

## Pinellas County Council of PTAs

The Pinellas County Council of PTAs invites you to be an Exhibitor on the Vendor Walk at the PTA Workshop to be held Saturday, September 6, 2014, from 7:00 a.m. to 3:30 p.m. The event will be held at Pinellas Park High School, 6305 - 118<sup>th</sup> Avenue North, Largo. As a participant, you will have the opportunity to display your products and services and talk to people who are responsible for the fundraising efforts for local schools and community organizations.

The PTA Workshop is always heavily attended by PTA, SAC, booster clubs, community members, school principals and representatives from all school levels in Pinellas County. Last year's attendance was over 600. We believe this will be an excellent opportunity for you to make contact with potential customers.

Depending on your business you as a workshop vendor, may have to be approved with the Pinellas County School District. Once I receive your application I will notify you of the approval process. If we cannot confirm a vendor's inclusion (if needed) on the approved fundraising list with Risk Management prior to setup time on Friday, the vendor will not be allowed to set up.

Registration for the Vendor Walk is \$150.00 per space. Each registration provides table space of 3' x 6' and a vendor may register for up to 3 spaces. Spaces will be assigned according to the date the completed registration form, including total payment and letter of authorization, is received. Space is limited, so please respond quickly!

The registration fee includes the use of limited spaces with electricity; however a vendor still needs to let the council know that electricity is required and you will need to provide an extension cord of at least 150 feet in length. Please be aware that electrical outlets are not conveniently located and using electricity will put a vendor on the perimeter of the vendor walk.

Exhibitors must set up on Friday, September 5, 2014, from 4:30 p.m. to 6:30 p.m. (please understand the lights will be turned out at 7:00 p.m. sharp). The building will open on Saturday at 7:00 a.m. but set up will not be permitted until after 8:00 a.m. Vendors must vacate the facility no later than

3:30 p.m. on Saturday. Class programs will be staggered to allow for ample viewing of all vendor exhibits. The main time for the Vendor Walk is scheduled from 12:45 pm to 1:45 pm, with additional time from 7:00 – 8:00 a.m.

Complimentary morning coffee and refreshments will be available to vendors. Registration fees also include one lunch ticket. Additional lunch tickets may be purchased for \$5.00 each prior to the August 25, 2014 deadline.

**Registrations must be postmarked by August 25, 2014. Registrations mailed after that date will pay the late registration fee in the amount of \$175.00**

Vendors are asked to donate a gift for the end of event drawing for attendees that qualify. We look forward to seeing you all again this year!

Sincerely,

Charles Derexson

[workshopvendorchair@pccpta.org](mailto:workshopvendorchair@pccpta.org)

(727) 510-7683

**PLEASE NOTE: We will be unable to accommodate anyone who has not pre-registered for this event.**