



*everychild.one voice.*

## **Twenty-third District PTA**

### **Annual Vendor Fair**

**Saturday, June 6, 2009 • 1:30 – 3:30 PM**

**Murrieta Valley High School**

**24105 Washington Avenue, Murrieta, CA 92562**

Dear PTA Supporter,

The Twenty-third District PTA is currently planning our sixth annual Vendor Fair in conjunction with our annual Counterparts Training, to be held on Saturday, June 6, 2009 from 1:30 to 3:30 PM at Murrieta Valley High School in Murrieta.

Twenty-third District PTA covers all of Riverside County. We are seeking companies and organizations that have products and/or services that would be beneficial to schools, children, and PTA organizations. PTA leaders from throughout the county, representing over 260 schools, will attend the event. We expect over 700 participants and we invite you to join us.

### **Participant Information**

Our PTA training event begins at 8:00 AM and continues until 1:30 PM. During this time our members will be in workshops. Vendor Fair participants may set up from 9:30 AM – 12:00 PM. After 12:00 vendors will need to vacate the area of the Vendor Fair in preparation for the keynote speaker. You will be provided with a six-foot table and two chairs. You will need to provide your own banner or company identification. Electricity access is limited and you will need your own extension cord. If you wish to bring additional tables, chairs or an awning, please be sure to indicate that on your reservation form. We want to provide you with an appropriate location, however, space is limited and location cannot be guaranteed. Please note that the vendor fair will take place in an enclosed area.

Upon receipt of your completed vendor participation form, insurance form, and payment, you will be sent a map of the school to direct you to the booth/display area.

Lunches are included with the registration.

When you arrive, please check in at the PTA Registration Desk as indicated on the map to receive your lunch tickets and booth location. Vehicles may be temporarily driven onto the campus for unloading after you check in.

If you are interested in participating in our Vendor Fair, please submit the registration form electronically, and mail the signed insurance form, proof of insurance, and check or money order made payable to 23<sup>rd</sup> District PTA to:

23<sup>rd</sup> District PTA, 3939 Thirteenth Street, P.O. Box 868, Riverside, CA 92502-0868.

We are limited to the first 50 responses. Should you have any questions, you may contact our office at 951-826-6822 or e-mail our Administrative Assistant, Natasha Contreras, at [23rddistpta@rcoe.us](mailto:23rddistpta@rcoe.us).

We look forward to your participation in our event.

Mimi Badura  
President  
23<sup>rd</sup> District PTA

Ellen Larson  
Counterparts Workshop Chairman  
23<sup>rd</sup> District PTA

**CALIFORNIA STATE PTA**  
930 Georgia Street, Los Angeles, CA 90015-1322

California State PTA insurance does not cover vendors/concessionaires/service providers. Consequently, all vendors/concessionaires/service providers are required to provide Evidence of Insurance to each PTA unless annual Evidence of Insurance has been filed with the California State PTA Insurance Broker.

**HOLD HARMLESS AGREEMENT**

**FOR PTA FUND RAISING VENDORS/CONCESSIONAIRES/SERVICE PROVIDERS**

**Insurance Requirements:**

- (a) Workers' Compensation Insurance. Required if you have employees engaged in the performance of work under the agreement.
- (b) Comprehensive General Liability, Required \$1,000,000. Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury.
- (c) Automobile Liability Insurance. Required only if you are providing transportation (e.g., limousine or bus service) at PTA event. \$5,000,000 limit required.

If you (vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and an endorsement to the policy **MUST** be submitted with your contract.

**Contract containing the following language MUST be added to the above policies (b) and (c) as an Additional Insured:**

The 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. The insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to PTA and

\_\_\_\_\_  
(Name of vendor/concessionaire/service provider)

I/We \_\_\_\_\_  
(vendor/concessionaire/ service provider) agree(s) to defend and to indemnify and hold harmless, at my own cost, the California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all of their officers, directors, members and volunteers.

NOTE: The terms and conditions of this agreement shall apply with respect to Vendor's/Concessionaire's/Service Provider's operations on the premises located at:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Vendor/Concessionaire/Service Provider)

NAME OF ENTITY: \_\_\_\_\_ TITLE: \_\_\_\_\_

NOTE: Failure of Vendor/Concessionaire/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement. In the event of a breach, PTA shall have the right but not the duty to procure insurance covering the vendor for the period of this agreement. The cost of this insurance will be deducted by the PTA from the proceeds due to the Vendor/Concessionaire/Service Provider.

January 2006