



*everychild.one voice.*

## 2012 Sponsorship Opportunities and Exhibitor Prospectus



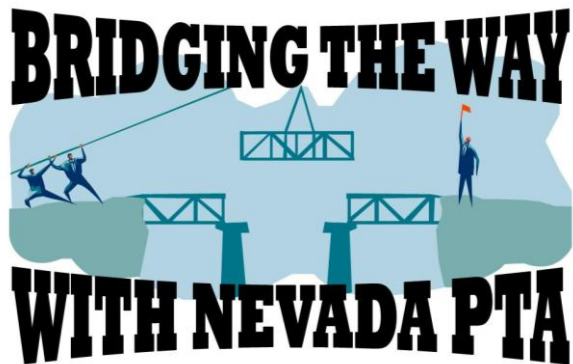
**72<sup>nd</sup> Annual Convention**

**April 26-28, 2012**

Texas Station

Las Vegas, Nevada

Parent Resource Expo Open Saturday, April 28, 2012



# Nevada PTA 72nd Annual Convention

**April 26-28, 2012**  
Texas Station  
Las Vegas, Nevada

Nevada Parent Teacher Association (PTA) will hold its 72<sup>nd</sup> Annual State convention from April 26 through April 28, 2012 at Texas Station in Las Vegas, Nevada. We are excited to share a variety of opportunities for you and your business to partner with Nevada PTA.

## Convention Sponsorship

Nevada PTA's Sponsorship Program offers a variety of partnership opportunities, such as:

- Display table in a preferred location at the Parent Resource Expo during Nevada PTA's Annual Convention (*All levels except Friend*)
- Table (8 seats) for the Silver Star Banquet during Nevada PTA's Annual Convention (*Platinum*)
- Premier Full Page Color Ad in Convention Program (*All levels except Advocate and Friend*)
- Link to your website on Nevada PTA's website (*Platinum, Gold and Silver only*)
- Donor may provide flyer to be included in the Delegate's Welcome Package (*Platinum, Gold and Silver only*)

*Please see page 3 and 4 for more information.*

## Donate Items for Raffle and/or Silent Auction

Your company's name will be listed as a Silent Auction or Raffle donor in the Convention Program, and the donation is tax deductible. *Please contact Nevada PTA for more information.*

## Make a Monetary Donation

Your company's name will be listed as a donor in the Convention Program, and the donation is tax deductible. *Please contact Nevada PTA for more information.*

## Reserve a Table at the Parent Resource Expo

On Saturday, April 28, Nevada PTA will host our Parent Resource Expo which will be open to the public and we would like to extend the opportunity for you to participate as an exhibitor. All principals, parent organizations and other non-profits statewide, including both PTA and Non-PTA schools, are invited to attend this event. Nevada PTA will do our part to encourage all invitees to participate to ensure that this event will be well attended. In return, we ask each exhibitor to donate a gift to be used as a door prize which helps to build excitement for this event.

*Please see page 4 for more information and exhibit space pricing.*

## Program Advertisements

The PTA Convention Program is read by PTA leaders and members in over 140 schools in Nevada which makes it a valuable tool for businesses and organizations trying to reach this market. Advertisements in the program range in price from a business card ad for \$35 to a full-page color ad for \$200. Look for more information on page 6.

## Carry the Card Program Year-Round

*In exchange for offering a discount or other benefit to all card-carrying PTA members in Nevada, partner businesses receive free listings on Nevada PTA's website, as well as mention in Nevada PTA's newsletters.*

We look forward to working with you during this important event. Please feel free to contact the Nevada PTA office at (702) 258-7885 with any questions that you have regarding the wide variety of options that are available to you and to your business.

*Thank you for your support of Nevada's children through PTA!*

# Nevada PTA's Annual Sponsorship Program

Nevada Parent Teacher Association (Nevada PTA) is a nonprofit volunteer organization committed to the well-being of all children. Our vision focuses on bringing all parties in a community together for a common cause – to advocate and improve the lives of all children. We provide support to almost 140 local PTAs across the state of Nevada and a large part of that support comes in the form of training events and Nevada PTA's annual convention.

## Why We Need You!

PTA is the only organization offering training and development for the dedicated group of local parent volunteers here in Nevada. Nevada PTA's Annual Convention and Leadership Training Events are self-funded and self-staffed by volunteers. Success of these events is attributed directly to sponsor support, member dues and volunteers. By partnering with Nevada PTA, your business has the opportunity to demonstrate its support of the children of Nevada as well as to make contact with local PTA decision makers from across the state.

## *Sponsorship Opportunities*

### *Platinum \$10,000 +*

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Ten Minute Presentation opportunity</li> <li>▪ Display space in a premium location at the Parent Resource Expo during Nevada PTA's Annual Convention</li> <li>▪ Table (8 seats) for the Silver Star Banquet during Nevada PTA's Annual Convention</li> <li>▪ Donor may provide a banner or sign to be prominently displayed at the Silver Star Banquet</li> <li>▪ Inside Cover Ad in Convention Program</li> <li>▪ Carry the Card Membership</li> <li>▪ Membership for one representative in Battle Born PTA, the statewide PTA.</li> <li>▪ Sponsorship Recognition Plaque</li> <li>▪ Link to your business on Nevada PTA's Website</li> <li>▪ Premier Full Page Color Ad in Convention Program</li> </ul> | <ul style="list-style-type: none"> <li>▪ Name or logo on USB drive provided to delegates and a</li> <li>▪ 20MB electronic file on drive promoting business</li> <li>▪ Premium Exhibitor space at all three Summer Leadership Training events</li> <li>▪ Recognition in Press Release</li> <li>▪ Listing in 2012 Convention Program as a Platinum Sponsor</li> <li>▪ Donor may provide favors at each seat during a Session or Meal</li> <li>▪ Donor may provide flyer to be included in the Delegate's Welcome Package</li> <li>▪ Logo in Thank You Section of Post Convention Newsletter</li> <li>▪ On-screen Recognition during Convention</li> </ul> |
|---|---|

### *Gold \$5,000 +*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Five Minute Presentation</li> <li>▪ Display table in a premium location at the Parent Resource Expo during Nevada PTA's Annual Convention</li> <li>▪ 6 tickets for the Silver Star Banquet during Nevada PTA's Annual Convention</li> <li>▪ Donor may provide a banner or sign to be prominently displayed at the Silver Star Banquet</li> <li>▪ Carry the Card Membership</li> <li>▪ Battle Born Membership for one representative</li> <li>▪ Sponsorship Recognition Plaque</li> <li>▪ Link to your business on Nevada PTA's Website</li> </ul> | <ul style="list-style-type: none"> <li>▪ On-screen Recognition during Convention Premium</li> <li>▪ Exhibitor space at two of the three Summer Leadership Training events</li> <li>▪ Full Page Color Ad in Convention Program</li> <li>▪ Recognition during a Session or Meal</li> <li>▪ Listing in 2012 Convention Program as a Gold Sponsor</li> <li>▪ Donor may provide flyer to be included in the Delegate's Welcome Package</li> <li>▪ Logo in Thank You Section of Post Convention Newsletter</li> </ul> |
|--|---|

### *Silver \$2,500 +*

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Display Table in a preferred location at the Parent Resource Expo during Nevada PTA's Annual Convention</li> <li>▪ 4 tickets for the Silver Star Banquet during Nevada PTA's Annual Convention</li> <li>▪ Full Page Color Ad in Convention Program</li> <li>▪ Battle Born Membership for one Representative</li> <li>▪ Link to your business on Nevada PTA's Website</li> <li>▪ Recognition at a Session or Meal</li> <li>▪ On-screen Recognition during Convention</li> </ul> | <ul style="list-style-type: none"> <li>▪ Exhibitor space at one of the three Summer Leadership Training events</li> <li>▪ Donor may provide flyer to be included in the Delegate's Welcome Package</li> <li>▪ Logo in Thank You Section of Post Convention Newsletter</li> <li>▪ Sponsorship Recognition Plaque</li> <li>▪ Listing in 2012 Convention Program as a Silver Sponsor</li> </ul> |
|---|--|

### ***Bronze \$1,500 +***

- Display Table at the Parent Resource Expo during Nevada PTA's Annual Convention
- 4 tickets for the Silver Star Banquet during Nevada PTA's Annual Convention
- Sponsorship Recognition Plaque
- On-screen Recognition during Convention
- Full Page Color Ad in Convention Program
- Logo in Thank You Section of Post Convention Newsletter
- Listing as a vendor for 2012 Convention on Nevada PTA's website
- Listing in 2012 Convention Program as a Bronze Sponsor

### ***Advocate \$750 +***

- Display Table at the Parent Resource Expo during Nevada PTA's Annual Convention
- 2 tickets for the Silver Star Banquet during Nevada PTA's Annual Convention
- On-screen Recognition at Convention
- Sponsorship Recognition Plaque
- Half page Color Ad in Convention Program
- Logo in Thank You Section of Post Convention Newsletter
- Listing as a vendor for 2012 Convention on Nevada PTA's website
- Listing in 2012 Convention Program as an Advocate

### ***2012 Nevada PTA Convention Expo Vendor \$500 +***

- Display space booth at Parent Resource Expo during NV PTA Convention
- Listing as a vendor for 2012 Convention on Nevada PTA's website

### ***Friends of Nevada \$250***

- 1/2 Page Color Ad in Convention Program
- Logo in Thank You Section of Post Convention Newsletter

### ***Al a Carte Opportunities***

- Tote Bag Sponsor
- Badge Holders/ Lanyards Sponsor
- Conference Note pad Sponsor
- Sponsor an Event (Meal or Reception) at Convention
- Nutrition Break Sponsor
- Convention Bag Insert
- Carry the Card Membership
- Name on NV PTA Website for 1 year, includes a 50 word description and link
- Promote your business year round on Nevada PTA's website
- 10 MB file drive promoting your business on delegates' USB
- Advertisement in 2012 Convention Program
  - Full Page Color Advertisement
  - Half Page Color Advertisement
  - Quarter Page Color Advertisement
  - Business card size Black and White Advertisement

*Contact the Nevada PTA Office for more details about these opportunities!*

### ***2012 Nevada PTA Summer Leadership Training Expo***

Number of Summer Leadership Training Events (SLT)	One	Two	Three
Commercial Organizations	\$300	\$500	\$600

*SLT Events will be in Las Vegas in June, Reno in July and Las Vegas in August.*

**Non Profit Organizations: Please contact the Nevada PTA office for pricing**

### ***Did you know?***

- Nevada PTA is the largest volunteer advocacy association in Nevada.
- Nevada PTA is a powerful voice for children, a relevant resource for parents, and a strong advocate for public education.
- Nevada PTA has close to 20,000 members in more than 140 local PTAs throughout the state.
- PTAs in Nevada have active delegates that assemble each year at the state convention to conduct the association's business, to discuss issues, exchange ideas.
- PTA leaders and members in Nevada are interested in your resources.

# 72<sup>nd</sup> Annual Nevada PTA Convention

April 26-28, 2012

Texas Station Hotel & Casino, Reno

## Exhibitor Information

### Exhibit Space

All exhibit spaces are approximately 8' x 8' and include one 6' table with skirting and 2 chairs.

**If your organization has special exhibit space size requirements, please contact Nevada PTA office.**

Extra table \$ 50.00

### Exhibitor Registration, Installation/Set Up

Saturday, April 28 6:30 a.m. – 7:30 a.m.

*In the interest of safety and for liability reasons, children under the age of 15 are not allowed in the exhibit hall during set up or tear down.*

### Electricity

All Exhibitors that need electricity at their table **MUST** make arrangements in advance by completing the attached Power Request form and faxing it to Texas Station. There will be **NO** opportunity to add electricity to your space after **Friday, April 20, 2012.**

### Exhibitor Committee Walk-Through

Saturday, April 28 7:30 a.m. – 8:00 a.m.

All products must be on display for the committee's examination. Any materials not seen by the committee prior to the exhibit hall opening will not be allowed. Exhibitor does not need to be present for the walk-through. Nevada PTA reserves the discretionary right to disallow any materials to be on display.

### Exhibit Hours

Saturday, April 28 8:00 a.m. – 2:00 p.m.

### Exhibitor Tear-down

Saturday, April 28 2:00 p.m. – 3:00 p.m.

### Exhibitor Meals

Saturday, April 28: Continental Breakfast 7:00 a.m. – 8:00 a.m.

Saturday, April 28: Lunch 10:30 a.m. – 11:00 a.m.

### Location

All exhibits, break-out sessions, and general sessions will take place at Texas Station, North Las Vegas, Nevada in the Dallas Ballroom. The address is:

2101 Texas Star Lane, North Las Vegas, NV 89032

### Application for Space

Application for booth space must be made on the enclosed application form which must be returned to the Nevada PTA office with payment in full. Space cannot be reserved by phone. An email will be sent to you confirming acceptance to exhibit within 2-3 weeks of receiving the application.

Full payment is required with all applications. If payment in full is not received with the application, it will be returned without being processed and priority will be lost.

Nevada PTA requires all companies who submit an application for exhibit space and payment to also submit one (1) copy of each of their materials (any brochures, order forms, catalogs, contracts, merchandise for sale, etc.) that will be displayed at the convention. The materials will be reviewed by the Exhibitor Committee and must be approved by them before Nevada PTA will confirm exhibit space to a potential exhibitor. **Each company must submit materials whether or not the materials have been screened and approved in the past.**

All companies must also submit a Certificate of Liability

Insurance showing Nevada PTA as an Additional Ensured, Additional Insured Endorsement or Hold Harmless Agreement.

### Space Assignments

All applicants are assigned space based on several factors, including the date of receipt of the complete application package and a balanced distribution of products and services. No assignment will be made until full payment has been received. *Sponsors will receive priority space assignments.*

### Convention Program

Exhibitors whose applications are received and accepted no later than Friday, March 30<sup>th</sup> will be listed in the convention program. The program listing will include the organization's name and contact information. There will be a program addendum listing those exhibitors whose applications are received after Friday, March 30<sup>th</sup> but no later than Thursday, April 12, 2012. Nevada PTA cannot guarantee a listing in the addendum for any application received or accepted after Thursday, April 12, 2012.

### Exhibitor Registration

Exhibitors must pre-register all personnel by Thursday, April 12, 2012. Name badges will be provided and must be worn by all personnel for access to the exhibit area.

### Door Prize

Exhibitors must furnish at least one (1) gift to be used as a door prize. The gift must be presented to the convention committee on or before Saturday, April 28, 2012 by 8:00 am.

### Audience

- PTAs are concerned about the well being of children; they influence school decisions and legislation.
- PTAs buy educational materials and publications for both children and parents.
- PTAs are constantly looking for the latest information and innovative program ideas.
- PTA members and guests are from throughout the state of Nevada.
- PTA delegates assemble each year to discuss issues, exchange ideas. PTA members who attend the convention take home ideas to implement in their own PTA and school.
- This year, more than 100 PTA decision makers are expected to attend Nevada PTA Convention.
- Nevada PTA offers non-PTA schools the opportunity to attend the Parent Expo. Those expected to attend include principals, parents, club advisors and community leaders.
- You may wish to take advantage of our Sponsorship program which provides an excellent opportunity for you to make contact with many PTAs without having to make site visits to each school.
- This is your opportunity to reach this vital group representing Nevada's largest organization for child advocacy - Nevada PTA.

- PTA **does not** provide membership, officer or PTA contact information to outside organizations. Exhibiting at the Nevada PTA Convention is the most cost-effective way to reach PTAs eager for products, services and information that will assist in furthering their objectives. When you reach PTA leaders at the Nevada PTA Convention, your message will also be shared with members across the state.

#### **Screening Tips**

Nevada PTA requires all companies that submit an application for exhibit space and payment to also submit one (1) copy of their materials (any brochures, order forms, catalogs, contracts, merchandise for sale, etc. that will be displayed at the convention.) These materials will be reviewed by the Exhibitor Committee and must be approved by them before Nevada PTA will confirm exhibit space to a potential exhibitor.

**Each company must submit materials whether or not they have been screened and approved in the past.**

#### **How can you make sure your company's materials are compliant?**

1. Fundraising materials submitted cannot state that children, students or kids are doing the fundraising. This includes the collection of monies (whether for a charitable cause or not) and actual selling (whether door-to-door or just to friends, relatives, etc.). All fundraisers must be structured so that it is the PTA or another organization/entity that is doing the fundraising.

2. The acronym PTA or the names National PTA or Nevada PTA cannot be utilized in any exhibitor's materials. All of these names are copyrighted.

3. The usage of Nevada PTA's logo or convention logo is not permitted. Any company utilizing Nevada PTA's logo or convention logo will be required to remove it from its materials and any materials in the exhibit hall including these logos will be confiscated.

4. Materials which ask delegates to lobby any governmental agency or official will not be approved.

5. All materials submitted must be of a non-partisan, non-sectarian nature.

6. Materials submitted must be in accordance with Nevada PTA's position statements and/or resolutions. Any company's products, services or materials which are in direct opposition to Nevada PTA's position statements or resolutions will not be approved.

7. Each company's product and/or services should be appropriately related to children, youth and the charitable and educational activities of the Nevada PTA.

The tips listed above are provided to potential exhibiting companies to clarify some of the main items for which the Exhibitor Committee will be screening. Please refer to the Exhibitor Contract for further details.

#### **Photography Release**

By registering for or attending the Nevada PTA Convention, you hereby grant and assign the Nevada 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 Nevada PTA Convention. By registering for or attending the Nevada PTA Convention you hereby release the Nevada PTA and its legal representatives from all claims and liability relating to said photographs, video and digital images.

#### **Photography, Video and Audio Recording**

Exhibitors are **NOT** to photograph, videotape, or audio record any delegate, attendee or PTA-sponsored event during the Nevada PTA Convention unless written consent is obtained prior to Convention activities commencing. Use of photographs, videos, or audio recordings after the end of the Nevada PTA Convention is subject to consent and approval by the Nevada PTA.

#### **Contact Information**

##### Nevada PTA

6175 Spring Mountain Rd., Suite 1B  
Las Vegas, Nevada 89146  
Phone 702-258-7885  
Phone 800-782-7801 (in state)  
Fax 702-258-7836  
E-mail: office@nevadapta.org  
Website: www.nevadapta.org

##### Hotel - Room Reservations

Texas Station  
2101 Texas Star Lane  
North Las Vegas, NV 89032

***Reserve rooms prior to April 12, 2012 to receive the Nevada PTA room rate:***

**\$35:** Wed. Apr. 25 and Thu. Apr. 26, 2012

**\$55:** Fri. Apr. 27 and Sat. Apr. 28, 2012



## 72<sup>nd</sup> Annual Nevada PTA Convention Program Advertisements

Do you want to reach PTA leaders and members at over 140 schools in Nevada?

### *Advertise with us!*

By securing one of the available ad spaces in the Nevada PTA Convention Program, your message will reach attendees from across the state as well as the many exhibitors and vendors in attendance at the convention.

The cost for ads in our Convention Program is minimal; ranging from a **business card ad for only \$35.00** to a **full page color ad for just \$200**. Samples of the advertisement sizes are on this page.

***Act now!*** Select your preferred ad size and remit your payment to Nevada PTA to reserve your space. Complete the Sponsor / Exhibitor / Program Advertisement Application on page 9 and return with your payment to Nevada PTA.

Sagebrush PTA  
wishes to acknowledge and thank  
*Ye Olde Ice Cream Shoppe*



— our Community Partner —  
for their generous support of our  
students and activities this year.



Half Page  
Black and White  
\$150

A choice for  
every budget  
Full Page Color  
\$200

Business Card  
Black and white  
\$35

Quarter Page  
Black and White  
\$80



**The Piano Man**  
Private Lessons, in my home  
Monday thru Saturday

Retired Music Teacher, with over forty years of teaching experience  
Please call for more information  
Jesse James at 702-456-7890.



**Special  
Convention  
Ribbon  
Pack**

Nevada **PTA**  
everychild.one voice

**Hannah Smith**  
Community Partner

BRIDGING THE WAY  
WITH NEVADA PTA

72<sup>nd</sup> Annual Convention  
April 26-28, 2012  
Texas Station, Las Vegas, Nevada

**EXHIBITOR**

**Got PTA - YES!**

**PTA Votes**

**PTA ♥ the Arts**

**We Care About Kids**

**PTA-Together for Children**

***Show your PTA Spirit  
in the Exhibit Hall!***

With your order, you get 5  
PTA ribbons that make a bold  
statement about your support of PTA.  
Order on Page 9.

Phrases are subject to change.  
Your donation supports the mission of Nevada PTA

**72<sup>nd</sup> Annual Nevada PTA Convention**  
**April 26-28, 2012**  
**Proposed Convention Attendee Schedule**

Thursday April 26, 2012

- 4:30 pm Registration
- 5:30 pm Convention 101
- 5:30 pm Workshop 1
- 6:30 pm General Session I

Friday April 27, 2012

- 7:00 am Attendees meet to  
travel to Parent  
Involvement Summit
- 8:00 am Parent Involvement  
Summit
- 4:15 pm Return to Texas Station
- 5:00 pm Region Caucuses
- 6:15 pm General Session II and  
Dinner

Saturday April 28, 2012

- 7:00 am Registration
- 8:00 am Parent Expo Opens
- 9:00 am Workshop 2
- 10:15 am Workshop 3
- 11:15 am Lunch on own / Expo
- 1:00 pm Expo / Silent Auction and  
Vendor Prize Drawings
- 2:00 pm Workshop 4
- 3:15 pm Town Hall
- 5:00 pm Reception and  
Silver Star Banquet



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## Nevada PTA's Carry the Card Program

Nevada PTA invites business owners and managers to participate in this year's "Carry the Card" Program. The goal of the campaign is to improve PTA Membership by partnering with businesses all over Nevada. In exchange for offering a discount or other benefit to all card-carrying PTA members in Nevada, partner businesses receive free listings on Nevada PTA's website, as well as mention in Nevada PTA's newsletters.

### Business owners that would like to participate in the PTA Member Benefit program must:

1. Submit a tax-deductible contribution of \$50.00 each year to Nevada PTA
2. Display the "Carry the Card" sign in your place of business or on your web site.
3. Agree to offer PTA members who show a current, valid PTA card the pre-agreed benefit.

### Nevada PTA agrees to:

1. Post the names, addresses and benefit provided to Nevada PTA members by the Carry the Card business members on its website.
2. List all new business members in the next issue of Nevada PTA's newsletter.
3. List all business members in the annual Nevada PTA Convention program.
4. Encourage Nevada PTA Members to carry their PTA membership card and take advantage of the Member Benefits offered by providing lists of Carry the Card members to local PTAs.

### Rules:

1. Business Membership in the Carry the Card Program is valid through June 30, 2012.
2. All benefits and agreements expire on June 30 of the membership year unless renewed.
3. The Carry the Card agreement can be canceled with a thirty day notice by either party.
4. Members of the Carry the Card Program are subject to approval by Nevada PTA Board of Managers.

**Are you a business owner or manager?** And are you interested in joining the campaign? Simply fill out the form below and return it, along with a check for \$50 made out to **Nevada PTA**. Once your application has been reviewed and approved, you will receive your Carry the Card sign. Don't miss this opportunity to market your business to a new group of customers while you support state and local PTA!

Name of Business		Type of Business	
Address		Phone	
City	State	Zip Code	Email
Member Benefit offered (attach additional sheet if necessary)			
Name of Authorized Agent (please print)		Signature of Authorized Agent	
Website address		Date	
<p>If you have questions about Nevada PTA's Carry the Card Program,          please contact the Nevada PTA Office at (702) 258-7885.  <b>Return completed form and payment to:</b> Nevada PTA, 6175 Spring Mountain Rd., Suite 1B, Las Vegas, NV 89146</p>			

**72<sup>nd</sup> Annual Nevada PTA Convention**  
 April 26-28, 2012 | Texas Station, Las Vegas, Nevada

**Sponsor / Exhibitor / Program Advertisement Application**

Name of Company		Phone
Address		Fax
City	State	Zip
Primary Contact		Secondary Contact
Email		Email
Phone		Phone
Description of product or service, not to exceed 50 words, please attach and send with this application		
<b>Badge Names (maximum of 4)</b>		
Name		Name
Name		Name

<p><b>Sponsorship Choice - Best Value</b></p> <input type="checkbox"/> Platinum - \$10,000 + <i>Includes Exhibit Space and Full Page Color Ad</i>	<p><b>Program Advertisement</b></p> <input type="checkbox"/> Full Page Ad - Color \$200 <input type="checkbox"/> Half Page Ad \$150 <input type="checkbox"/> Quarter Page Ad \$80 <input type="checkbox"/> Business Card Size Ad \$35	<p><b>Exhibit Space and Other Options</b></p> ___ Exhibit Space(s), Commercial \$500 ___ Exhibit Space(s), Non-Profit <i>Call for pricing</i> ___ Additional Tables - \$50
<input type="checkbox"/> Gold - \$5,000 + <i>Includes Exhibit Space and Full Page Color Ad</i>	<p><b>Special Ribbon Pack -</b>          Show Your PTA Spirit!</p> ___ Ribbon Pack(s) \$10	<p><b>Electricity and/or Shipping/Receiving</b>          Complete appropriate form (pages 13 and 14) and fax to <b>Texas Station</b>.</p> <p><b>Al a Carte Opportunities (page 4)</b>          Contact Nevada PTA Office for pricing</p>
<input type="checkbox"/> Silver - \$2,500 + <i>Includes Exhibit Space and Full Page Color Ad</i>		
<input type="checkbox"/> Bronze - \$1,500 + <i>Includes Exhibit Space and Full Page Color Ad</i>		
<input type="checkbox"/> Advocate - \$750 + <i>Includes Exhibit Space and Half Page Color Ad</i>		
<input type="checkbox"/> Friends - \$250 <i>Includes Half Page Color Ad</i>		

<b>Payment Calculator</b>	
Sponsorship	\$ _____
Advertisement	\$ _____
Exhibit Space(s)	\$ _____
Additional Table	\$ _____
Ribbon Pack(s)	\$ _____
<b>Total Amount Enclosed</b>	\$ _____

Exhibitors must provide the following to Nevada PTA prior to **Wednesday, April 11, 2012**:

1. Certificate of Liability Insurance, Additional Insured Endorsement or Hold Harmless Agreement.
2. Copy of all materials to be distributed during the Parent Expo.

Exhibitors must furnish at least one (1) gift to be used as a door prize on or before **Saturday, April 28, 2012, 8:00 am**.

Publish-ready ads (.jpg or .pdf) should be emailed to: [office@nevadapta.org](mailto:office@nevadapta.org) and must be received by **Friday, March 30, 2012**.

Please mail this completed form, check made out to "Nevada PTA" and signed Exhibitor Contract (please complete both pages 11 and 12) to:

Nevada PTA  
 6175 Spring Mountain Rd., Suite 1B  
 Las Vegas, NV 89146

**Sponsor/Exhibitor Registrations received after March 30, 2012 will not be listed in the Program.**



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## Nevada PTA Parent Resource Expo Saturday, April 28, 2012 Texas Station, Las Vegas, Nevada

### Exhibitor Contract

The undersigned agrees to rent space from Nevada PTA at its annual convention to be held April 26-28, 2012, at the Texas Station, Las Vegas, Nevada, under the following terms, conditions and rates:

#### **1. Terms of Payment**

The undersigned understands that space will not be assigned without payment of fee which must be received by Nevada PTA prior to April 6, 2012. Payment constitutes a contract for: exhibit space consisting of 8' x 8' space, with one (1) 6-foot table, two (2) chairs, table cloth and skirt. Exhibit Space pricing is as follows:

Not for Profit Organizations: \$200.00 per space  
Commercial Organizations: \$500.00 per space  
Extra Table \$ 50.00 per table

#### **2. Exhibitor Installation/Set-Up and Dismantling of Exhibits**

- a. Exhibits will be located in the in the Dallas Ballroom at Texas Station Hotel & Casino Texas Station, 2101 Texas Star Lane, North Las Vegas, NV 89032
- b. Exhibits will be reviewed for content and for proper display of identification on products and employees prior to opening. Nevada PTA reserves the discretionary right to disallow any materials on display. (Please see page 6 for Screening Tips for guidelines).
- c. Exhibitors may set up, Saturday, April 28, 2012, from 6:30 a.m. – 7:30 a.m.
- d. Exhibit space not occupied by 7:30 a.m. on Saturday, April 28, may be used or sold as Nevada PTA sees fit, unless prior arrangements have been made.
- e. The Nevada PTA and Fire Marshall shall conduct an inspection/walk through to verify compliance with content of this contract and for a safety check between 7:30 a.m. and 8:00 a.m., Saturday, April 28.
- f. Exhibits will open at 8:00 a.m., Saturday, April 28 and shall close at 2:00 p.m., on Saturday, April 28.
- g. Exhibitor expressly agrees not to dismantle the exhibit and/or begin packing prior to 2:00 p.m. on Saturday, April 28.
- h. Exhibitor agrees to have at least one (1) representative present at exhibit at all times exhibitor hall is open.
- i. Exhibitor agrees to remove all products/materials from the exhibit hall by 4:00 p.m., Saturday, April 28.
- j. Exhibitor agrees to incur any and all costs for transportation, installation, staffing, disassembly, packing and shipping of their respective exhibits.

#### **3. Space Assignment**

All applicants are assigned space based on several factors including the date of receipt of the complete application package and a balanced distribution of products and services. No assignment will be made until full payment has been received. *Convention Sponsors will receive priority space assignments.*

#### **4. Space Description and Furnishings**

Exhibit spaces are approximately eight feet (8') by eight feet (8'), with 1 six-foot (6') table and two (2) chairs, table cloth and table skirt. If your organization has special exhibit space size requirements, please contact the Nevada PTA office.

#### **5. Electricity**

All Exhibitors that need electricity at their table **MUST** make arrangements in advance by completing the attached Power Request form and faxing it to Texas Station. There will be **NO** opportunity to add electricity to your space after **Friday, April 20, 2012.**

\_\_\_\_\_ Initial here if you will be requesting power from Texas Station.

#### **6. Use of Space, Sales and Advertising**

All demonstrations, signs, promotional materials or other sales activities must be confined to the limits of the rented exhibit space. Exhibitors shall not assign, share or sublet any space allotted without the written consent of Nevada PTA. No exhibitor shall show goods or services other than those manufactured, sold or offered by it in its regular course of business. Exhibitor further agrees to prevent interference with the light or view of any other exhibitor. Exhibitor expressly agrees not to sell any merchandise that may be in competition with the merchandise of the Nevada PTA.

#### **7. Animals**

No animals, except those service animals that may be personally required for sight or hearing impairment, shall be allowed within the exhibit area.

#### **8. Insurance Coverage, Permits and Liability**

A. Exhibitor agrees to provide liability insurance (and workman's compensation insurance coverage, if applicable) and to provide a copy of proof of insurance(s) OR completed Hold Harmless agreement to Nevada PTA prior to Thursday, April 12, 2012. Failure to provide these documents shall result in exhibit space being cancelled and all fees paid forfeited.

B. Exhibitor expressly agrees to have operator's business licenses, health permits, permits to sell, and resale certificates as required by city, county and state law.

Signer's Initials: \_\_\_\_\_

C. Exhibitor further covenants and agrees to indemnify and to fully pay and reimburse Texas Station, North Las Vegas, any and all cost for the restoration of the premises damaged, destroyed or otherwise defaced by exhibitors use, including its employees, agents, and representatives.

D. Neither Nevada PTA, Texas Station, nor the management, officers, members, or staff of either, will be responsible for the safety of or injury to the exhibitor, its property and/or the employees of the exhibitor from theft, damage by fire, accident or other causes prior to, during or after the period of this contract. Upon signing this contract, the exhibitor expressly releases Nevada PTA and the Texas Station from and agrees to indemnify same against any and all claims for damage, loss and injury of any kind.

E. Reasonable care will be exercised to secure and protect the exhibit area during the periods of time it is closed to the delegates.

F. 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 its return. Exhibitors understand that neither Nevada PTA nor Texas Station maintain insurance covering the exhibitor's property. It is the sole responsibility of the exhibitor to obtain such insurance.

**9. Exhibitors Responsibility**

A. Exhibitor is responsible for any damage to the convention facility.

B. Nothing will be pasted on, tacked, nailed, screwed or otherwise fastened to the walls, floors or any other parts of the building or furniture without the express written permission of the Texas Station Hotel & Casino, Reno.

C. Nevada PTA requires all companies that submit an application for exhibit space and payment to also submit one (1) copy of their materials (any brochures, order forms, catalogs, contracts, etc.) that will be displayed at the convention. These materials will be reviewed by the Exhibitor Committee and must be approved by them before the Nevada PTA will confirm exhibit space to a potential exhibitor. **Each company must submit screening materials whether or not they have been screened and approved in the past.** All materials will be required to be on display for the Exhibitor Committee walk-through on Saturday, April 28, 2012. Any materials not seen by the committee prior to the exhibit hall opening cannot be exhibited. Nevada PTA reserves the right to disallow any materials.

D. Exhibitor is responsible for receiving all materials at Texas Station and for packing and shipping of materials to and from

convention, as well as any costs incurred in such. Convention material and freight **may arrive no more than one week prior to the event.** Please complete the attached **Shipping and Receiving** form and email it to Texas Station.

**Initial here if you will be shipping packages to Texas Station.**

**E. Exhibitor agrees to furnish at least one (1) gift to be used as a door prize. The gift must be given to the convention committee on or before Saturday, April 28<sup>th</sup> at 8:00 am.**

F. Exhibitors must pre-register all personnel on the registration form. Exhibitors will be provided with name badges when they register at the site. Badges must be worn for access to the exhibit area. In the interest of safety and for liability reasons, children under the age of 15 are not allowed in the exhibit area during installation/set up or tear down.

**10. Cancellation**

If an exhibitor finds it necessary to cancel its company's participation in the annual Nevada PTA Convention, a refund, less a \$50 processing charge, will be made only if the cancellation is received in writing, by Nevada PTA, no later than Friday, March 31, 2012. There will be no refunds, under any circumstances, for cancellations received after March 31, 2012.

**11. 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 the Nevada PTA, the Nevada 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 the Nevada PTA and reasonable compensation to Nevada PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

**11. Convention Program**

Exhibitors whose applications are received and accepted no later than Friday, March 30, 2012, will be listed in the convention program. There will be a program addendum listing those exhibitors whose applications are received after Friday, April 6, 2012, but no later than Friday, April 13, 2012. Nevada PTA cannot guarantee a listing in the addendum for any application received or accepted after Friday, April 13, 2012.

Nevada PTA reserves the right to decline or prohibit any exhibit that in its judgment is inappropriate. This reservation shall be inclusive as to persons, things, printed matter, products and conduct.

.....  
The undersigned has read, understands and agrees to the rules and regulations that are part of the Exhibitor Contract for the 72<sup>nd</sup> Annual Nevada PTA Convention agreement:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_



***Texas Station Gambling Hall & Hotel***  
**Power Request**  
**Credit Card Authorization/Charge Form**

Group Name: \_\_\_\_\_

Booth #: Nevada PTA will provide booth location information

On-site Contact: \_\_\_\_\_

Dates: Saturday, April 28, 2012 (Nevada PTA)

**Power Charges are as follows:**

\$20.00 Per Day (1-Outlet),

\$70.00 Per Day (2-6 Outlets),

\$10.00 Per Day for Power Cords

*Please indicate your requirements:*

1-Outlet \_\_\_\_\_

2-6 Outlets \_\_\_\_\_

Ext. Cords \_\_\_\_\_

This letter authorizes Texas Station Gambling Hall & Hotel to charge my credit card as follows:

Name of Card Holder: (as it appears on card) \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ VCode: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total amount to be charged: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature – Authorization of Card Holder

\_\_\_\_\_  
Date

***A photocopy of credit card, front and back, must accompany this form***

Fax this completed form to: Patricia Bova, 702-638-3509 at Texas Station



**Texas Station Gambling Hall & Hotel  
Shipping and Receiving  
Credit Card Authorization/Charge Form**

Please plan for your boxes to be delivered to the Hotel no more than one (1) week in advance of your function. All packages received for the group (individual attendees/vendors) are subject to the following shipping/handling charges:

**Incoming/Outgoing Package Charges (Prices are subject to change):**

0 – 35 lbs.	\$10.00 per box
21 – 50 lbs.	\$10.00 per box
51 – 100 lbs.	\$15.00 per box
Over 100 lbs.	\$25.00 per box
Pallets	\$100.00 each

In addition to the above listed handling, letters and packages will be shipped at prevailing Federal Express, UPS or DHL rates. These charges apply to all incoming or outgoing letters and packages.

Shipments made to the Hotel by a shipping company or arriving on pallets will require the use of a forklift operator and must be scheduled in advance. Please notify your Catering/Conference Service Manager for scheduling purposes. Additional charges will apply. **Texas Station is not responsible for calling any shipping company or to provide any shipping labels. Please arrange for these companies to pick up all shipments.**

**Address your boxes as follows:    Attention: Guest Name/Date of Arrival  
Nevada PTA, April 28, 2012  
c/o Texas Station  
2101 Texas Star Lane, Las Vegas, NV 89032**

On-site Contact: \_\_\_\_\_ Company: \_\_\_\_\_  
Event Dates: \_\_\_\_\_ Package Carrier: \_\_\_\_\_

Expected Shipping and Handling Charges are as follows (number of boxes, weight per box and fee):

This letter authorizes Texas Station Gambling Hall & Hotel to charge my credit card as follows:

Name of Card Holder: (as it appears on card) \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ VCode: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total amount to be charged: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature – Authorization of Card Holder

Date

***A photocopy of credit card, front and back, must accompany this form***

Fax this completed form to: Patricia Bova, 702-638-3509 at Texas Station