



The 96th Annual West Virginia PTA Convention will be held May 18 & 19, 2019 at the Clarion Hotel & Conference Center in Shepherdstown, West Virginia. West Virginia PTA is seeking vendors and exhibitors to be a central part of our annual convention. Each year our convention hosts more than 100 individuals representing their local PTA units from across West Virginia. In trying to improve our exhibitor experience at convention, we asked for your suggestions and are going to listen! We are excited to promote some wonderful opportunities for our vendors including:

- **Dedicated Exhibit Hall time (with no competing activities)!**
- **Accept credit cards to pay for registration!**
- **More time to socialize with delegates!**
- **Our Virtual Exhibit Hall!**

The Exhibit Hall will be open Saturday, May 18, 2019 from 9:00 am to 3:00 pm. You may set up one hour prior to the exhibit time, and tear down within one hour after the conclusion of the exhibit. We are also now accepting credit cards to pay for your registrations to make the process as convenient as possible!

Attending the convention is a wonderful way to have face-to-face time with your customers which, as you know, is the best way to sell what you have to offer. What if we could offer you an opportunity to reach the thousands of other PTA members that can't attend our convention? We are now able to promote your businesses throughout the year to each and every PTA member in our state with our **"virtual" exhibit hall!** We have created the Virtual Exhibit Hall just for you!

Our state PTA website is highly visited by our members because it's the main source of all communications and resources. We wanted to provide them a central location to find the perfect vendor for their school without spending hours searching the internet. All the work will be done for them on our website! This additional service will give a great amount of visibility to your company throughout the year! Of course, for the best exposure, sign up for both our Virtual Exhibit Hall as well as be a vendor at our State Convention in May!

At our upcoming convention, each vendor or exhibitor may purchase as many table spaces as they like and will be listed in the convention program. Additionally, we are offering the opportunity to display information only or provide inserts for the convention tote bag that is provided to each delegate. The Convention Registration and Virtual Exhibit Hall Registration forms are provided on the following pages. All spaces are reserved on a first come, first served basis.

Additionally, if your budget permits, a door prize from your company is always appreciated. If your organization is interested in advertising in the convention program, information can be found on the enclosed forms.



West Virginia PTA has secured a convention rate at the Clarion Hotel and Conference Center for our event. You may contact the hotel at (304) 876-7000 and request the West Virginia PTA rate of \$104 prior to April 25, 2019.

On behalf of the West Virginia PTA and the thousands of PTA members across the state, I appreciate your support of the West Virginia PTA convention and hope you consider being a vendor this year or participate in our new Virtual Exhibit Hall! I look forward to working with you!

If you have any questions or would like more information please contact either myself or Karen Sherman, Secretary WVPTA. You can reach me at 304-279 2636 or via email at [president@westvirginiapta.org](mailto:president@westvirginiapta.org). Karen can be reached at 304-279-4394 or via email at [secretary@westvirginiapta.org](mailto:secretary@westvirginiapta.org)

Yours in PTA,

*Dani Hancock*

Dani Hancock  
West Virginia PTA President

96th Annual West Virginia PTA Convention  
Convention Vendor Registration Form  
Deadline: Extended to May 3, 2019  
Contact for more information:  
[secretary@westvirginiapta.org](mailto:secretary@westvirginiapta.org)



**GENERAL INFORMATION:**

Name \_\_\_\_\_

Product or Program Description to be included  
in Convention Program \_\_\_\_\_

Representative \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name(s) as it should appear on name badge:  
\_\_\_\_\_

Do you need electricity?  Yes  No

**Exhibit Hall Hours** Set up: Friday, May 17, 2019 at 8:00 pm or Saturday, May 18, 2019 at 8:00 am  
Exhibit Area hours: Saturday, May 18, 2019 from 9:00 am to 3:00 pm.  
Tear down is 3:00pm Saturday.

**VENDOR INFORMATION:**

- I would like to exhibit at the 96th Annual West Virginia PTA Convention!  
 One Table: \$100 for-profit organization; \$50 non-profit organization.  
 Two Tables: \$200 for-profit organization; \$100 non-profit organization.
- I would like to provide an information insert to be placed in the convention tote bag. (\$50 per flyer)  
 I would like to provide information only to be set out on a vendor table. (\$25 per flyer)
- I would like to purchase \_\_\_\_\_ luncheon tickets for Saturday (\$15.00 each) with convention guests.

**ADVERTISING INFORMATION:**

- I would like to advertise in the convention program of the 96th Annual West Virginia PTA Convention!  
All advertisements must be submitted to: [marketing@westvirginiapta.org](mailto:marketing@westvirginiapta.org) by May 1, 2019.
- Full Page: \$150  
 Half Page: \$100  Quarter Page: \$50

**Payment Information:**

\$ \_\_\_\_\_ Vendor Fees  
\$ \_\_\_\_\_ Advertising Fees  
\$ \_\_\_\_\_ Total amount enclosed

**FORMS OF PAYMENT:**

**To mail in registration, make check payable to:**

West Virginia PTA  
P.O. Box 3557  
Parkersburg, WV 26103-3557

**To register online and pay by credit card:  
Email [secretary@westvirginiapta.org](mailto:secretary@westvirginiapta.org) for link**

All fees are nonrefundable; Acceptance of vendor and advertising is subject to approval by the West Virginia PTA President. West Virginia PTA does not endorse any companies or products.

**Virtual Exhibit Hall Registration Form**  
*(Only completed if payment is being sent with a check by mail)*



**Contact for more information:**  
[marketing@westvirginiapta.org](mailto:marketing@westvirginiapta.org)

**GENERAL INFORMATION:**

Business Name \_\_\_\_\_  
Representative \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

Please print clearly **exactly** how your online advertisement should read:  
25-word description of product/services

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please print clearly exactly how your online information should read:**

**Contact Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Company's Web Address:** \_\_\_\_\_

***Make check payable to  
WV PTA and mail  
along with form to:***

West Virginia PTA  
P.O. Box 3557  
Parkersburg, WV 26103-3557

**VENDOR INFORMATION:**

- I would like to purchase the six-month Directory Listing (\$75 per month or \$450)  
 I would like to purchase the six-month Expanded Listing (\$125 per month or \$750)

\$ \_\_\_\_\_ Total amount enclosed

Submission of this form with payment acknowledges that you have read and understand the enclosed terms and conditions and agree with all terms set forth by West Virginia PTA.

# West Virginia Virtual Exhibit Hall Terms and Conditions

Please direct all questions related to the virtual exhibit hall to [marketing@westvirginiapta.org](mailto:marketing@westvirginiapta.org)

## Rates and Deadlines

New listings are added on the 1st of each month, running for 6 months.

Six-month Directory Listing.....\$ 75 per month  
Six-month Expanded Listing.....\$125 per month

## Directory Listing

A directory listing includes the following information:

*Logo and Company Name Contact Name  
Mailing Address Phone/Fax Numbers  
Web site/E-mail Address  
A 25-word description of your product,  
program or service.*

## Expanded Listing

In addition to a directory listing as outlined above, advertisers purchasing an expanded listing will also receive a link from the directory listing to a pre-formatted ad submitted by the advertiser. Ads should be submitted in PDF format or in a format that can be converted to PDF. The expanded listing also includes one (1) email blast to all PTA contacts of WV PTA, two (2) Facebook announcements on the WV PTA page, and a one-half page ad in the bi-monthly WV PTA Bulletin.

## Terms & Conditions

Advertiser assumes full responsibility for all material submitted, including but not limited to accuracy. Advertiser does hereby agree to indemnify and hold West Virginia PTA harmless with respect to any claims or actions against West Virginia PTA for any cost, legal fees or related expenses for claims made or judgments rendered against West Virginia PTA resulting from publishing the advertising, including but not limited to claims for unauthorized use of photographs, names, maps, illustrations, etc. or any claims for libel, slander, piracy, plagiarism, invasion of privacy, or infringement of copyright. None of the terms and conditions of this contract may be amended or altered unless authorized in writing and signed by an authorized representative of West Virginia PTA. Rates are subject to change. Publisher will honor all contract rates in effect for the duration of the contract.

## Copy and Contract Regulations

All advertising is subject to approval by the West Virginia PTA. West Virginia PTA reserves the right to reject any advertising it feels is not in keeping with the character, goals and purposes of West Virginia PTA. Advertisers assume responsibility for all content and for any claims arising from publishing the advertising. Political, alcohol, tobacco and other related types of advertising will not be accepted. Execution of this contract indicates that the advertiser accepts the foregoing terms, rates and regulations. Our state website for viewing your new virtual exhibit hall listing is [www.westvirginiapta.org](http://www.westvirginiapta.org).

## Don't Forget for Expanded Listing!

Please enclose with this application, the information you would like to include in the email blast, as well as the two (2) Facebook announcements. The ½ page ad for the bi-monthly West Virginia PTA bulletin and full page ad for the link in the Virtual Exhibit Hall should be emailed to [marketing@westvirginiapta.org](mailto:marketing@westvirginiapta.org). Mail your completed application and form of payment to: WVPTA, PO Box 3557, Parkersburg, WV 26103. Printed advertisements will be scanned "as is" and converted to PDF format.

## Payment Options (By Mail)

FULL payment for six-month listings must accompany this form. An application will not be processed until payment is received. Please mail this form with your check or money order made payable to West Virginia PTA, PO Box 3557, Parkersburg, WV 26103.

## (Register online/pay with credit card)

FULL payment for six-month listings must accompany your online registration. Applications will not be processed until payment is received. Please visit our link to complete your registration online and pay by credit card.

<https://www.cheddarup.com/tabs/wv-pta-virtual-exhibit-hall-application>