional Leadership Conference at each location. Onsite registration or payment is not available.

California State PTA is pleased to present you with an opportunity to reach PTA leaders and local school-site decision makers at the 2019 Regional Leadership Conferences. These trainings will be held in the central and southern areas of our state.

The purpose of these conferences is to bring additional training to our leaders in their local areas to ensure PTAs throughout the state are continuing our advocacy efforts to positively impact the lives of all children and families.

We hope that you will be able to join us at one of these trainings or both.

Sponsorship opportunities are also available. Information about these sponsorships can be found online at www.capta.org/sponsors.
Thank you,
Regional Leadership Conference Team

Become a sponsor today!

Sponsor acknowledgements vary according to the sponsorship level. For a detailed list of packages at each level, visit www.capta.org/programs-events/convention/sponsorship-opportunities or contact California State PTA at resourcedevelopment@capta.org.

Have a Positive Impact on Your Company with California State PTA

Member Perks
Our Member Perks program is a great way to help advance the work of the PTA by becoming a Member Perks provider with exclusive discounts and special perks just for PTA members and leaders. Contact us to learn more about this great opportunity: resourcedevelopment@capta.org

Vendor Fair Hours and Set Up

For all events:
- Exhibitor vendor fair open hours:
  8 – 8:45 a.m. (attendee registration check-in and breakfast), and
  12:15 – 1:30 p.m. (attendee lunch time)
- There may be attendee traffic at the vendor fair between classes, during breaks.
Set up is 7:30 – 11:45 a.m. (Set up at any point within this time-frame, but must be set by 11:45 a.m.)
Tear down is 1:30 – 3:30 p.m. (tear down at any point within this time-frame, but must be out by 3:30 p.m.)
All payment, insurance and paperwork must be received prior to the event in order to set up.

Vendor Insurance Requirements

Vendor insurance and hold harmless agreements are required. The vendor must provide the following three items:

1. **Certificate of Insurance** naming California State PTA as the certificate holder and additional insured. Sample certificate is included in the packet. Please note: There is special wording highlighted in yellow which must be used.

2. **Additional Insured Endorsement CG 20 26 07 04** (can be a blanket form). Sample endorsement included in the packet.

3. **Hold Harmless Agreement.** Completed and signed by the vendor. Sample agreement included in the packet.

Additional Instructions:
- The vendor should give items 1 and 2 above to their insurance agent/company for completion.
- Vendor signs and completes the mutual Hold Harmless Agreement.
- **Vendor emails all three items to vkaushal@capta.org by the due dates outlined below.**

Please do not reference any specific event or include the dates of the event on the certificate. We want your business to work with PTA all year long, not just for Regional Leadership Conferences.

**Key vendor insurance, paperwork and payment due dates:**

- Central California – August 14, 2019, Visalia
- Southern California – August 28, 2019, Rialto
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 with your contract.

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: ______________________

Vendor: If you wish to be included as an approved vendor on the PTA Insurance website contact our broker at (214) 360-8741 or email at housewright@aim-companies.com.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER 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
E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:

INSURED
Vendors Name & Address

INSURER AFFORDING COVERAGE NAIC #
INSURER A: Insurance Company 9999
INSURER B: Insurance Company 9999
INSURER C:
INSURER D:
INSURER E:
INSURER F:

SAMPLE FOR VENDOR’S INSURANCE AGENT

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.

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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
8144 Walnut Hill Ln Ste 900
Dallas TX 75231

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

1988-2009 ACORD CORPORATION. All rights reserved.
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