



# *Donor and Sponsor Packet*

*Thank you to our 2023 Convention  
Sponsor: AIM Insurance*



To find out more or to request your vendor/sponsor packet today, just email [programs@mopta.org](mailto:programs@mopta.org)!



Our event vendors and sponsors play a vital role in supporting the work Missouri PTA does for children. The entities listed below have pledged significant commitments to PTA for 2023-24. If you are interested in becoming a PTA event vendor or sponsor, you can reach us at [programs@mopta.org](mailto:programs@mopta.org) for more info or to request your vendor/sponsor packet TODAY!

## 2023-2024 Vendors and Sponsors



## Vendor and Sponsorship Opportunities

Diamond Sponsor \$5000

Gold Sponsor \$4000

Convention Sponsor \$3000

Corporate Sponsor \$2000

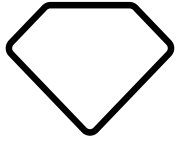
Convention T-shirt Sponsor \$1000

Convention Bag Sponsor \$500

Reflection Showcase Sponsor \$250

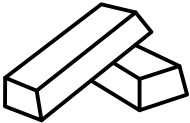
Convention Vendor

(Prices listed on Vendor Pages)



## Diamond Sponsor \$5000

Acknowledgement of Diamond sponsorship from the presenting stage and on any signage during all Missouri PTA events  
All the benefits of Gold and Convention Sponsors



## Gold Sponsor \$4000

Company Banner (provided by sponsoring company) at Missouri PTA events.  
One (1) complimentary vendor space at Missouri PTA State Convention  
All the benefits of Convention Sponsors



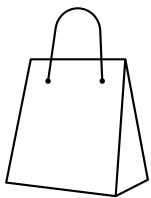
## Convention Sponsor \$3000

Company logo on all official PTA Convention T-shirts  
1/2 page advertisement in the Convention Program  
Opportunity to place company banner in workshop rooms (provided by company)



## Convention T-Shirt Sponsor \$1000

Company logo on all official PTA Convention T-shirts  
Company logo in the Convention Program  
Company mention as a sponsor on Missouri PTA social media and/or website



## Convention Bag Sponsor \$500

Company info in PTA bags (up to 3 pieces)  
Mentioned as a Convention Bag Sponsor on printed convention material  
Sponsor on Missouri social media and/or website



## Reflections Showcase Sponsor \$250

Company logo on printed Reflections pieces and/or online promotional material  
Company banner (provided by Company) displayed at Reflections in-person Showcase event

*PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*



**October 19, 2024**



**William Chrisman High School**

1223 N Noland Rd, Independence, MO

# Vendor/Sponsorship/Advertiser Information Packet 2024 Missouri PTA State Convention

The exhibit area is always popular at Missouri PTA State Convention! Convention attendees return to their communities eager to share ideas and information collected from exhibiting companies. Attendees become Missouri PTA vendors' customers and clients of as they plan activities for the upcoming PTA year. You won't want to miss this chance to showcase your products and services to convention attendees.

## **DEDICATED VENDOR TIME:**

**Saturday, October 19 from 8am-10am (Doors open for vendors at 7am)**

Please read the information about exhibiting carefully and complete the attached remittance page. More information will be sent to you upon receipt of your completed remittance page and fees.

Space is limited and assigned on a first-come basis, pending approval of the vendor.

## Vendor Pricing

### **Booth Prices and Additional Fees**

- Table - Commercial Business/Organization **\$300** paid or postmarked by 9/04/24  
*after 9/04/24 the booth fee increases to \$400.00*
- Table - Non-Profit Organization **\$150** paid or postmarked by 9/04/2024  
*after 9/04/2024 the booth fee increases to \$200.00*
- Collaborative Organizations **\$25**
- Electrical Outlet Charge **FREE but spaces are limited** (If you need electricity for your space)

**Missouri  
PTA<sup>®</sup>**  
*everychild. onevoice.*



Convention Vendor Pricing:

[Click here](https://www.paypal.com/ncp/payment/5K6W2PTUZQ4LN)

[https://www.paypal.com/  
ncp/payment/5K6W2PTUZQ4LN](https://www.paypal.com/ncp/payment/5K6W2PTUZQ4LN)

# Vendor Rules

## **Deadline for vendor fees and required materials and Refunds: 10/1/24**

If vendor cancels before October 1, 2024, a refund will be made less a \$50 processing charge.

### **Vendors Inclusions**

8-foot table

1 to 2 chairs per table

10ft x10ft booth space (if larger space is needed, multiple booths are available for purchase)

### **Selection of Vendors**

Only firms and organizations, whose nonpartisan and nonsectarian services or products appropriately relate, in the sole judgment of Missouri PTA, to children, youth and the charitable and educational activities of Missouri PTA, shall be permitted to vendor. Missouri PTA reserves the right to decline or prohibit any exhibit at our discretion.

### **Convention and Vendor Location**

The 2024 Missouri PTA Convention will be held at William Chrisman High School. The location of the Vendor Fair will be in the Atrium at the facility. **NOTE:** Missouri PTA nor the facility will be held responsible for any loss or damage to exhibits or occupants.

### **Booth Assignment**

It is understood that Missouri PTA will determine the assignment of space by the following: **date of receipt of the complete application** (including all fees and sample materials requested), number of years exhibiting with Missouri PTA, a balanced distribution of products and services throughout the vendor hall and availability of space.

### **Vendor Check In and Set-Up**

Saturday, October 19, 2024, beginning at 7:00am. Vendor Hall will open at 8:00am for convention attendees to visit after they check-in for the convention. Attendees will have a **dedicated vendor time from 8am to 10am.**

**NOTE:** if booth space is not occupied by 9:00am 10/19/24, and advance arrangements have not been made with the Missouri PTA Vendor Chairman, PTA has the right to use the space as it sees fit.

### **Exhibit Dismantling Schedule**

The vendor expressly agrees not to dismantle the exhibit or to do any packing before the final 30 minutes of the exhibit (9:30am-10:00am). All exhibits must be removed by 12:00pm, Saturday, October 19, 2024.

### **Vendor Materials**

A copy of all literature or brochures that will be handed out to convention attendees must be included with your completed application. Missouri PTA reserves the discretionary right to disallow any materials to be on display.

Please contact the Events Coordinator for an exception at [events@mopta.org](mailto:events@mopta.org).

### **Vendor Acknowledgments**

All vendors with space secured (paid by Sept. 04, 2024) will be acknowledged in the written convention program, on the Missouri PTA website and post-convention materials.

### **Distribution of food items (samples) and use of electrical appliances**

Please check with the Missouri PTA Vendor Chairman if you wish to give out small samples of your product. Vendor samples are allowed but there is no access to heating or cooking items. Vendors will need to bring their own plates, napkins, etc. if needed. A low-voltage microwave can be brought in by the vendor but **absolutely no hot plates.** If you

will be cooking or giving food samples you must notate that on your application. There is no additional fee for an electrical outlet, however, spaces may be limited. *NOTE: If any of your food products contain nuts, you must post a 5"X7" sign on your table due to nut allergies.*

### **Vendor Displays**

Vendors may attach items to the walls using Command strips. The use of Poster Putty, Push pins, tape of any kind or nails are **NOT ALLOWED**.

### **Additional Rules**

Missouri PTA reserves the right to establish and enforce additional rules and regulations to further the goals of the exhibition. All exhibitors agree to comply with them.

### **Lobbying/Endorsement**

No exhibitor shall request PTA delegates to lobby any governmental agency or official. Participation in the 2024 Convention Vendor Area does not constitute endorsement of any product, service, or position by Missouri PTA. No vendor may use the PTA name or logo without the prior written approval of Missouri PTA. Missouri PTA reserves the right to reject any vendor if, in its sole judgment, a proposed exhibit is not in keeping with Missouri PTA's charitable and educational purposes, or for any other reason at its discretion.

### **Liability and Insurance**

The vendor understands that Missouri PTA nor the facility, maintains insurance covering the vendor's property and it is the sole responsibility of the vendor to obtain said insurance. Missouri PTA, facility, management, officers, agents, employees, or representatives of Missouri PTA or the facility shall not be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm, or injury to the person or any property of the applicant resulting from theft, fire, water, accident or any other cause.

### **Indemnification**

Vendor agrees to protect, save and hold Missouri PTA, the facility and all agents and employees, servants and officials thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the vendors or those holding under the vendor. Furthermore, the vendor shall, at all times, protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the vendor, its agents, employees or business invitee; which arise from or out of or by reason of said vendor's occupancy and use of the vendor premises, the center or any part thereof.



Convention Vendor Pricing:  
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More info: [programs@mopta.org](mailto:programs@mopta.org)