



2nd Annual Spring Training and Exhibitor Fair

Orange County Department of Education, Costa Mesa, CA

Saturday, June 3rd 2017

Dear Spring Training Workshops Exhibitor,

We are pleased to announce our second annual *Fourth District PTA Spring Training Workshops & Exhibitor Fair*. The event will be held on **Saturday, June 3, 2017** at **Orange County Department of Education (OCDE)** in Costa Mesa. Enclosed you will find a registration form. As we get closer to the date, I will email additional information and a map with directions to the Orange County Department of Education.

With the success of last year's event, Fourth District PTA is excited to; once again include exhibitors during our Spring Training Workshops. Your participation will expose your company and products/services to the largest PTA membership in California; our district includes twenty councils, which represents all of Orange County and a small portion of Los Angeles County. Our mission is to empower councils, units, families and community members to become effective advocates for all children and youth. Our members look forward to the training we provide and as last year, they will get the opportunity to meet with exhibitors like you in their search to identify new programs and/or fundraising opportunities to offer their local PTAs.

On the following Exhibitor's Registration Form, please provide the required information, which we need in order for you to participate. All exhibitors during any PTA event must provide a broker approved annual Insurance Certificate of Liability, as well as, an additional Insured Endorsement and Hold Harmless Agreement. To guarantee exhibition space, please submit the required paperwork and fees before the deadline of **Friday, May 12, 2017**.

Though we cannot provide you with an attendee list, we will be providing all participants a list of exhibitors' contact information. Please complete the second page of the registration form with the information you would like on the Exhibitor/Sponsorship Contact flyer.

Each exhibitor fee includes morning coffee, light breakfast, lunch and one 8-foot table with 2 chairs.

All exhibitors will receive confirmation of registration and location of exhibit space via email, no later than a week prior to the event.

If you have any further questions, please contact Judi Kusumoto at 714-241-0495 or email at workshops1@fourthdistrictpta.org.

**Can we count on you to partner with us for our annual
"Spring Training Workshops & Exhibitor Fair" event?**

Thank you for taking the time to consider *Fourth District PTA Spring Training Workshops & Exhibitor Fair*. We look forward to another mutually successful workshops & exhibitors event.

Warm regards,

Judi Kusumoto
Workshop Organizer
Fourth District PTA
1520 Brookhollow Drive, Suite #40
Santa Ana, CA 92705



Exhibitor's Registration Form

Return to Fourth District PTA

1520 Brookhollow Drive, Suite #40, Santa Ana, CA 92705

Deadline: Friday, May 12, 2017

Name of Company:	
501(c)(3):	
Local Contact person:	
Address:	
Telephone number:	
Email Address:	
Signature:	

This signature constitutes an agreement that under no circumstances should a contract be signed during the workshops. Any contract signed with a PTA member on June 3, 2017 is NOT valid and void of all responsibility.

___ \$250.00 - 10' x 10' space w/ 8' x 18" table, 2 chairs and continental breakfast & lunch for 2 exhibitors

___ Free - 501(c)(3) Non-Profit Organization (must provide current copy of tax exemption letter)

No Large Displays

___ \$100.00 - Material Distribution Only

Additional charges:

___ No extra Charge – Electricity (limited space)

___ \$25.00 - Additional breakfast/lunch (Note: Only if more than two people are helping at the exhibit)

___ \$25.00 - Second table (For a larger table space; 8' x 36")

___ **\$50.00 - Late Fee (Note: If registration is received after May 12, 2017)**

Registration \$_____ (+) Additional Charges \$_____ (=) \$_____

All Exhibitors will be located outside.

Exhibitors will be allowed to bring their own EZ-Up for no extra charge.

No canopy type covering will be provided by OCDE.

Make check payable to: **"Fourth District PTA"**

Questions? Contact Judi Kusumoto at workshops1@fourthdistrictpta.org or call (714) 241-0495.

Registration not guaranteed until payment in full and Application/Contract is received and approved by the exhibit chairman and the insurance broker approves your annual Certificate of Liability Insurance, Additional Insured Endorsement and Hold Harmless Agreement.

Nonprofits must provide proof of nonprofit status at time of registration.