



EXHIBITOR and SPONSOR PROSPECTUS

102ND ANNUAL STATE CONVENTION & EXPO



**JULY 19, 2024
NORTHEASTERN STATE UNIVERSITY
BROKEN ARROW, OKLAHOMA**

*EXHIBIT SPACE IS LIMITED.
REGISTER TODAY TO SECURE YOUR BOOTH.*

Registration Deadline: June 3, 2024

*Leaders from around the state will gather to network for ideas that make their PTAs, their schools, and their students the best they can be. YOU are key to that networking. While exhibitors have always been important, we have stepped up your visibility in an effort to establish a more productive event for YOU. The Annual Convention has scheduled opportunities dedicated to attendees to network with Exhibitors. We recognize your business partnership, sponsorships and donations allow us to carry out the PTA mission... PTAs are a powerful voice for children, a relevant resource for parents, and a strong advocate for public education. **Oklahoma PTA has over 27,000 members in more than 200 units throughout the state; YOU can impact many with your involvement in our Annual Convention. We hope you will consider the many opportunities presented in this packet.***

PTA MISSION

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.



Frequently Asked Questions

Who do I call with questions?

PHONE: Alison Taylor at 405.681.0750

Email: director@okpta.org

MAIL: PO BOX 892663 Oklahoma City, OK 73189

What is Convention?

Convention serves as Oklahoma PTA's annual business meeting where members gather to vote on legislative priorities and bylaws amendments, attend workshops and training sessions, and gather new program and fundraising ideas. Our members include parents, teachers, students and administrators from every area of Oklahoma. Delegates to the Convention include PTA leaders from across Oklahoma representing more than 27,000 members statewide.

What can I expect?

Exhibitors can expect traffic from attendees looking for new programming and fundraising ideas to take back to their local PTAs. **This is your chance to reach Oklahoma schools in one place.** Don't miss this once per year opportunity to showcase your products and services to our delegates. The Exhibit Hall is located near the action of workshop rooms and the registration area.

Are sponsorship opportunities available?

Yes. Sponsorships are a great way to remind our delegates of your organization's dedication to the Oklahoma PTA's mission. **Sponsorships will be accepted on a first-come, first-served basis.** Sponsorship opportunities are listed in this packet for your convenience. (Please contact Alison Taylor at 405.681.0750 or director@okpta.org for more information.)

How can I pay for the booth?

Please complete the Exhibitor Contract in the link at the end of this document. Oklahoma PTA accepts payment in the form of check or credit card. If utilizing check payments, please send your payment to with the name of your company and contact information, the Exhibitor Contract must have already been completed:

Mail: Oklahoma PTA, Attn: Convention Exhibits: PO BOX 892663 Oklahoma City, Oklahoma 73189

How do I reserve my booth space?

Provide the requested information on the Exhibitor Contract in the link at the end of this document. Booths will be reserved once the contract is complete and payment has been received. Space will be assigned on a first-come, first-served basis upon receipt. Oklahoma PTA reserves the right to decline, prohibit, or cease any exhibit which, in its judgment, does not meet guidelines or is inappropriate. All exhibitors should adhere to Oklahoma PTA's position prohibiting programs, products, or services that entice door-to-door sales by children 17 years of age and under without parental accompaniment.

What does the booth fee include?

Your exhibit fee includes a 6 foot table and two chairs. There are limited electrical outlets available, so please indicate on the contract if you will require electricity. A Convention program listing is also included in the exhibit fee for all contracts received by June 3, 2024, listing the company name, contact, address, phone, e-mail and website address.

*** *No exhibitor may use the PTA name or logo without prior written approval of Oklahoma PTA. Email director@okpta.org***

Exhibit Passport & Prizes

To encourage attendees to visit with every exhibitor, they will receive a passport to be signed as they visit each exhibit. Attendees who complete their passport will be entered into a drawing to win prizes. Exhibitors are encouraged to contribute a prize and will be acknowledged for their donation at convention.

Sponsorship Opportunities



Convention Sponsor 2 available.....\$4000

- 2 Premium booths
- 1 full-page advertisement in convention program
- Placement of letter, merchandise, or other item in attendee tote bags
- Signage throughout convention attendee areas
- Recognition from podium during convention kick-off and all general sessions
- Logo placement on Registration Website
- Recognition on OKPTA Social Media Accounts
- Table for six at the Celebrate PTA Luncheon

Celebrate PTA Luncheon 1 available.....\$2500

- 1 Premium booth
- ½ page advertisement in convention program
- Recognition from podium during luncheon
- Logo placement on Registration Website
- Signage at the event

Program Sponsor.....1 available.....\$2000

- Full page ad on back cover of convention program
- Recognition from podium during a general session
- Logo placement on Registration Website

Conference Name Badges..... 1 available\$1500

- Logo placement along with Oklahoma PTA on name badges given to every attendee.
- Logo placement on Registration Website
- Thank you in the convention program.

Delegates Evening Event..... 1 available\$1000

- Recognized as host of evening event for convention delegates.
- Signage and recognition at the event
- Logo placement on Registration Website
- Thank you in the convention program

Board of Directors Dinner..... 1 available\$500

- Host for the opening dinner for Oklahoma PTA state leaders and event staff
- Handouts placed in room
- Recognition at event
- Thank you in the convention program

Exhibitors' Registration Information

Exhibit Fees

Premium Booth \$450.00
(Preferred Locations)

Standard Booth \$350.00



Placement of letter, merchandise, or other item in attendee tote bags:

With purchase of booth space: \$50

Without purchase of booth space: \$150

Cancellation and Dismantle Policy (No full refunds will be available).

Booth cancellations must be requested in writing. Any cancellation requests received **prior to May 15, 2024**, will be eligible for a refund of 50% of the booth fee. All exhibitors must sign out at the Exhibitor Check In/Out booth upon departure. We ask that you do not dismantle your booth prior to **4:00 pm on Friday, July 19th**. An early dismantle could result in the forfeiture of any future booth placement requests.

Exhibit Hall Timeline (times may vary slightly)

Set-Up Hours

THURSDAY 7/18/2024

5:00 pm – 8:00 pm

FRIDAY 7/19/2024

8:00 am – 10:00 am

(All exhibits must be in place prior to 10:00 am on Friday, July 19th.)

Exhibit Hall Hours

FRIDAY 7/19/2024

10:00 am – 4:00 pm

(Exhibit Hall will be closed during general sessions, but attendees are free to visit the exhibit hall at any other time and **there is time built into the schedule specifically for attendees to visit the exhibit hall.**)

Tear-down

FRIDAY 7/19/2024

4:00 pm – 6:00 pm

(All exhibits must be cleared by 6:00 pm on Friday, June 19.)

[Click here for Exhibitor and Sponsorship Contract](#)

