

## 2019 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 **Tuesday, May 14, 2019**. 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 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.

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:** Tuesday May 14, 2019

**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 per exhibit space until **March 14<sup>th</sup>**

\$150.00 per exhibit space after **March 14<sup>th</sup>**

**All payments must be received by April 30<sup>th</sup>**

- ✓ Cost per space 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.**

### **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.

**If additional information is needed, please contact Christina Cummings/Business Partnership Coordinator at 904-504-8028 or [BusPart@dccpta.org](mailto:BusPart@dccpta.org)**

**VENDOR FAIR 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

Would you like to donate something to be used as a giveaway to an attendee  YES  NO

Would you like to donate an item for the silent auction being held during this event  YES  NO

**Description and value of donation(s):**

\_\_\_\_\_

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

\_\_\_\_\_ Exhibit spaces requested (maximum of 3)

\_\_\_\_\_ Total amount enclosed FREE for 2019 Business Partners  
\$125.00 per exhibit space until **March 14<sup>th</sup>**  
\$150.00 per exhibit space after **March 14<sup>th</sup> until April 30<sup>th</sup>**

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

**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 #: \_\_\_\_\_