

ABOUT MONTANA PTA

Founded in 1915, the Montana Congress of Parents Teachers Students, now known as the Montana Parent Teacher Association (Montana PTA) is the largest parent advocacy organization in Montana state, with 77 local PTAs statewide with nearly 5500 members currently. The association is an innovative, forward-thinking and effective advocate for children.

Montana PTA is a vibrant, active association of people from all walks of life and backgrounds, working together toward a common vision to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

THE VALUE OF PTA

PTA is a membership-driven association. People join to support the work done locally to benefit their child and the community and to support the work Montana PTA does collectively to help children, families and schools in the state.

ANNUAL CONVENTION

The annual Montana PTA Convention is our premier event and business meeting. In 2022 we returned to an in-person convention which attracted several leaders and members from across the state. Whether attendees are first-timers or seasoned convention veterans, members attend to find connections that help them be better leaders, parents, guardians, and community members.

This is a tremendous opportunity for our sponsors, vendors, and presenters to connect with volunteer leaders, parents, and families. Your support of this event helps our members and, ultimately, your bottom line!

We would like to personally invite you to participate in our 108th Annual Montana PTA Convention which will be held September 29 & 30, 2023 in Billings, MT.

Montana PTA's Annual Convention is self-funded and self-staffed by Montana PTA board members and volunteers, so your support is greatly appreciated.

Thank you in advance for your participation and for your support of the Montana PTA and local PTAs across the state. We are excited for this year's convention and look forward to hearing from you and hope you're able to participate, one way or another.

~ Montana PTA Board of Directors ~

2023 Theme:

"Treasure the Adventure"

We are excited for this year's convention and hope you are able to join us.

SEPTEMBER 29-30, 2023

BILLINGS HOTEL AND CONVENTION CENTER

1223 MULLOWNEY LANE

BILLINGS, MT 59101



Vendors will be able to start setting up on Friday, September 29, 2023 at 1:30-3:30.

Convention attendees will arrive to register, networking, and visit with vendors at 4:00pm Friday.

Our commitment is to educate and introduce opportunities to local PTAs that will help their PTA. The convention schedule provides delegates with more time during convention to meet with vendors. Again **setup will be on Friday September 29th at 1:30pm-3:30pm** and we ask for vendors to be packed up no later than 4:00pm on September 30th. Montana PTA's Annual Convention is self-funded and self-staffed by Montana PTA board members and volunteers, so your support is greatly appreciated. If you would like to donate a prize for our donation baskets, it would be welcomed.

There are several ways to support Montana PTA while participating in our annual convention such as sponsorships (include vendor table), program advertising, and more. Information on these options is included in this packet.

We thank you for your support of Montana PTA and local PTAs across the State of Montana. **We look forward to seeing you in September in Billings.**

HOTEL INFORMATION:

- ⇒ Room reservations may be made directly with the hotel (406) 248-7151
- ⇒ To obtain the group rate, you must indicate you are with the Montana PTA Convention
- ⇒ To book room reservations online go to www.billingshotelmt.com, click on Book Now and enter Group ID code **17107**
- ⇒ Room rates—\$114.95 single or double
- ⇒ Hotel room check in 3pm
- ⇒ Hotel room check out 11am
- ⇒ To receive group rate discount, reservations must be made by 8/31/2023

SPONSOR / VENDOR TABLE INFORMATION

Montana PTA Convention — September 29-30, 2023

View and select your Sponsorship Level on pages 4 and 6

- Includes 2 Saturday lunch tickets.
- Tables are 6ft with covering. 2 chairs also included.
- Extra Saturday lunch tickets may be purchased prior to September 9th for \$20.00 per ticket. **Please see section 3 of the Sponsor / Vendor fees page.**
- **Sponsor/Vendor Payment Forms, Screening Approval Form, Liability Waiver and all fees must be received at the Montana PTA office by August 31st.**
- Reservations received after August 31st will incur a \$50.00 late fee per table.
- **Friday September 29th** - vendor check-in is 1:30pm-3:30pm and table set up by 3:45pm as convention delegates will begin to arrive by 4pm.
- **Saturday September 30th—PTA delegates will be starting to register at 7:00am.**
- Vendor information will be listed in the Convention Program if the information is provided on the Sponsor / Vendor Payment Form and received in the Montana PTA office by August 31st.
- Vendors are required to vacate their booth space by 4:00 pm on Saturday, September 30th.
- No refunds after August 31, 2023.
- Electricity will be available, please indicate your electrical needs on the Sponsor Payment Forms.
- Table placement is at the discretion of Montana PTA.
- The Montana PTA will NOT provide electrical extension cords, audio or visual equipment.
- Friday night, the room is secured, but Montana PTA asks that vendors use caution with what they leave overnight on their table.
- At your table you may do giveaways but winnings have to be given to the winner by 3:15pm on Saturday.
- We will be accepting donations for our basket raffle which may be any item you choose to donate.
- All demonstrations, signs, promotional materials or other sales activities must be confined to the limits of the rented vendor space. Vendors shall not assign, share or sublet any space at their table.
- To encourage all attendees to visit your display they will be given a vendor game card. Vendors are asked to initial or stamp next to their business. There will be a drawing for attendees who meet with all vendors and complete their card.
- You will receive nametags from Montana PTA, but are welcome to wear your personal nametag.
- No sound making equipment of any kind, may be set-up or used in the vendor space with out prior written approval of Montana PTA.

Sponsorship of Montana PTA Convention can aid attendees in discovering the value of PTA through products and services. These products and services guide and support our members so that they can be the very best advocates for all children.

THANK YOU!



Sponsorship Levels



PLATINUM SPONSOR \$5,000

- ◆ Receive everything in the GOLD sponsorship package
- ◆ Company logo (sponsored by) on front cover of convention program
- ◆ Awards luncheon sponsored by...
- ◆ Company articles to local PTA leaders monthly for 1 year
- ◆ Present workshop at annual State PTA Convention
- ◆ 3 extra complimentary lunch tickets (5 total)
- ◆ Montana PTA Honorary Lifetime Membership

GOLD SPONSOR \$1,000

- ◆ Vendor space in a prime location and marked as GOLD SPONSOR
- ◆ Business ad in Convention program (full page) and GOLD SPONSOR acknowledgement
- ◆ Company Logo and “Gold Sponsor of Montana PTA Convention” in Convention program and Eblasts to Local PTA’s October-December
- ◆ Company name / logo displayed at registration and verbal recognition during event
- ◆ 2 vendor booth spaces
- ◆ Your company may provide bag stuffers for attendees such as brochures, pamphlets, special offers, promotional items, etc.
- ◆ Company name and info on Montana PTA website and FB
- ◆ Will receive Proud Sponsor of Montana PTA logo
- ◆ 2 complimentary lunch tickets

SILVER SPONSOR \$500

- ◆ One-half page ad in the Convention Program
- ◆ Vendor booth space marked as SILVER SPONSOR
- ◆ Company Logo and “Silver Sponsor of Montana PTA Convention” in Convention program and Eblasts to Local PTA’s November-December
- ◆ Company name / logo displayed at registration and verbal recognition during event
- ◆ Company name and info on MT PTA website and FB
- ◆ Will receive Proud Sponsor of Montana PTA logo
- ◆ 2 complimentary lunch tickets

BRONZE LEVEL SPONSORSHIP \$250

- ◆ Vendor booth space marked as BRONZE SPONSOR
- ◆ Eblast to Local PTA’s with Company name and info
- ◆ Verbal Recognition during event
- ◆ Company name and info on MT PTA website and FB
- ◆ Will receive Proud Sponsor of Montana PTA logo
- ◆ 2 complimentary lunch tickets

CONVENTION BAG STUFFERS

\$50

All bag stuffers must be pre-approved by the MT PTA board. The stuffer either a product or paperwork, needs to be sent to the Montana PTA office by August 31st once approved.

SPONSOR / VENDOR PAYMENT FORM

2023 Montana PTA Convention

Theme: "Treasure the Adventure"

Complete Pages 5, 6, 7 and 8 by August 31, 2023

and email or submit with payment to:

MONTANA PTA

PO Box 1269, Laurel, MT 59044

Office phone number 406-628-9007

If interested in paying online (including processing fees) please complete and email pages 5-8 to mtstatepta@gmail.com and an invoice will be sent to you.

NAME OF BUSINESS/ORGANIZATION: _____

ADDRESS: _____

Street

City

State

Zip

E-MAIL ADDRESS: _____

PHONE NUMBER(s): _____

NAME OF REPRESENTATIVES:

BRIEF DESCRIPTION OF BUSINESS:

(To be included in the Convention Program if received by August 31, 2023)

***** MONTANA PTA CONVENTION OPPORTUNITIES AND BENEFITS *****

SPONSORSHIPS VENDOR TABLE PROGRAM ADVERTISING
 SOCIAL MEDIA EBLASTS WEBSITE SIGNAGE VERBAL RECOGNITION

SECTION 1 - SPONSORSHIP / VENDOR FEES

Platinum Level Sponsorship	\$5,000	_____
Gold Level Sponsorship	\$1,000	_____
Silver Level Sponsorship	\$500	_____
Bronze Level Sponsorship	\$250	_____
Convention Bag Stuffer	\$50	_____

Table Reservations received after August 31st - late fee \$50.00 per table _____

_____ **YES , I need electricity for Display** *(limited outlets - allotted on a first-come, first-served basis)*

SECTION 2 - ADVERTISING COST AND AD SIZE

\$ 50.00 1/4 Page 3¾ x 4¾ _____

Convention programs are given to each delegate at convention, and are used as a reference throughout the year by delegates.



SECTION 3 - SATURDAY LUNCH

(Optional) Extra Saturday lunch tickets @ \$20.00 per ticket _____

2 lunch tickets are provided with each sponsorship level but more may be purchased if desired.

Liability and Insurance : Neither Montana PTA or the management, officers, or staff members of Montana PTA or Billings Hotel and Convention Center, 1223 Mallowney Lane, Billings, MT 59101 will be responsible for the safety of the property of the Vendors from theft, damage by fire, accident, or other causes. Vendors are advised to consult their respective insurance brokers for proper coverage of display material from the time it leaves their company's premises until it's returned. Montana PTA shall not be held accountable or liable 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.

SECTION 1 - TOTAL SPONSORSHIP / VENDOR FEES	\$ _____
SECTION 2 - TOTAL ADVERTISING FEES	\$ _____
SECTION 3 - TOTAL EXTRA LUNCH TICKETS	\$ _____
GRAND TOTAL REMITTED TO THE MONTANA PTA	\$ _____

No refunds after August 31, 2023

Companies and organizations wishing to participate in the exhibition or other activities held during Montana PTA’s annual convention are required to complete the Exhibitor Screening Approval Form. This form will be utilized in the process of approval and inclusion in the exhibition. Completion of the form does not denote approval. Each organization’s products and/or services should be appropriately related to children, youth, and the charitable and educational activities of Montana PTA. Any company or organization whose products, services, or materials are in direct opposition to Montana PTA’s position statements or resolutions will not be approved. Companies wishing to participate may be required to submit materials for further review but should submit materials on request only. Read and check all boxes prior to signing. Questions about this form should be submitted via e-mail to *mtstatepta@gmail.com*.

- We understand that the acronym “PTA” or name “National PTA” cannot be utilized in any vendor’s materials. National PTA copyrights both of these names. We understand that only in such cases where a company has been provided a PTA sponsor logo will use of “PTA” or “National PTA” be approved.
- We understand that fundraising materials cannot state that students or children are participating in any way in the fundraising process. This includes the collection of money (whether for a charitable cause or not), the actual selling (whether door to door or to friends, relatives, etc.), and participation in the fundraiser (even if it’s of an educational nature, such as a quiz bowl). We understand that all fundraisers must be structured so that it is the PTA or an adult who is doing the fundraising.
- We understand that the use of National or Montana PTA’s logo is not permitted and that any company utilizing National or Montana PTA’s logo will be asked to remove the logo from the company’s materials.
- Our company will not ask PTA delegates to lobby any governmental agency or official.
- Our organization does not participate in disseminating information that is of a partisan or sectarian nature.
- We understand that materials must be in accordance with National and Montana PTA’s position statements and resolutions, and that any company whose products, services, or materials are in direct opposition to National and Montana PTA’s position statements or resolutions will not be approved.
- Our company’s products and/or services are appropriately related to children, youth, and the charitable and educational activities of National PTA.
- We understand that our company is subject to final approval upon convention time and reservation may be cancelled as well as further participation with Montana PTA for not adhering to the above statements.
- Our product/program is not sponsored, supported, or endorsed by another company. (If it is, please e-mail that information to *mtstatepta@gmail.com* prior to submitting this form).
- Our organization is involved in the following (please check all that apply):
 - Tobacco Vouchers Firearms Religion
 - Alcohol Charter Schools Adult Content Ultra group
 - None of the above The products being sold are physically safe for people to handle.

Restrictions in operation of exhibits: Montana PTA reserves the right to restrict, at its sole discretion, exhibits that, method of operation, materials, or any other reason, become objectionable, and also to prohibit or evict any part of or all of an exhibit that in the opinion of Montana PTA may detract from the general character of the exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that Montana PTA determines is objectionable to the exhibition. In the event of such restriction or eviction, Montana PTA is not liable for any refunds of exhibit expenses.

I, _____, the undersigned, understand that this form is an integral part of the application/contract for exhibit space at the Montana PTA Annual Convention and Exhibition.

Signature _____ Date _____

For company _____

(Please complete and return this form with your Vendor PAYMENT Form)



PO Box 1269
Laurel, MT 59044

MONTANA PTA LIABILITY WAIVER AND INSURANCE - SPONSORS / VENDORS

1. Montana PTA and its officers, directors, and employees is not responsible for property of the Vendor. The Vendor is responsible for safeguarding its property, and Vendor is responsible for all damage or loss to Vendor's property from theft, damage by fire, accident, or other causes.
2. Property left in the vendor area after the official closing of the event will be disposed of, at the sole discretion of Montana PTA.
3. The Vendor is advised to maintain an insurance policy on Vendor’s personal property, to the extent of its full replacement value; and a public liability policy insuring against all liability arising out of and in connection with Vendor's use of or participation. Vendor shall cause any such insurance policy to provide that the insurance company waives all right of recovery by way of subrogation against Montana PTA in connection with any damage covered by the policy.
4. Vendor shall be liable for and shall indemnify Montana PTA against all claims and demands, whether for injuries to persons, loss of life, or damage to property occurring in the vendor area and/or arising out of the area, by Vendor, its agents, visitors, invitees or guests. Vendor shall also indemnify Montana PTA against all costs, counsel fees and liabilities incurred in or about any such claim, or in or about any action or proceeding brought thereon, and in case any action or proceeding be brought against Montana PTA by reason of any such claim, Vendor shall, on notice from Montana PTA, resist or defend such action or proceeding by counsel satisfactory to Vendor. Nothing contained in this paragraph shall, however, detract from Montana PTA’s rights to protection under the public liability insurance policy to be paid for by Vendor as specified herein.

I/WE _____ (vendor) agree to defend and to indemnify and hold harmless, at my own cost, the Montana PTA and all of their officers, directors, members and volunteers. NOTE: The terms and conditions of this agreement shall apply with respect to Vendor’s operations on the premises located at:

Date: _____

Signed: _____ (vendor)

Name of Entity: _____

Title: _____

Montana
PTA[®]
everychild.onevoice.[®]

MONTANA PARENT TEACHER ASSOCIATION

P.O. BOX 1269

Laurel, MT 59044

WE'RE ON THE
WEB!

WWW.MONTANAPTA.ORG

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2023 Montana PTA Convention
"Treasure the Adventure"

CONTACT US!

Montana PTA
PO Box 1269 / 410 Colorado Ave Room 209
Laurel, MT 59044
Phone: (406) 628-9007
Email: mtstatepta@gmail.com