



EXHIBITOR PROSPECTUS



Exhibitor Set Up Begins Thursday, April 30, 2026
Exhibit Hall Closes Saturday, May 2, 2026

[CAPTA.ORG/EXHIBITOR](https://capta.org/exhibitor)

JOIN US FOR CALIFORNIA STATE PTA CONVENTION 2026

On behalf of the California State PTA Board of Directors, I am pleased to invite you to our 2026 California State PTA Convention in Fresno this May!

Every year, PTA leaders from across the state gather for a weekend to be empowered, educated, and informed on important issues regarding our children's education and well-being. This annual gathering brings together PTA volunteers eager to network and help build a brighter future for our children. Our Exhibit Hall is not only the central location for every convention but also a community, and we invite you to join us.

Your involvement as an exhibitor or sponsor makes all the difference for our convention. In the exhibit hall you will connect directly with frontline educators, parents, and community leaders across California. Our attendees always enjoy the energy and fun of the exhibit hall-seeing all the programs, fundraisers, and services that our vendors provide.

We have various exhibit and sponsorship opportunities available that are suited to fit your organization and provide you with maximum engagement and exposure to our attendees. Together, your partnership will positively impact classrooms, families, and communities throughout the state.

We look forward to partnering with you for an impactful experience. See you in Fresno, or as I like to say Fres-YES!

Today, Tomorrow, Together



Heather Ippolito
California State PTA
President



EXHIBITOR PROSPECTUS 2026

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CONTACT INFORMATION

CALIFORNIA STATE PTA EXHIBIT TEAM

2327 L Street
Sacramento, CA 96816
exhibitors@capta.org

CALIFORNIA STATE PTA SPONSORSHIP OPPORTUNITIES

Casey Becker
2327 L Street
Sacramento, CA 96816
cbecker@capta.org

SHOW DECORATOR

TriCord
738 Neeson Rd. Marina, CA 93933
pfianna@tricord.net | (831) 883-8686

CONVENTION REGISTRATION COMPANY

EventMobi

151 Yonge Street, 11th Floor
Toronto, ON M5C 2W7, Canada

CALIFORNIA STATE PTA INSURANCE BROKER

AIM Association Insurance Management Inc.

Contact: Donovan Drake

capta@aim-companies.com

(214) 390-4083

**Please contact for insurance questions only.*



BOOTH PACKAGES

EARLY BIRD BOOTH PRICES

(until February 28, 2026)

Booth Type	Fee
10' x 10' Standard Booth	\$1,300
10' x 10' Corner Booth	\$1,450

REGULAR BOOTH PRICES

(March 1, 2026 - April 15, 2026)

Booth Type	Fee
10' x 10' Standard Booth	\$1,500
10' x 10' Corner Booth	\$1,650

Interested in adding carpet for your booth?

Contact Tricord at pfianna@tricord.net to learn more.

ALL BOOTHS INCLUDE:

- ✓ **Pipe and draping** dividers between booths
- ✓ **6' Table**, draped/skirted with two chairs
- ✓ **Basic signage** with company name
- ✓ Garbage can
- ✓ Full access to the **Exhibitor Lounge** with complimentary breakfast pastries, water, coffee, and tea
- ✓ **Complimentary Wi-Fi** (basic) and one electrical drop
- ✓ **2 Free Booth Staff per booth***
*each additional staff is a \$25/person fee and no more than 5 staff per booth

GET 2.5 DAYS OF FACE-TO-FACE DELEGATE TIME

Take advantage of 2.5 days in the Exhibit Hall display time with a total of 16 hours to interact with our delegates. You will have access to our delegates on Thursday 4:00 p.m. to 7:00 p.m. and Friday and Saturday from 8:00 a.m. to 2:45 p.m. Choose your booth location, whether corner or standard, when you sign up and pay your registration fees. Exhibitor booths are expected to be fully operational during the Exhibit Hall operating hours.

Early bird pricing is available to exhibitors that register before February 28, 2026.

All Exhibitor set-up must be done on Thursday, April 30 by 3:00 p.m. to be ready for our delegates to attend the Convention Kickoff.



BECOME A 2026 EXHIBITOR

SECURE YOUR BOOTH IN ADVANCE!

To secure the best booth location, register online early! Exhibitor registration is not available onsite. Online registration is open from **January 26, 2026** through **April 15, 2026**.

REGISTER TO BECOME A 2026 EXHIBITOR

1 REGISTER ONLINE

Visit capta.org/exhibitor for our Exhibitor Application

2 LOGIN

After initial registration, you will receive a confirmation email that includes your registered email, your confirmation number, and directions to access the Exhibitor Portal where you can add staff, your company logo, and other information.

3 PAYMENT

Payment via credit card only.

4 SELECT BOOTH **subject to change*

View the floor plan for exhibitor booths on the California State PTA website at capta.org/exhibitor.

REGISTER TO BECOME AN EXHIBITOR

Booth confirmation will be sent by email from exhibitors@capta.org to the contact email address used when completing registration.

Changes can be made to your exhibitor profile using the email address used at the time of registration along with the confirmation number included in your confirmation email. Updates can be made online until April 15, 2026.



**THE EXHIBITOR APPLICATION AND
REGISTRATION OPENS ONLINE:
JANUARY 26, 2026 THROUGH APRIL 15, 2026**

KEY DATES & DEADLINES

Exhibitor Registration Open
January 26, 2026 - April 15, 2026

Vendor Insurance Due
April 15, 2026

**Accommodations/Housing
Reservations Open**
March 2026

Exhibitor Set-Up
Thursday, April 30, 2026
9:00 a.m. - 3:00 p.m.

Mandatory Exhibitor Briefing
Thursday, April 30, 2026
3:00 p.m. - 3:15 p.m.
Convention Exhibit Hall

**Convention Kickoff
Hosted Reception**
Thursday, April 30, 2026
4:00 p.m. - 7:00 p.m.
Convention Exhibit Hall

Exhibit Dismantling
Saturday, May 2, 2026
Begins after 3:00 p.m. and must
be out of Convention Exhibit Hall
by 7:00 p.m.

QUICK LINKS

**California State PTA Webpage
for Exhibitors:**
capta.org/exhibitor

Online Application Link:
capta.org/exhibitor

Convention Mobile App:

 EventMobi

 Available on the
App Store

 GET IT ON
Google Play

EXHIBITOR INFORMATION

Register and upload your online registration materials no later than April 15, 2026, to be included in the exhibitor listing in the delegate registration materials:

- Registration and payment (online only);
- Certificate of Liability Insurance – upload during registration;
- Seller's permit, if applicable - upload during registration.

Questions about insurance? Contact the California State PTA insurance broker Donovan Drake from AIM at capta@aim-companies.com or call (214) 390-4083.

Questions about the above permits? Contact the California State PTA Exhibit Team at exhibitors@capta.org.

PARKING RATES

There will be a reduced parking rate offered at the Fresno Convention Center of \$10 per car, per day for all. Exhibitors may use the loading dock on the southeast corner of the Convention Center for setup and dismantling only.

EXHIBITOR BADGE PICK-UP

Pick up your name badges in the Exhibit Hall upon arrival.

- Badges are printed with staff and company name and must be worn at all times.
- All exhibitors (staff included) must sign in/register with the Exhibit Team in the Exhibit Hall.
- A fee of \$35 will be charged for replacing lost badges.
- Access to the Exhibit Hall is limited to badged exhibitors.

MANDATORY EXHIBITOR BRIEFING

Exhibit Hall | Thursday, April 30, 2026 at 3:00 p.m. - 3:15 p.m.

- Receive up-to-date information about convention;
- Pick up tote bag with program and lanyard.

EXHIBITOR SET-UP SCHEDULE

Exhibit Hall | Thursday, April 30, 2026 from 9:00 a.m. - 3:00 p.m. (must be ready by 3:00 p.m.)

Please contact exhibitors@capta.org for extenuating installation needs.

EXHIBIT HALL HOURS (SUBJECT TO CHANGE):

Thursday, April 30, 2026, 4:00 p.m. - 7:00 p.m. (*Hosted Reception*)

Friday, May 1, 2026, 8:00 a.m. - 2:45 p.m.

Saturday, May 2, 2026, 8:00 a.m. - 2:45 p.m.

EXHIBITOR DISMANTLING SCHEDULE:

Saturday, May 2, 2026, after 3:00 p.m. (must be out by 7:00 p.m.)

All exhibitor items must be removed by the 7:00 p.m. deadline.

HOSPITALITY ROOM/OPEN HOUSE PROHIBITED:

Hosting a hospitality room or open house during convention general meeting times is prohibited.

ADDITIONAL INFORMATION

SERVICE KIT

For the Convention Service Kit or any additional items including booth carpeting, please contact TriCord at pfianna@tricord.net. They will also be contacting exhibitors directly in late-January or once registered.

Note: Any applicable facility, union, or TriCord work rules that may necessitate additional fees will be the responsibility of the Exhibitor.

LEAD CAPTURE LICENSES

Lead captures are available as an optional purchase through California State PTA. Support is provided by Event Mobi. If interested, please email exhibitors@capta.org. More details to follow.

ELECTRICITY SERVICES

All exhibitors lighting and electrical must be turned off during non-operating hours. Each booth receives one electrical drop (15 AMP connect). Must supply your own power strip (or rent onsite).

CONVENTION MOBILE APP

Exhibitors will have access to a mobile phone app they can use to navigate the Exhibit Hall map and receive general information about the convention. The convention app typically launches a week before the start of convention.

EXHIBITOR SCAVENGER HUNT

This year, we're turning up the energy in the Exhibit Hall with our annual Exhibitor Scavenger Hunt—designed to drive more foot traffic and spark more meaningful connections at your booth. Participation is optional, but exhibitors who join should bring a door prize valued at \$25 or more. You can sign up during the online registration process. Door prizes will be collected from participating exhibitors during onsite exhibitor registration check-in at convention. Exhibitor Scavenger Hunt details are subject to change.

INTERNET NEEDS

Complimentary (basic) Wi-Fi is included for all exhibitors with details provided at setup.



SPONSORSHIP OPPORTUNITIES

JOIN US AS A SPONSOR AND MAXIMIZE YOUR IMPACT AT THE CALIFORNIA STATE PTA CONVENTION!

The California State PTA Annual Convention is the premier place to connect with thousands of parents and PTA leaders across the state. Your generous contribution and participation enables us to provide convention delegates with high-quality training and networking experiences. It also helps you connect directly with thousands of dedicated volunteer leaders who serve as members and leaders in their local communities.

COMMUNITY IMPACT

Your sponsorship signifies a commitment to the broader community. By contributing to the California State PTA Convention, you are directly supporting our mission of improving the educational landscape for children across the state.

TAILORED PACKAGES

We offer a range of sponsorship packages, from event underwriting to branding opportunities in our convention materials, ensuring that there is a perfect fit for every budget and marketing goal.



EXCLUSIVE BENEFITS

Sponsors receive valuable benefits, including priority booth placement, recognition in our communications, and opportunities to present.

ENGAGEMENT AND NETWORKING

Our convention serves as an ideal setting for networking and establishing meaningful connections. As a sponsor, you will have direct access to key stakeholders who share your commitment to education and child welfare.



Becoming a sponsor at the 2026 California State PTA Convention is more than just a marketing opportunity—it's a chance to forge meaningful relationships and make a lasting impact on the lives of children and families.

We invite you to explore these opportunities and consider aligning your brand with a cause that resonates in schools and communities across California. Our team is available to discuss a tailored sponsorship package that perfectly aligns with your objectives. For a detailed list of packages at each level, visit capta.org/convention or email cbecker@capta.org for more information.

BECOME A SPONSOR TODAY!

EXHIBIT HALL INFORMATION



The exhibit hall, general meetings, and all workshops will be held at the Fresno Convention Center at 848 M St, Fresno, CA 93721. View the full site map online at capta.org/exhibitor. **Note:** Booths are 10' x 10'; all aisles are noted.

VENDOR INSURANCE

VENDOR INSURANCE IS DUE BY APRIL 15, 2026

If the insurance information listed below is not received by the due date, you will not be allowed to be an exhibitor at the convention and you will not receive a refund for any fees paid.

REQUIRED VENDOR INSURANCE INFORMATION:

1). Certificate of Insurance naming California State PTA as the certificate holder and additional insured with the following language:

"California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers."

Note: Workers compensation **MUST** be included if you have employees working at the event. The highlighted wording found in the samples on the subsequent pages call out specific requirements needed. See page 10.

2). Additional Insured Endorsement CG 20 26 07 04 – listing the following additional insured: California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers. See page 11.

c/o **AIM Association Insurance Management**
12221 Merit Drive Suite 1670
Dallas, TX 75241

Note: Booth selection is guaranteed when online registration is submitted and required documents are approved by the Exhibit Team and the insurance broker.

Questions about how to fill out insurance documents?

Contact the California State PTA insurance broker Donovan Drake at AIM Association Insurance Management Inc. at capta@aim-companies.com or call (214) 390-4083.

Questions about approval of insurance documents?

Contact California State PTA Exhibit Team at exhibitors@capta.org.

ACCOMMODATIONS

HOST HOTEL IN FRESNO

DoubleTree by Hilton Hotel
Fresno Convention Center
2233 Cesar Chavez
Fresno, CA 93721
Phone: (559) 268-1000

Rate: \$189.00 *Rate does not include applicable taxes

FREE Overnight Hotel Parking

[BOOK NOW](#)

RESERVATIONS

Hotel reservations can be made online at capta.org/convention. For questions, call (559) 268-1000.

What You Need to Know:

1. Housing reservations will open March 2026.
2. The DoubleTree by Hilton group reservation rate is available online until April 13, 2026.
3. After deadline dates above, reservations must be made directly with the hotels and are subject to availability and price increase;
4. Have a credit card available to reserve your room
5. Payment is made directly to the hotel at the end of your hotel stay.
6. Expect the hotel to require payment by credit card or cash only.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Vendor's Agent	
Insurance Producer Name		PHONE (A/C, No, Ext): 555-555-5555	FAX (A/C, No):
Address		E-MAIL ADDRESS:	
Phone Number		PRODUCER CUSTOMER ID #:	
INSURED		INSURER(S) AFFORDING COVERAGE	
Vendors Name & Address		INSURER A : Insurance Company	NAIC # 9999
		INSURER B : Insurance Company	9999
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

SAMPLE FOR VENDOR'S INSURANCE AGENT

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		X	Policy Number	dates must be		EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				current at event		DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$5,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			Policy Number	dates must be		COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	<input checked="" type="checkbox"/> ANY AUTO				current at event		BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS			Auto needed for transportation			\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS			or if vehicle(s) on site of event			\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Policy Number	dates must be	X	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A		current at event		OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below			Work Comp. only needed if vendor has			E.L. EACH ACCIDENT \$1,000,000
				employees working at event			E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

California State PTA, all units, councils and districts of the California State PTA and all of their officers, directors, members and Volunteers are named as Additional Insured per the attached Additional Insured endorsement.

CERTIFICATE HOLDER

CANCELLATION 10 Days for Non-Payment

California State PTA c/o AIM Association Insurance Management 12221 Merit Dr., Ste 1670 Dallas, TX 75215 *****or***** Unit's Address - for Specific Event	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature
--	--

POLICY NUMBER: policy # here

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

California State PTA, all units, councils and districts of the California State PTA and all of their officers, directors, members and Volunteers are named as Additional Insured per the attached Additional Insured endorsement.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
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Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBITOR CONTRACT POLICIES & PROCEDURES

TriCord is the official show management group for the 2026 California State PTA Convention.

1. **SMOKING:** Smoking in the convention center is strictly prohibited.

2. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are not permitted in the Exhibit Hall at any time.

3. **FOOD SAMPLES:** Exhibitors may dispense refreshments/samples from their booth. Liquids may not exceed 2 ounces and food may not exceed 1 ounce.

4. **COMPLIANCE WITH LAWS AND REGULATIONS:**

Participants shall comply with all federal, state and local laws, ordinances and regulations now or hereafter in effect, and obtain all permits and licenses, bonds and insurance required and comply with rules and regulations regarding use of the facility established by the convention center director, as amended from time to time, and with the instructions of convention center director or authorized city employees.

5. **CONTRACT FOR SPACE:**

- a. Must apply online and submit full payment at the time of registration;
- b. Exhibitors must follow all rules regarding selling items and/or distribution of food;
- c. Exhibitors are contracted for the assigned space when all rental fees have been paid in full, and all required documents provided to and accepted by the California State PTA. This constitutes a contract for the right to use of the exhibit space;
- d. Booth space is assigned on a first-come, first-served basis, upon California State PTA approval;
- e. All exhibitors must have their own booth space - no sharing booth space;
- f. All demonstrations or other promotional activities must be confined within the limits of the exhibit booth;
- g. The exhibitor shall not display or place any product sign, partition, apparatus, shelving or other construction which extends more than eight (8) feet above the floor or more than four feet in depth from the back wall;
- h. Exhibitors occupying both end spaces of a row MAY NOT extend back display greater than four feet from either side of center line of booth;
- i. Helium balloons are not permitted in the exhibit hall;
- j. No interference with the lighting or view of other exhibitors is permitted;
- k. The California State PTA and fire marshal will walk through the exhibit hall prior to opening for a safety check;
- l. California State PTA reserves the right to prohibit any materials from being displayed;
- m. Any space not claimed or occupied by 3 p.m. on April 30, 2026, is forfeited without refund of rental paid;
- n. The exhibitor expressly agrees not to dismantle the exhibit or start packing before the final closing hour of the exhibit hall at 3 p.m. on May 2, 2026;
- o. Exhibiting company name or owner change must be forwarded immediately to California State PTA;
- p. Registrations will not be accepted after April 15, 2026 at 12:00 am (PST);
- q. California State PTA shall be entitled to close an

q. exhibit at any time for failure by any participant or any of its officers, agents, employees or other representatives to perform, meet or observe any term or condition set forth herein, and such participant shall not be entitled to a refund of any part of any fee for any consequential losses.

6. **SELECTION OF EXHIBITORS:**

- a. California State PTA reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate. This reservation is all-inclusive as to persons, things, printed matter, products and conduct;
- b. Exhibitors who cause or caused California State PTA a financial burden or harass other exhibitors, attendees, California State PTA employees, or volunteers will not be permitted to exhibit at this or any future conventions.

7. **RESTRICTION IN OPERATION OF EXHIBITS:**

- a. California State PTA reserves the right to judge the noise level emitted by any exhibitor's sound-making devices at any time during the convention and may require the volume be lowered or silenced. California State PTA will not reasonably withhold permission for sound making devices if the volume is judged to be within acceptable limits. California State PTA may also prohibit or evict any exhibitor, which in the discretion and judgment detract from the general character of the exhibit as a whole;
- b. In the event of such restriction or eviction, California State PTA is not liable for any refunds of rental or other exhibit expense or for any consequential losses;
- c. Sideshow tactics and lotteries are prohibited;
- d. Drawings may be held provided an exchange of money is not involved.

8. **EXHIBITING:**

- a. All exhibitors must have a valid business license and have the number available upon request in their exhibit booth;
- b. Exhibitors are responsible to secure permission for the use of any copyright or trademark materials displayed or sold. The acronym "PTA," "CAPTA," "CA State PTA" or name "California State PTA" may not be utilized in any exhibitor materials;
- c. The exhibit must be staffed at all times. No more than five staff members will be allowed per exhibit booth at any one time.

9. **CATASTROPHE:** If, in the event of war, terrorism, fire, power, outage, earthquake, strike, government regulations, public catastrophe, act of God or the public enemy, or other cause, the convention or any part thereof is prevented from being held, or is canceled by California State PTA, California State 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 California State PTA and reasonable compensation to California State PTA, but in no case shall the amount of refund to the applicant exceeds the amount of the exhibit fee paid.

10. **CARE OF BUILDING AND EQUIPMENT:** Exhibitor is liable for any damage occurring from injury or defacing of the walls or floors of the building, the booths, or the equipment of the booths, caused by the exhibitor or their agents.

EXHIBITOR CONTRACT POLICIES & PROCEDURES

11. **FIRE SAFETY AND HEALTH:** The exhibitor assumes all responsibility for compliance with all city and state ordinances and regulations including those covering fire, safety and health. Flammable or other dangerous fluids, substances, materials, equipment, or other items the use of which is in violation of city, county or state laws or regulations, may not be used in any booth. The exhibitor must use flame-resistant decorative materials. Fire extinguisher equipment shall not be covered or obstructed in any manner. All aisles and exits must be kept clear at all times.
 12. **IRREGULAR CANVASSING AND/OR ACTIVITIES BEYOND EXHIBITOR'S SPACE:** Distribution of materials may be made only within the booth assigned to the exhibitor presenting such material. Non-exhibiting firms are not permitted to canvas, solicit, hold workshops or distribute literature or other promotion devices during the convention.
 13. **LIABILITY AND INSURANCE:**
 - a. Neither California State PTA nor the Convention Center, nor the management or any officers or staff member of either, are responsible for the safety of the property of the exhibitors from theft, damage by fire, accident or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display material from the time it leaves the exhibitor's premises until its return. Neither California State PTA nor Convention Center management, nor any of their officers, agents, employees or other representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for all damage, loss, harm or injury to the person or any property of the exhibitor and of all of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause, and neither California State PTA nor the Convention Center will obtain insurance against any such damage, loss, harm or injury.
 - b. Registration/application/contract and payment, are non-refundable for any reason other than that specified in the Cancellation Policy identified in section 20 below, including when correct exhibitor insurance is not submitted.
 - c. Exhibitor Insurance coverage requirements:
 - i. **Workers' Compensation Insurance** if the exhibitor has employees engaged in the performance of work under the agreement.
 - ii. **Comprehensive General Liability policy for a minimum of \$1,000,000** combined single limit to cover, among other risks, the contractual liability assumed by exhibitor, personal injury coverage, premises liability coverage and products liability if exhibitor is providing a product or products.
 - d. Exhibitors are required to provide the following insurance documents with their registration/application/contract:
 - i. **Certificate of Liability Insurance:** To include the above required coverage. Additionally, the certificate must allow for a 30-day notice of cancellation to the PTA.
 - ii. **Additional Insured Endorsement:** Must specifically list as additional insured: "California State PTA, all units, councils, and districts of the California State PTA and all of their officers, directors, members, and volunteers are named as Additional Insured per the Additional Insured Endorsement".
 14. **INDEMNIFICATION:** The applicant hereby agrees to indemnify, defend and protect the California State PTA and Convention Center management against, and hold and save the California State PTA and Convention Center management harmless from, any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss to property, or from any damage, loss, harm or injury to the person or any property of the applicant of any of its officers, agents, employees or other representatives.
 15. **WORKERS' COMPENSATION INSURANCE:** By entering into the registration/application/contract, the exhibitor applicant certifies it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability of workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and certifies it will comply with such provisions before commencing any activities in connection with this registration/application/contract.
 16. **LIVE ANIMALS:** Animals may not be brought into the Convention Center unless they are properly licensed and registered as a lawful service animal.
 17. **PUBLIC SAFETY:** Conduct activities with full regard to public safety. Observe and abide by all applicable regulations now in effect or as amended or promulgated from time to time, and requested by city and duly authorized governmental agencies responsible for public safety.
 18. **PHOTOGRAPHY, VIDEO AND AUDIO SOUND DEVICES:**
 - a. No photography, videotaping, or audio recording of any delegate, participant or PTA sponsored event unless written consent is obtained prior to convention activities commencing;
 - b. Use of photographs, videos, or audio recordings after the end of the California State PTA Annual Convention is subject to consent and approval by California State PTA;
 - c. All sound-making equipment shall be operated at a level which will not interfere with other exhibitors;
- Please see page 10 and 11 for examples of these two requirements.**

Note: If the exhibitor is a current "approved vendor" with the California State PTA insurance broker, it is not necessary to submit insurance documentation again for convention. The approved vendor list is available at: capta.org/insurance.

For additional information or clarification about approved vendors, please contact AIM Association Insurance Management Inc. (For contact information, see page 9)

Approval of insurance documents for convention, or approved vendor status, does NOT constitute an endorsement by California State PTA.

EXHIBITOR CONTRACT POLICIES & PROCEDURES



d. By registering for and attending the California State PTA Annual Convention, you hereby grant and assign California State PTA and its legal representatives the irrevocable and unrestricted right to use and publish all photographic, audio, video and digital images of you and your guests (including minors) taken while in attendance at the California State PTA Annual Convention for editorial, trade, advertising or any other purpose and in any manner and medium, including website and internet promotion. By registering for or attending the California State PTA Annual Convention

you hereby release California State PTA and its legal representatives from all claims and liability to said photographs, audio, video and digital images.

19. **TEXTING:** Exhibitors may NOT text any delegates or participant during workshop or general meeting time frames.
20. **CANCELLATION POLICY:** There are no refunds upon cancellation by an exhibitor.
21. **COVID-19 POLICY: Note:** The most current COVID-19 Policy for the 2026 Convention can be found on our website.

ADDITIONAL DISCLOSURES

AUDIO AND PHOTOGRAPHY RELEASE INSURANCE

By registering for and/or attending the California State PTA Annual Convention, you hereby grant and assign California State PTA and its legal representatives the irrevocable and unrestricted right to use and publish for editorial, trade, advertising or any other purpose and in any manner and medium, including website and internet promotion, all photographic, audio, video and digital images of you and your guests taken while in attendance at the California State PTA Annual Convention. By registering for and/or attending the California State PTA Annual Convention you hereby release California State PTA and its legal representatives from all claims and liability relating to said photographs, audio, video and digital images.

PHOTOGRAPHY, VIDEO AND AUDIO RECORDING

Exhibitors may NOT photograph, videotape or audio record any delegate, participant or PTA sponsored event during the California State PTA Annual Convention unless written consent is obtained prior to Convention activities commencing. Use of photographs, videos or audio recordings after the end of the California State PTA Annual Convention is subject to consent and approval by California State PTA. Exhibitors may NOT text any delegate or participant to come to the exhibit hall during workshops or general meetings.

There will be no taping, recording or live streaming allowed at convention. All attendees at the California State PTA may not tape, record, or livestream any activity at the California State PTA Convention. There may be several attendees/presenters who have security clearances that could be compromised by violating this requirement. If found to be violating this policy, the attendee will be instructed to destroy any recordings and immediately remove any live streaming or on-line posting of such recordings. Please be respectful of all attendees for security purposes.

Upon registration for convention, attendees will be asked to complete a photography and audio release. By registering for or attending the California State PTA Convention you hereby grant and assign the California State PTA and its legal representatives the irrevocable and unrestricted right to use and publish for editorial, trade, advertising, or any other purpose and in any manner and medium. This includes on the website and internet promotions, all photographic, audio, video and digital images of you and your guests taken while in attendance at the California State PTA Convention.



WE LOOK FORWARD TO YOUR PARTNERSHIP!

