

The 97th Annual West Virginia PTA Convention will be held April 18, 2020 at the Lakeview Golf Resort in Morgantown, West Virginia. West Virginia PTA is seeking vendors and exhibitors to be a central part of our annual convention. Attending the convention itself is a wonderful way to allow for personal interaction with our convention attendees and to be able to communicate the product or service that you are representing. We are excited to promote some wonderful opportunities for our vendors including:

***Dedicated Exhibit Hall time (with no competing activities)!***

- Friday, April 17<sup>th</sup>: The Exhibit Hall will be open from 5:00 pm to 9:00 pm during registration. You may set up Friday evening one hour prior to the start of registration.
- Saturday, April 18<sup>th</sup>: The overall Exhibit Hall is open from 8:00 am to 5:00 pm.

***Resister online!***

- We accept credit cards or eCheck to pay for registration online. Go online to the Vendor Registration section at this link <https://2020-west-virginia-pta-convention-vendor-r.cheddarup.com> .

***Our Virtual Exhibit Hall!***

- This is a fantastic opportunity to reach the thousands of PTA members that can't attend convention and promote your business throughout the year to each and every PTA member because it's the main source of all communications and resources in our state.
- This additional service will give a great amount of visibility to your company throughout the year because it's all located in a central location!
- Go to <https://west-virginia-pta-virtual-exhibit-hall-application-2019-2020.cheddarup.com>.

***Multiple Table Spaces Can Be Purchased!***

- Each vendor or exhibitor may purchase as many table spaces as they like and will be listed in the convention program exposing you to more than 100 individuals representing WV local PTA units.

***Convention Program Advertising!***

- We also offer convention program advertising. If your organization is interested in advertising in the convention program, information can be found on the enclosed forms.

***Other Options If Not Attending!***

- We also offer the opportunity to display information only or provide inserts for the convention tote bag that is provided to each delegate.

***Double Exposure for Vendors!***

- 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 April 2020!

**Other Items You Need to Know:**

- The Vendor Registration and Virtual Exhibit Hall Registration forms provided on the following pages can also be mailed. All spaces are reserved on a first come, first served basis.
- If your budget permits, a door prize from your company is always appreciated.
- West Virginia PTA has secured a convention rate at the Lakeview Golf Resort for our event. You may contact the hotel at (304) 594-1111 and request the West Virginia PTA rate of \$99 for either single/double occupancy before March 18th, 2020.

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

If you have any questions or would like more information, please contact us.

Yours in PTA,

Rose Rossana  
West Virginia PTA President  
304-476-0889  
[president@westvirginiapta.org](mailto:president@westvirginiapta.org)

Karen Sherman  
WV PTA Vendor Chair  
304-279-4394  
[atlargemember@westvirginiapta.org](mailto:atlargemember@westvirginiapta.org)

## 97th Annual West Virginia PTA Convention Vendor Registration Form

<b>GENERAL INFORMATION:</b>		
Business Name: <a href="#">Click here to enter text.</a>	Product or Program Description to be included in Convention Program:	
Contact Name: <a href="#">Click here to enter text.</a>	Click here to enter text.	
Address: <a href="#">Click here to enter text.</a>		
City: <a href="#">Click here to enter text.</a>		
State: <a href="#">Click here to enter ext.</a>		Zip: <a href="#">Click here to enter text.</a>
Phone: <a href="#">Click here to enter text.</a>		
Email: <a href="#">Click here to enter text.</a>		
Electricity Needed:	<input type="checkbox"/> YES <input type="checkbox"/> NO Name(s) as it should appear on name badge: <a href="#">Click here to enter text.</a>	

<b>VENDOR INFORMATION:</b>	
<input type="checkbox"/> I would like to exhibit at the 97th Annual West Virginia PTA Convention:	
Each Table: \$100	Enter Quantity: <a href="#">Click here to enter text.</a>
Number of Tables requested	Enter Quantity: <a href="#">Click here to enter text.</a>
<input type="checkbox"/> I would like to provide an information insert to be placed in the convention tote bag: \$50 per flyer	
<input type="checkbox"/> I would like to provide information only to be set out on a vendor table: \$25 per flyer	

<b>ADVERTISING INFORMATION:</b>		
<input type="checkbox"/> I would like to advertise in the program of the 97th Annual West Virginia PTA convention!		
<input type="checkbox"/> Full Page: \$150	<input type="checkbox"/> Half Page: \$100	<input type="checkbox"/> Quarter Page: \$50
All advertisements must be submitted to: <a href="mailto:president@westvirginiapta.org">president@westvirginiapta.org</a> by <b>February 21, 2020.</b>		

<b>PAYMENT INFORMATION:</b>		<b>FORMS OF PAYMENT: DUE APRIL 10, 2020</b> <b>To register online and pay by credit card/eCheck:</b>  <a href="https://2020-west-virginia-pta-convention-vendor-r.cheddarup.com">https://2020-west-virginia-pta-convention-vendor-r.cheddarup.com</a>  <b>To mail in registration, make check payable to:</b>  West Virginia PTA P.O. Box 3557 Parkersburg, WV 26103-3557
Vendor Fees:	\$	
Advertising Fees:	\$	
Total Payment Enclosed:	\$	

# West Virginia PTA Virtual Exhibit Hall Application

Please visit our webpage or use this link to complete the registration online and pay by credit card or eCheck.  
<https://west-virginia-pta-virtual-exhibit-hall-application-2019-2020.cheddarup.com>

Point of Contact: Enter First and Last Name

E-mail address: Enter Email Cell Phone: 000 - 000 - 0000

Company Name: Enter Company Name Date: 00 / 00 / 0000

Title: Enter Title Web Address: Enter Web Address.

Address: Enter Street Address.

City: Enter City State: Zip: 00000

Phone: 000 - 000 - 0000 Fax: 000 - 000 - 0000

- Directory Listing Six-month Purchase @ \$75 per month or \$450
- Expanded Listing Six-month Purchase @ \$125 per month or \$750
- Total Purchase: \$0.00

25-word description of products/services: Enter Description

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.

## 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 quarterly 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.

## 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 quarterly West Virginia PTA bulletin and full page ad for the link in the Virtual Exhibit Hall should be emailed to [president@westvirginiapta.org](mailto:president@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

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 the credit card information completed below or with your check or money order made payable to West Virginia PTA, PO Box 3557, Parkersburg, WV 26103.

Check Amount.\$0.00	Check No.: 00000	
Charge Amount: \$0.00	<input type="checkbox"/> VISA	<input type="checkbox"/> MC
Card No:	0000 - 0000 - 0000 - 0000	
Card Holders Name:	Enter Name	
Signature:		