

Michigan PTA Convention Exhibitor Rules & Regulations

Contract for Space

Applicants for exhibit space are required to forward the formal application and agreement provided. To be valid, each application must specify products scheduled for exhibition and/or distribution. The application for space and formal notice of acceptance and full payment of booth fees constitutes a contract for the right to use this space pursuant to the terms, conditions, rules, and regulations as stated herein.

Dates and Hours

Exhibit Hall will be open Saturday, July 23, 2022, from 9:00 am to 1:30 pm. Exhibit booths are to be attended during exhibit hours by persons who are prepared to effectively discuss all products and services presented. If you choose to utilize bonus exhibit hours the booth should also be attended Friday, Jul 22, 2022, 11:00-11:30, 12:30-2:00, and 3:00-4:45. Other times are at the vendor's discretion.

Booth Information

Each single booth measures 10' wide and at least 6' deep and will include a 6' draped table with 2 chairs. Pipe and drape can be added at the exhibitor's expense.

Booth Assignment

It is understood that booth assignments are on a first-come, first-served basis, based upon the date of receipt by the Michigan PTA of the application and paid fees. Applicant agrees that it will accept the booth assigned to it.

Installation and Dismantling

Set up time will be Saturday, July 23, 2022 from 6:00-9:00 am for standard time, and Friday, July 22, 2022 from 8:00-11:00 am. Any space not claimed and occupied by 9:00 am on Saturday, July 23, 2022 will be reassigned without refund of fees paid. The exhibitor expressly agrees not to dismantle the exhibit or do any packing before 2:30 pm Saturday, July 23, 2022. All exhibits must be completely removed by 5:00 pm on Saturday, July 23, 2022.

Use of Space

All activities must be confined to the limits of the exhibit booths. Exhibitor shall not assign, share or sublet any space. Exhibitor is not permitted to show goods other than those manufactured or sold by the Exhibitor in the regular course of business. No interference with the light or view of other exhibitors will be permitted.

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. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

Sales Tax License

Any exhibitor selling items during the convention must have a Michigan sales tax license and display it at all times during exhibit hours.

Fire Protection

Flammable or other dangerous fluids, substances, materials, equipment, or other items, the use of which is in violation of city, county, township or state laws or regulations, may not be used in any booths.

Irregular Canvassing, Selling, Activities Beyond Exhibitor's Space

Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material.

Sound Devices

No sound making equipment of any kind may be set up or used in exhibit booths.

Restrictions in Operation of Exhibits

Michigan PTA reserves the right to restrict exhibits which, because of noise, method of operation, materials, or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the Michigan PTA may distract from the general character of the exhibit as a whole. This restriction includes persons, things, conduct, printed matter, or anything of character which the Michigan PTA determines is objectionable to the exhibit. In the event of such restrictions or eviction, the Michigan PTA is not liable for any refunds, rentals or other exhibit expenses. The Michigan PTA shall be entitled to close any 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.

Catastrophe

In the event that because of war, fire, strike, government regulation, public catastrophe, or act of God, the show or any part thereof is prevented from being held, or is canceled by the Michigan PTA, Michigan 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 Michigan PTA, but in no case shall the amount of refund to the applicant exceed the amount of the booth rental fee paid.

Liability and Insurance

Neither the Michigan PTA nor the Best Western Premier Hotel will be responsible for the safety of the property of Exhibitor from theft, damage by fire, accident or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display materials from the time it leaves their company premises until it returns. In most cases, a rider can be added to a current policy for a nominal cost. Neither the Michigan PTA nor the Lansing Community College will obtain insurance against any such damage, loss, harm or injury resulting from theft, fire, water, accident or any other cause.

Selection of Exhibitors

Only firms and organizations whose nonpartisan and nonsectarian services or products are appropriately related in the sole judgment of the Michigan PTA, to children, youth and the charitable and educational activities of the Michigan PTA, shall be permitted to exhibit. Michigan PTA reserves the right to decline any exhibit which in its sole judgment is inappropriate, this reservation being all inclusive as to persons, things, printed matter, products, and conduct.

Drop Cloths

Exhibitors will be responsible for their own drop cloths, floor protection, covering and "in-booth lighting."

Entrance

Exhibitors shall be solely responsible for delivery, handling, setup and removal of its own displays and materials.

Exhibitors will cooperate by not throwing refuse on the floor unnecessarily or committing any act which may endanger public safety or inconvenience other exhibitors or the public. There will be NO SMOKING on the exhibit floor at any time. All pertinent fire codes and laws, ordinances, and regulations pertaining to health, fire prevention, and public safety shall be strictly observed. Fire exits cannot be blocked at any time – no exceptions. Use of crepe paper is not permitted and all decorative materials shall be fireproof. No flammable liquids will be permitted within the building. Nothing shall be nailed, stapled or otherwise affixed to walls, floors, or any part of the exhibition area.

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

The Michigan PTA shall be the final authority on any question regarding the interpretation of these rules and regulations. No amendments to this contract will be accepted.