

**Washington State PTA Annual Convention**  
May 2-4, 2008 • DoubleTree Hotel—Seattle Airport

# Application for Booth Space

Please type or print and complete ALL areas below.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email \_\_\_\_\_ Website Address \_\_\_\_\_

Brief statement (no more than 50 words) of the nature of the proposed exhibit, products to be exhibited and/or distributed. **This description will be printed in the convention program.** Washington State PTA reserves the right to change this description as it sees fit.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Booth/Room Choices:** \_\_\_\_\_  
1st                      2nd                      3rd                      4th                      5th                      6th

Note: Washington State PTA will make every attempt to fulfill choice, but makes no guarantees. Booth assignment is largely dependent on booth availability at the time the exhibitor's application is received and processed.

In witness whereof, the applicant has caused this application to be executed individually or by an officer, agent, or representative duly authorized to execute the same. And agrees on behalf of the exhibiting organization to abide by all terms of agreement and rules and regulations as stated within this Exhibitor Prospectus.

Signature (required): \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibitor Fee:**

**Exhibit Hall:** Commercial Org. -  Prime Corner Booth @ \$1000 (\$1100 after 1/26/08)  
Nonprofit Org. -  Prime Corner Booth @ \$500 (\$600 after 1/26/08)  
Commercial Org. -  Standard Booth @ \$900 (\$1000 after 1/26/08)  
Nonprofit Org. -  Standard Booth @ \$450 (\$550 after 1/26/08)

**Promotions:**  Link and Description @ \$50

Note: Description used in the Program Guide will be used on the website.

8.5x11" Flyer @\$100

Note: Flyer copies must be provided by Exhibitor.

**Wing 6 Rooms:**  Commercial Organization @ \$700 (\$800 after 1/26/08)  
 Nonprofit Organization @ \$400 (\$500 after 1/26/08)

**Tabletops:**  Commercial Organization @ \$250 (\$300 after 1/26/08)  
 Nonprofit Organization @ \$100 (\$150 after 1/26/08)

**Total amount of exhibitor fee due and enclosed with this application.**  
(Failure to include payment in full will cause the return of this application without processing.)

TOTAL EXHIBITOR FEE ENCLOSED

**Payment Options: (FULL payment must accompany this form)**

CHECK Make check payable to Washington State PTA and mail to: Washington State PTA, 2003 65th Ave W, Tacoma, WA 98466

VISA  MASTERCARD Credit card orders may be faxed to 253-565-7753.

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Signature \_\_\_\_\_ Billing Address (if different from above) \_\_\_\_\_

*Washington State PTA Office Use Only*  
Date Received \_\_\_\_\_ Amount paid \_\_\_\_\_ Check # \_\_\_\_\_

Space Assigned \_\_\_\_\_ Accepted by \_\_\_\_\_ Date \_\_\_\_\_

**TO THE WASHINGTON STATE PTA:** The signed applicant desires to participate in the annual convention and exhibitor exposition of the Washington State PTA to be held at the DoubleTree Hotel—Seattle Airport, May 2-4, 2008; subject to terms, conditions, rules and regulations governing said convention and exposition which are set forth herein, in the Exhibitor Prospectus, and which are all expressly made a part of this Application and Agreement.

**BOOTH ASSIGNMENT:** It is understood that assignment of space is at the sole discretion of the Washington State PTA. The Washington State PTA cannot and does not guarantee an assignment of space in accordance with applicant's request. Applicant agrees that it will accept the booth, or space, assigned to it by the Washington State PTA.

**BOOTH RENTAL FEES:** Applicant agrees to pay the rental fees allocated to the space(s) assigned to it as follows: EXHIBITOR HALL: Prime Corner Booths — Commercial Organizations: \$1000 (\$1100 after 1/26/08) for each 6' x 8' booth; Nonprofit Organizations: \$500 (\$600 after 1/26/08) for each 6' x 8' booth. Standard Booths — Commercial Organizations: \$900 (\$1000 after 1/26/08); Nonprofit Organizations: \$450 (\$550 after 1/26/08). WING 6 ROOMS Commercial Organizations: \$700 (\$800 after 1/26/08) for each room; Nonprofit Organizations: \$400 (\$500 after 1/26/08) for each room; TABLETOP AREA: Nonprofit Organizations: \$100 (\$150 after 1/26/08); Commercial Organizations: \$250 (\$300 after 1/26/08). Tabletop Areas are for display purposes only (no personnel permitted). Spaces may not be shared with another company without prior written permission of the Washington State PTA.

**PAYMENT OF FEES:** Applicant must enclose a check, payable to the Washington State PTA, or submit a credit card payment, in the amount of the total space rental fees. Application and payment should be mailed to the Washington State PTA. This application is not binding until and unless accepted and signed on behalf of the Washington State PTA; and when so accepted and signed, it shall constitute a binding contract upon the applicant/exhibitor and the Washington State PTA, subject to the terms, conditions, rules and regulations appearing in this Exhibitor Prospectus and expressly made a part hereof.

**CANCELLATION POLICY:** If an exhibitor finds it necessary to cancel its company's participation in the 2008 Washington State PTA Convention and Exhibitor Exposition, a refund will be made if cancellation is received, in writing, no later than March 7, 2008. In such event, the Washington State PTA will refund to the exhibitor the total amount which the exhibitor has paid, less \$200.00 as a cancellation fee.

**1. Contract For Space** - Applicants for exhibit space are required to forward to the Washington State PTA the formal Application and Agreement provided. To be valid, each application must include total payment of space fees and must specify products scheduled for exhibition and/or distribution. The application for space and formal notice of acceptance by the Washington State PTA and full payment of space fees constitute a contract for the right to use this space pursuant to the terms, conditions, rules and regulations as stated herein.

**2. Dates and Hours** - The exhibitor area will be open to delegates on Friday morning. **Exhibitor areas will NOT be open during general business sessions (session lengths may vary according to business at hand)**. An agenda and schedule of hours will be included in exhibitor's booth assignment/confirmation letter. Exhibitor agrees to keep space open and attended during any and all Exhibitor Exposition hours as established by the Washington State PTA.

**3. Installation and Dismantling** - Installation times for Exhibitors will be mailed with application acceptance letter. Any space not claimed by said set-up time, may be re-assigned without refund of rental paid. Exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the close of exhibits on Saturday May 3. Final dismantling is to be done after the closing hour Sunday May 4. All exhibits must be removed by 3:30 PM, Sunday, May 4th.

**4. Use of Space** - All activities must be confined to the limits of the exhibit space. Exhibitor shall not assign, share or sublet any space allotted without the written consent of the Washington State PTA. Exhibitor is not permitted to show goods other than those manufactured or sold by it in the regular course of business. No interference with the light or view of other exhibitors or the free passage of delegates will be permitted. Radios, televisions and other electronic devices cannot be used at a level that is distracting to other exhibitors. No other hotel space, including exhibitor hotel rooms, may be used for exhibitor activities.

**5. Irregular Canvassing, Selling, Activities Beyond Exhibitor's Space** - Distribution of circulars or promotion material may be made only within the space assigned to the exhibitor presenting such material.

**6. Name Badges** - All booth personnel must wear an identification badge issued by the Washington State PTA. Admittance to any exhibitor area may be denied to any person without a proper badge. The Washington State PTA office must be provided with a completed exhibitor personnel form by April 18, 2008 for name badges to be made. No name badges will be prepared on site.

**7. Fire Protection** - Inflammable or other dangerous fluids, substances, materials, equipment, or other items, the use of which is in violation of city, county or state laws or regulations, may not be used in any booth.

**8. Sound Devices** - No sound-making equipment of any kind may be set up or used in exhibit space without the prior approval of the Washington State PTA.

**9. Restrictions in Operation of Exhibits** - Washington State PTA reserves the right to restrict exhibits which, because of noise, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any exhibit which in the sole opinion of the Washington State PTA may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the Washington State PTA determines is objectionable. In the event of such restriction or eviction, the Washington State PTA is not liable for any refunds of rentals or other exhibit expense. The Washington State PTA shall be entitled to close an exhibit at any time for failure by any Exhibitor or any of their officers, agents, employees, or their representatives to perform, meet or observe any term or condition set forth herein, and such Exhibitor shall not be entitled to a refund of any part of any fee.

**10. Care of Building and Equipment** - Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the Exhibitor is liable to the owner of the property so damaged.

**11. Catastrophe** - In the event that because of war, fire, strike, government regulation, public catastrophe, act of God, or the public enemy or other cause, the show or any part thereof is prevented from being held, or is cancelled by the Washington State PTA, the Washington State PTA shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by the Washington State PTA and reasonable compensation to the Washington State PTA, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

**12. Liability and Insurance** - The Washington State PTA, the DoubleTree or any of their officers or staff members will not be responsible for the safety of the property of Exhibitor from theft, damage by fire, accident or other causes. Exhibitor is advised to consult his insurance broker for proper coverage on display material from the time it leaves his company's premises until its return. Neither the Washington State PTA, the DoubleTree nor any of their officers, agents, employees or other representatives, 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 or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause and neither the Washington State PTA nor the DoubleTree will obtain insurance against any such damage, loss, harm, or injury.

**13. Indemnification** - Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold the Washington State PTA, the DoubleTree and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Washington State PTA, the DoubleTree, their employees and agents. In addition, Exhibitor acknowledges that the Washington State PTA and the DoubleTree do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption, property damage and theft insurance covering such losses by Exhibitor.

**14. Selection of Exhibitors** - The Washington State PTA reserves the right, in its sole judgment, to reject any proposed exhibitor and/or to reject any exhibit, at any time, which it deems to be inappropriate. Notwithstanding the date of receipt of this Application and Agreement, the Washington State PTA reserves the right to limit the type, number, and location of exhibitors.

**15. Health Permits** - Exhibitors providing or dispensing food shall apply for and secure all applicable health permits and conform to all rules of the DoubleTree.

**16. Copyrighted Material** - Exhibitor warrants, on its own behalf and any Artist/Performer's behalf, that all copyrighted material to be played or performed has been duly licensed or authorized by the copyright owners or their representatives and Exhibitor further warrants, on its own behalf and the Artists/Performer's behalf, that any and all royalty fees arising from the use of copyrighted material in this performance has been paid in full. Exhibitor specifically agrees to fully indemnify and hold harmless the Washington State PTA, its agents and employees against any losses or liabilities relating to copyright or trademark violations or claims.

**17. Right of Entry** - The Washington State PTA reserves the right to enter any exhibit booth or room at any time for any purpose including eviction.

**These regulations become a part of the contract between the Exhibitor and the Washington State PTA. They have been formulated for the best interest of the exhibitors. The Washington State PTA respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the sole decision of the Washington State PTA.**