

TO: VENDORS FOR DCC PTA ANNUAL PRESIDENTS' AND PRINCIPALS' LUNCHEON

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 **Tuesday, May 15, 2018**. This Vendor Fair precedes the annual DCC PTA Presidents' and Principals' 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 hope you will agree it is 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.

ABOUT THE PTA:

- The Parent Teacher Association (PTA) is a powerful voice for children and youth, a relevant resource for parents, and a strong advocate for the health, safety, education, and general well-being of all children.
- With a 94-year legacy in Florida and 121 years nationally, PTA is the largest volunteer child advocacy association in the United States.

EVENT DETAILS:

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: \$125.00 until **March 15th**
\$150.00 after **March 15th**

All payments must be received by April 30th

- ✓ Cost includes one 4-foot table, white table cloth and white table skirt for each exhibit space. The maximum allowed spaces per business is three.

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

To participate, please review the Vendor Fair Information on page 2 and Complete & return the Exhibit Space Agreement on page 3.

PLEASE NOTE: Duval County Council PTA does not provide membership lists to outside organizations. The most cost-effective way to reach our PTAs is by exhibiting at the annual DCC PTA vendor event.

Sincerely,

Christina Cummings
Business Partners/Vendor Coordinator
BusPart@dccpta.org
(904) 504-8028
www.dccpta.org

2018 VENDOR FAIR INFORMATION

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. If additional information or details are needed, please email: BusPart@dccpta.org

Exhibition does not constitute endorsement by DCC PTA of any product, service, or position.

EVENT LOCATION:

University of North Florida
University Center
12000 Alumni Drive
Jacksonville, FL 32224

EVENT DATE/TIME:

Tuesday May 15, 2018
8:00 am-9:00 am vendor set up
9:00 am-11:30 am vendor event
11:30 am-12:30 pm vendor breakdown

CONTRACT FOR SPACE:

This constitutes a contract for an exhibit space that includes one 4-foot table, white table cloth and white table skirt for each exhibit space. The maximum allowed spaces per business is three.

Any additional items including, but not limited to, furniture, electrical service, etc., are not provided and are the direct responsibility of the exhibitor.

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.

**DUVAL COUNTY COUNCIL OF PTAs/PTSAs VENDORS FAIR
TUESDAY, MAY 15, 2018 AT UNF**

EXHIBIT SPACE AGREEMENT

Company or Business Name: _____

Description of Product or Service: _____

Business Website: _____

VENDOR FAIR PARTICIPANT Contact information (person responsible for an 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 electrical outlets? (Limited)

YES NO

Do you need a table YES NO

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

The undersigned has read and understands the exhibits space contract, rules and regulations that are part of this agreement.

Signature

Date

Printed Name

_____ Exhibit spaces requested (maximum of 3)

_____ Total amount enclosed \$125.00 per exhibit space until **March 15th**
\$150.00 per exhibit space after **March 15th until April 30th**

Please mail your signed EXHIBIT SPACE AGREEMENT (this page only) and the check made out to DCC PTA to:
DCC PTA
Vendor Registration
PO BOX 5397, Jacksonville, FL 32247

DCC PTA USE ONLY

Date Received: _____ Check #: _____