



Duval County Council of PTAs/PTSAs

February 8, 2012

Dear Vendor,

The Duval County Council of PTAs & PTSAs would like to invite you to participate in our annual **Vendors' Fair on Tuesday, May 22nd, 2012**. This Vendors' Fair is in conjunction with our PTA Presidents' and Principals' Luncheon. This event is held for all PTAs / PTSAs (in good standing) in the Duval County School District.

This year our event will be held at the University of North Florida – University Center, 12000 Alumni Drive, Jacksonville, FL 32224.

The exhibit hours for the Vendors' Fair will be from 9:00 A.M. until 11:00 A.M. Set up will begin at 8:00 a.m. We welcome your participation in exhibiting your products and information. Please remember that direct sales organizations may sell during the fair, and are responsible for collecting sales tax. The tax deductible donation for this event is \$125.00 per table or exhibit space. There is also an open invitation to all school-sponsored clubs and community groups to attend, free of charge.

The final deadline is **Monday, April 9, 2012**. If you are interested, **please print out and complete the Application and Contract**, which can be found at www.DCCPTA.org under "Vendor Fair App" **and mail them along with your tax-deductible donation of \$125.00 per table or exhibit space**. If you are not able to download or print this form and would like for one to be mailed to you, please contact us as soon as possible.

The Duval County Council looks forward to your participation in our Vendors' Fair on Tuesday, May 22nd.

If you have any questions, please feel free to contact me.

Sincerely,

Juliann Gaus-Graeser

Juliann Gaus-Graeser
DCCPTA Resource / Vendor Fair Committee Chair
Juliannclub@aol.com
(904) 567.6233

DCCPTA VP of Programs: Gretchen Lynch
DCCPTA President: Melissa Kicklighter

>>>If you are unable to attend this year, but would like to remain on our mailing list, please email the following information to us. (Those we do not hear from will be deleted from our mailing list.)

___ **No, I cannot participate this year. Please keep me on your mailing list.**

Company Name _____

Sales Representative _____

Email address: _____ phone: _____

EXHIBIT SPACE APPLICATION

2012 Duval County Council of PTAs / PTSAs Vendors' Fair

FIRM OR BUSINESS NAME _____

HOME OR OFFICE ADDRESS _____

FLORIDA TAX LICENSED (CIRCLE ONE) YES NO

AREA REPRESENTATIVE _____

REP ADDRESS _____

DESCRIPTION OF PRODUCT OR SERVICE _____

Contact information of person responsible for exhibit:

Name: _____

Address (if other than business adds. above): _____

City, State, Zip: _____

Phone #: _____

Email Address: _____

Do you need a table? (DCC will provide as needed)

YES _____ NO _____

Do you require an electrical outlet? (Limited, 1st come, 1st served)

YES _____ NO _____

Please complete and return this form with your signed contract and tax-deductible donation of **\$125 *** per table or exhibit space. Make checks payable to DCCPTA. The Deadline is **April 9, 2012.**

****Early Bird Discount= Mail payment & forms by March 9, 2012 and pay only \$100 per table!***

Please mail your signed Exhibit Space Contract, Application Form, and the check to:

DCCPTA / Vendor Registration

P.O. Box 5397

Jacksonville, FL 32247

DCC PTA use: Registration & forms received: (date) _____

EXHIBIT SPACE CONTRACT

2012 Duval County Council of PTAs/PTSAs Vendors' Fair

The undersigned agrees to rent a table or space from the Duval County Council of PTAs / PTSAs at their annual Vendors' Fair to be held at the University of North Florida – University Center, 12000 Alumni Drive, Jacksonville, FL 32224, on Tuesday, May 22nd, 2012.

Exhibit space will be limited to three tables or exhibit spaces. The undersigned understands that no definite assignment of space will be made without the required fee. The undersigned hereby contracts for _____ exhibit space(s), at a tax-deductible donation of \$125.00 per table or exhibit space during the Vendors' Fair on Tuesday, May 22, 2012. A fee of \$38 will be charged for returned checks.

- Exhibitors may begin setting up at 8:00 A.M. on May 22, 2012.
- Exhibitors' hours will be 9:00 A.M -11:00 A.M.

The Duval County Council of PTAs / PTSAs and the University of North Florida – University Center will not be responsible for any loss, damage, or injury to the exhibitor. Your cooperation in complying with the following rules will be greatly appreciated:

- Exhibitors will be responsible for any damages to University property.
- Exhibitors will use materials conforming to the fire regulations of the area.
- There will be no smoking anywhere in the exhibit area or in the building.
- A Duval County Council Host or Hostess will be in the exhibit area from 8:00 am and throughout the exhibit hours.

This contract will be considered binding upon receipt of the signed agreement with payment in full of \$125.00* per table or exhibit space. The Duval County Council of PTAs / PTSAs reserves the right to accept or reject applicants wishing exhibit space if for any reason they do not conform to our basic policies. In the event of rejection or in the case that all spaces are reserved, the fee will be returned. NO REFUNDS other than mentioned in this contract. The undersigned has read and understands the rules and regulations that are part of this agreement.

This contract is executed the ____ day of _____, 2012. Amount enclosed \$_____.

Signed by _____ (print name) _____

Company Name _____ Phone (____)_____

Email address: _____

Duval County Council of PTA/PTSAs
Vendor Checklist
Tuesday, May 22, 2012

*Where: University Center
University of North Florida*

*Place: 12000 Alumni Drive
Jacksonville, FL 32224*

Set up: 8:00 a.m.

Vendor fair begins 9:00 a.m.

Vendor fair ends 11:00 a.m.

Clean-up begins 11:00 a.m. Once you have talked with your last potential client you may break down your display. The luncheon starts at 11:00, so you are free to break down between 11:00 a.m.-11:30.

*Parking: Please Use the **Rear** Parking Lot for parking and to **Unload**.*

There will be signs identifying your booth location and the number of tables.

Please be sure to bring everything (table cloth-decorations, etc) you will need.

The tables will be skirted, and electricity will be provided to all of those vendors who requested it in advance.

If you have any problems don't hesitate to call me or another committee member.

We are looking forward to seeing you!

Thanks,

Juliann Gaus-Graeser

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(904) 567-6233

juliannclub@aol.com