

## ***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 76 local PTAs statewide with nearly 4000 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 its virtual format for 2021, it attracted several leaders and members from across the state and whether attendees are first-timers or seasoned convention veterans, they attend to find those 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 107th Annual Montana PTA Convention which will be held September 16 & 17, 2022 in Great Falls, MT. This will be our first hybrid convention held in-person and virtually.

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 ~*

2022 Theme:  
*"Shaping Our Future"*

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

This year our convention is on **SEPTEMBER 16-17, 2022**

Location this year is at the: HOLIDAY INN  
1100 5TH STREET SOUTH  
GREAT FALLS, MT 59405



*Vendors will be able to start setting up on Friday, September 16, 2022 at 4:00pm.*

Convention attendees will arrive to register, networking, and visit with vendors from 6:00pm—7:30pm Friday as well.

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 night, September 16th at 4pm** and we ask for vendors to be packed up by 4:00pm on September 17th. 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, vendor table reservations, 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 Great Falls.

- ⇒ Room reservations may be made directly with the hotel (406) 727-7200 or online (see instructions to the right)
- ⇒ To obtain the MT PTA rate, you must indicate you are with the Montana PTA convention
- ⇒ Group code for reservations is PTA
- ⇒ Room rates—\$104 single or double plus tax
- ⇒ Hotel room check in 3pm
- ⇒ Hotel room check out 11am
- ⇒ To receive group discount reservations must be made by 8/15/2022

Instructions for Groups that enable Online Rooms Reservations.

[www.ihg.com](http://www.ihg.com)

- Search for Great Falls Montana Hotels
- Select Holiday Inn Great Falls Convention Center
- enter the dates needed
- Click 'Change Search' Drop Down
- Click on Group Code button
- Enter [PTA](#) as the Group Code
- Click Search
- Select Room Type
- Enter Required Information to make reservation.

Online Group reservations are only available over the contracted dates, if the attendee needs a reservation for date prior, or after, they will have to call the hotel directly to reserve a room.

When requesting a reservation online, make sure to use the website listed above, especially if using a mobile device. Group Block reservations are not available on Expedia, Booking.com, or other websites.

## SPONSOR / VENDOR TABLE INFORMATION

### Montana PTA Convention — September 16-17, 2022

#### **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 \$15.00 per ticket. **Please see section 3 of the Sponsor / Vendor fees page.**
- **Sponsor/Vendor Payment Forms, Screening Approval Form, proof of liability insurance 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 16th** - vendor check-in is 4pm and table set up by 6pm as convention delegates will begin to arrive by 6pm.
- **Saturday September 17th—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 17th.
- No refunds after August 31, 2022.
- Electricity will be available, please indicate your electrical needs on the Exhibitor 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 3:30pm 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 you are welcome to wear your personal nametag.
- No sound making equipment of any kind, may be set-up or used in the exhibit space with out prior written approval of Montana PTA.



# Sponsorship Levels



## GOLD SPONSOR \$1,000

Vendor space in a prime location and marked as GOLD SPONSOR

Recognition throughout convention

Business ad in Convention program (full page) and GOLD SPONSOR acknowledgement

Company Logo and “Gold Sponsor of Montana PTA Convention” in Convention program and in the October and November 2022 Montana PTA Voice (newsletter)

Company name and logo displayed at registration

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 MT 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

Recognition throughout convention

Company Logo and “Silver Sponsor of Montana PTA Convention” in Convention program and in October and November 2022 Voice (newsletter)

Company name and logo displayed at registration

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

Recognition in November 2022 MT PTA Voice

Recognition throughout convention

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.

***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 kids.***

# SPONSOR / VENDOR PAYMENT FORM

2022 Montana PTA Convention

Theme: "Shaping Our Future"

Complete Pages 5, 6, 7 and 8 by August 31, 2022

and 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](mailto: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, 2022)*

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

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

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

**SECTION 1 - SPONSORSHIP / VENDOR FEES**

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 @ \$15.00 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 Heritage Inn, 1700 Fox Farm Road, Great Falls, MT 59404 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	\$ _____
<b>GRAND TOTAL REMITTED TO THE MONTANA PTA</b>	<b>\$ _____</b>

No refunds after August 31, 2022

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 exhibitor’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’s insurance does not cover vendors, concessionaires or service providers. Consequently, all vendors, concessionaires or service providers are required to provide Evidence of Insurance to Montana PTA unless annual Evidence of Insurance has been filed with the Montana PTA.

**HOLD HARMLESS AGREEMENT**

For Montana PTA’s Vendors, Concessionaires, or Service Providers.

Insurance Requirements:

- (a) Workers’ Compensation Insurance. Required if you have employees engaged in the performance of work under the agreement.
- (b) Comprehensive General Liability, Required \$1,000,000. Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury.
- (c) Automobile Liability Insurance. Required only if you are providing transportation. (e.g., limousine or bus service) at Montana PTA’s event. \$5,000,000 limit required.

If you (vendor/concessionaire/service provider) fall under (b) or

(c), a Certificate of Insurance showing policy limits and an endorsement to the policy **MUST** be submitted with your contract.

**Contract containing the following language MUST be added to the above policies (b) and (c) as an Additional Insured:**

The Montana PTA, including all of their officers, directors, members and volunteers. The Insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to Montana PTA and

\_\_\_\_\_

(Name of vendor/concessionaire/service provider)

I/WE \_\_\_\_\_ (vendor/concessionaire/service provider) agree(s) 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/Concessionaire’s/Service Provider’s operations on the premises located at:

\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ (vendor/concessionaire/service provider)

Name of Entity: \_\_\_\_\_ Title: \_\_\_\_\_

Note: Failure of Vendor/Concessionaire/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement. In the event of a breach, Montana PTA shall have the right but not the duty to procure insurance covering the vendor for the period of this agreement. The cost of this insurance will be deducted by the Montana PTA from proceeds due to the Vendor/Concessionaire/Service Provider.



**Montana**  
**PTA**<sup>®</sup>  
*everychild.onevoice.*<sup>®</sup>

MONTANA PARENT TEACHER ASSOCIATION

P.O. BOX 1269

Laurel, MT 59044

---

WE'RE ON THE  
WEB!

WWW.MONTANAPTA.ORG

---

## Inside this Sponsor/Vendor Packet

Montana PTA Letter to Sponsor/Vendor	page 1-2
Sponsor/Vendor table information	page 3
Sponsorship Levels	page 4
Payment Form	page 5-6
Screening Approval Form	page 7
Hold Harmless Agreement	page 8

*2022 Montana PTA Convention*  
*"Shaping Our Future"*

**CONTACT US!**

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