

**Missouri PTA
Annual Convention
November 8, 2025**

**Hickman High School
1104 N Providence Rd
Columbia, MO 65203**

**Vendor/Sponsorship/Advertiser
Information Packet**

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The exhibit area is always popular at our annual convention! When convention attendees return to their communities, they will eagerly share the ideas and information they collected from the exhibiting companies 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, November 08 from 8:00 AM - 10:00 AM

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** postmarked by 9/04/2025
after 9/04/2025 the booth fee increases to \$400.00
- Table - Non-Profit Organization **\$150** postmarked by 9/04/2025
after 9/04/2025 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)

Vendor Rules

Deadline for vendor fees and required materials and Refunds: 10/1/25

If vendor cancels before October 1, 2025 - a refund will be made less a \$50 processing charge.

Vendors Inclusions

A facility provided table
1 to 2 chairs per table

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 (this may include, but is not limited to the number of "like" s).

Convention and Vendor Location

The 2025 Missouri PTA Convention will be held at the **Hickman High School in Columbia, Missouri.** The location of the Vendor Fair will be in the Vendor Hall 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, November 8th, 2025 beginning at **7:00 AM.** Vendor Hall will open at **8:00 AM** for convention attendees to visit with **dedicated vendor time from 8:00 AM - 10:00 AM.**

NOTE: if booth space is not occupied by **8:00 AM 11/08/25,** 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

Saturday, November 8, **10:15 AM,** The vendor expressly agrees not to dismantle the exhibit or to do any packing before the final closing hour of the exhibit, **10:00 AM.** All exhibits must be removed by **11:00 AM,** Saturday, November 8, 2025.

Vendor Hours

Saturday, November 8, 2025 beginning set up at **7:00 AM. with dedicated vendor time from 8:00 AM - 10:00 AM.**

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 office1@mopta.org.

Vendor Acknowledgments

All vendors with space secured (postmarked by Oct. 01, 2025, 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**. There will be no strobe lights allowed during the event.

Additional Rules

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

Lobbying/Endorsement

No vendor shall request PTA delegates to lobby any governmental agency or official. Participation in the 2025 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 or the facility nor the management, officers, agent, employees or their representatives of Missouri PTA or the facility shall 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.

2025 Convention Sponsorship Opportunities

Diamond Sponsor – \$5,000 (Limit of 2 Sponsors)

- Speaking opportunity (up to 10 minutes) of their company from the presenting stage during a General Meetings
- 1/2 page advertisement in the Convention Program
- Acknowledgement of sponsorship on signage during all Missouri PTA events.
- One (1) complimentary vendor space in prime location
- All the benefits of a Gold Sponsor and Convention Sponsor
- Recognition in 2 issue of Missouri PTA's state publication *CONTACT*
- Mention of sponsorship, 6 times within year, on Missouri PTA's state Social Media Platforms

Gold Sponsor – \$4,000

- Company banner provided by sponsoring company at Missouri PTA Events
- Acknowledgement of sponsorship from the presenting stage during a General Meetings
- All the benefits of a Convention Sponsor

Convention Sponsor – \$3,000

- One (1) complimentary vendor space
- 1/4 page advertisement in the Convention Program
- Recognition in one issue of Missouri PTA's state publication *CONTACT*
- Acknowledgement on the Missouri PTA website for 30 days pre-convention and 9 months after convention date
- Opportunity to place company banner in workshop rooms (provided by your company)

Convention T-shirt Sponsor – \$2,000

- Company logo on all official PTA Convention T-shirts
- Acknowledgement on the Missouri PTA website for 30 days pre-convention
- Company logo in Convention Program

Bag Sponsor – \$500

- Company information in Convention Attendees Bags (up to 3 approved pieces)
- Acknowledgement on the Missouri PTA website for 30 days pre-convention
- Company logo in Convention Program

Reflections Showcase Sponsor – \$250

- Company logo in Reflections Program
- Company banner provided by sponsoring company at Showcase Event
- Recognition in one issue of Missouri PTA's state publication *CONTACT*
- Acknowledgement on the Missouri PTA website for 30 days pre-convention and 9 months after convention date

Convention Program Ads

Missouri PTA invites you, your company, your organization, or school to participate in the 2025 PTA Convention by placing an advertisement in the Convention Program. Some of the reasons you should advertise in the 2025 PTA Convention program are:

- During the statewide convention, all attendees will be referring to the program book often.
- Attendees become aware of you, your company, your organization, or school and the goods and services you provide.
- It is an excellent opportunity to show support for PTA and obtain widespread name recognition.
- The PTA actively works in schools and communities to improve the lives of every child.
- PTA is a 501(c) (3) nonprofit organization with over 4 million members nationally and nearly 30,000 in Missouri.

There is a separate section of the convention written program titled "Sponsors/Vendors/Ads". All ads will be located here.

We look forward to working with you to make this 2025 PTA Convention a success and provide wonderful resources, programs and ideas for our PTA leaders to take back to their units, schools, parents and communities!

All ads will be printed in color and need to be submitted electronically in either JPEG or PDF format to office@mopta.org (after completed remittance form and required fees have been sent to the Missouri PTA office).

ADVERTISE YOUR BUSINESS TO DELEGATES FROM ALL OVER MISSOURI AND BUILD NAME RECOGNITION

BUSINESS ADS FOR REGISTERED VENDORS

Full Page (7 1/2" x 10") 1/2 Page (7 1/2" x 5") 1/4 Page (4" x 5")

\$200 - Commercial/Business \$100 - Commercial/Business \$75 - Commercial/Business

\$125 - Non-Profit Organization \$75 - Non-Profit Organization \$50 - Non-Profit Organization

Would you like to place a business ad but are not able to exhibit?

Full Page (7 1/2" x 10") 1/2 Page (7 1/2" x 5") 1/4 Page (4" x 5")

\$275 - Commercial/Business \$150 - Commercial/Business \$75 - Commercial/Business

\$125 - Non-Profit Organization \$75 - Non-Profit Organization \$50 - Non-Profit Organization

DEADLINE September 04, 2025

office@mopta.org. Color or black and white accepted. JPEG PREFERRED. PDF format also accepted.

2025 PTA CONVENTION CHAIRPERSONS RESERVES THE RIGHT TO EDIT AD MATERIAL

2025 Missouri PTA CONVENTION

If interested in being a part of our annual event, please use this link below to complete the [Vendor/Sponsor/Advertiser Remittance Form](#)

To Receive Lower Listed Rate, All fees, advertisements, and copies of literature - Must Be Postmarked or received at our office by September 04, 2025.

Checks payable to: Missouri PTA

Mail to: Missouri PTA

Attn: Convention Vendors Chairman

Po Box 30545, Columbia, MO 65205

Paypal Option is also available on our website www.mopta.org.