

2020 VENDOR FAIR INFORMATION

The Duval County Council of PTAs and PTSAs (DCC PTA) would like to offer you the opportunity to showcase your business as a participating vendor at our Vendor Fair on **Wednesday, May 13, 2020**. This Vendor Fair precedes the annual DCC PTA President's and Principal's Luncheon. Attendees of the Vendor Fair and the Luncheon include board members from local PTA units and school Principals, PTA members from any of Duval County's 120 PTAs, school-sponsored clubs (band or athletic boosters), and community groups. We know you will agree that this will be a great opportunity for your business to present your products and services to a wide spectrum of Duval County's Parents, Teachers, Students, Principals and community members.

Duval County Council of PTAs/PTSAs is a professional, nonprofit, volunteer association committed to the well-being of all children. The following vendor opportunity is designed to meet the needs of the association, as well as to benefit the sponsor. Exhibition does not constitute endorsement by DCC PTA of any product, service, or position.

PLEASE NOTE: Duval County Council PTA does not provide membership lists to outside organizations. The best way to reach our PTAs is by exhibiting at the annual DCC PTA vendor event and/or becoming a Business Partner.

EVENT DETAILS:

Date : Wednesday, May 13, 2020
Location : University of North Florida/University Center, 12000 Alumni Drive, Jacksonville, FL 32224
Time : Vendor set up begins at 8:00 am. Exhibit hours will be from 9:00 am until 11:30 am
Cost : Based on exhibit space(s) and location

1. Main Hall Exhibit Space*

\$300.00 per space until March 13th or \$325.00 after March 13th

2. Vendor Room Exhibit Space*

\$125.00 per space until March 13th or \$150.00 after March 13th

3. Marketing Materials only**

\$75.00 for marketing materials available to vendor fair attendees

Vendor spaces are limited and are reserved with completed contract and payment.

All payments and marketing materials must be received by April 30th

***CONTRACT FOR EXHIBIT SPACE:** This constitutes a contract for an exhibit space that includes one 4-foot table, white tablecloth and white table skirt for each exhibit space. Spaces with electric outlets are available but limited. These spaces are reserved with completed contract and payment.

****CONTRACT FOR MARKETING MATERIALS:** It is the responsibility of the vendor to mail or deliver marketing materials to DCC PTA no later than April 30th. All vendors participating in marketing materials only will be bagged together and offered to event attendees.

SELECTION OF EXHIBITORS: DCC 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 materials, products, and conduct. DCC PTA does not endorse or recommend the use of any specific commercial product or service pursuant to this Contract or otherwise. The Exhibitor/Sponsor may not represent, advertise, communicate, or imply, either orally or in writing, that its products or services are approved, endorsed, or recommended by DCC PTA, without the prior written approval of DCC PTA.

TERMS OF PAYMENT: DCC PTA will not assign booth space until payment for said space is **paid in full** and has cleared all banking channels. Should payment by check not clear the exhibitor's bank account, for any reason, the exhibitor will pay DCC PTA an additional fee of \$50.00, by bank check or money order. In the event that DCC PTA declines an exhibitor's application, the accompanying fee will be returned to the exhibitor.

If additional information is needed, please contact Christina Cummings/Business Partnership Coordinator at 904-504-8028 or BusPart@dccpta.org

DCC PTA 2020 VENDOR AGREEMENT

Company or Business Name: _____

Description of Product or Service: _____

Business Website: _____

VENDOR FAIR PARTICIPANT Contact information (person responsible for the exhibit that day)

Name: _____

Email address: _____

Phone number: _____

Business Address: _____

City, State, Zip: _____

Name of Area Representative for Duval County:
(IF OTHER THAN VENDOR FAIR PARTICIPANT) _____

Home Office Address and phone number
(only if different than address above) _____

Florida Tax License ☐ YES ☐ NO

Do you require an electric outlet (Limited)

Do you need a table ☐ YES ☐ NO

☐ YES ☐ NO

Would you like to donate an item or certificate to be used as a giveaway to an attendee? ☐ YES ☐ NO

Description and value
of donation(s):

Are you a DCC PTA 2019-2020 Business Partner with a complimentary vendor table as
part of your partnership level? ☐ YES ☐ NO

- ☐ **MAIN HALL – \$300.00** per exhibit space until March 13th or **\$325.00 after March 13th**
- ☐ **VENDOR ROOM – \$125.00** per exhibit space until March 13th or **\$150.00 after March 13th**
- ☐ **MARKETING MATERIALS ONLY – \$75.00** materials must be mailed or delivered **by April 30th**

of spaces (maximum of 3) _____ X \$ _____ per space = \$ _____ (Total amount enclosed)

(DCCPTA will provide one 4-foot table per paid vendor space) Note: double table/spaces = double payment

Please mail your signed VENDOR AGREEMENT (this page only) and the check made out to DCC PTA to:

DCC PTA
Vendor Registration
PO BOX 5397, Jacksonville, FL 32247

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

Signature

Date

Printed Name

DCC PTA USE ONLY

Date Received: _____ Check #: _____ Amount: \$ _____