



PTAC

Preschool Teachers  
**A**dventure  
Conference

**Vendor  
Standards  
and  
Regulations**



# HELLO!

Thank You for your interest in applying to  
be a vendor at

# PTAC



# General Information



**Serving preschool teachers and directors for over 25 years.**

The mission of **PTAC** is to provide Christian training for preschool teachers and directors by challenging them to sharpen their skills with new ideas and leave **PTAC** with revitalized enthusiasm to influence the faith and future of God's littlest learners.

Each year, workshop presenters connect our attendees to training that is required by the State of Texas.



## Vendor Standards and Regulations Summer 2024

1. Booth set up time is Monday, July 24th from 12PM until 5PM. Your actual booth location will be assigned and taped off.
2. Children are not allowed on the premises during PTAC hours. Vendors must make alternative arrangements for childcare if necessary.
3. Contact for space: The application for space and full payment of rental charges constitutes a non-refundable contract for the right to use the space. Only in the event of uncontrollable circumstances rendering PTAC cancelled, this contract not be binding and vendor payments will be refunded settlement thereof.
4. All exhibitors are required to donate one door prize (minimum \$15 value) for each 6x6 booth. Turn in door prize (with name attached) to the PTAC representative.
5. Each booth is to consist of vendor provided tables with a maximum footage of two 6 foot tables. PLEASE NOTE: Booths maybe linear 12 feet a 6x 6 ft square. because we need as much walking space as possible, some booths will be a creative shape!!! Also, there maybe no room to stand behind your booth. (especially in the Atrium locations) Take this into consideration when planning your booth set-up.
6. Exhibitors must confine their activities to the booth space. Exhibitor display will not be allowed to extend beyond booth space into the aisle. Spaces will be taped for your convenience.
7. Vendors must remove and breakdown booths no later than 5PM July 27, 2023.
8. The usual church security is provided.
9. It is understood that the booth must be set up and manned for the time allotted (7:30 AM-3:30PM) unless specific deviation to this schedule has been approved by The Adventure Programs. (Teachers do arrive earlier than this.)
10. Indemnity: The vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of theft, injury or damage to vendor's equipment, and other property brought upon the premises of Windwood Presbyterian Church and shall indemnify and hold harmless the PTAC agents, servants, and employees from all losses, damages, and claims.
11. PTAC vendors are bound by ordinances and regulation contained in the City of Klein Fire Prevention Code. Nothing must be taped, nailed, tacked, stapled, or otherwise fastened by any means to the building walls, etc. Any flammable liquids, gases, or other materials are prohibited.
12. Questions regarding these standards and regulations should be directed to **281-378-4080**.



Application For Exhibit Space  
July 23rd, 24th,25th, 2024

Cost to exhibit at the Summer 2024 PTAC below plus one door prize for each 12 linear ft. booth.

Early: Postmarked on or before May 1st, 2024 \$150.00

Late: Postmarked after May 1st, 2024 \$300.00

Includes Breakfast

Please choose preference of booth location:

\_\_Library \_\_Atrium \_\_Children's Building \_\_Gymnasium

Booth fee must accompany this application to be considered. Space assignments will be made on a first-come first served basis.

NO REFUNDS WILL BE AVAILABLE

Exhibiting Company\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Contact Person (at the Conference) \_\_\_\_\_

Telephone\_\_\_\_\_Email\_\_\_\_\_

Product / Service to be displayed . sold\_\_\_\_\_

Door Prize Donation (please specify)\_\_\_\_\_

Lunch is provided each day for a \$15 fee per person a day.

Please pre-order if you would like a lunch.

Name(s) on badge(s)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Continued on back\_



Application For Exhibit Space

**PTAC**

July 23rd, 24th,25th, 2024

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Total # of Booths \_\_\_\_\_ Exhibit Fee \$ \_\_\_\_\_

Tues. July 25 Lunch(es) \_\_ x \$15= \_\_\_\_\_

Wed. July 26 Lunch(es) \_\_\_\_\_ x \$15= \_\_\_\_\_

Thu. July 27 Lunch(es) \_\_\_\_\_ x \$15= \_\_\_\_\_

Lunch Fee \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

Enclosed is a check in the amount of \$ \_\_\_\_\_ (Make checks payable to **TAPS**)

**Must return this signed application with Payment to:**

**PTAC**

10555 Spring Cypress Rd

Houston, Tx 77070

The exhibitor assumes the entire responsibility for losses, damage and claims arriving out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of Windwood Presbyterian Church, and shall indemnify and hold harmless **PTAC**, Windwood Presbyterian Church, and employees from any and all such losses, damage and claims.

Signature \_\_\_\_\_

Date \_\_\_\_\_





# Summer Schedule

## July 23rd-25th, 2024

### Tuesday

7am-	Check-In
7:30 am-9am	Continental Breakfast
7:50am-8:15am	Praise & Worship
8:20am-9:15am	Keynote
9:30am-10:20am	Workshop #1
10:30am-11:20am	Workshop #2
1:30am-12:20pm	Workshop #3 or Lunch #1
12:30pm-1:20pm	Workshop #4 or Lunch #2
1:30pm-2:20pm	Workshop #5
2:30pm-3:20pm	Footnote

### Wednesday

7am-	Check-In
7:30 am-9am	Continental Breakfast
7:50am-8:15am	Praise & Worship
8:20am-9:15am	Keynote
9:30am-10:20am	Workshop #1
10:30am-11:20am	Workshop #2
1:30am-12:20pm	Workshop #3 or Lunch #1
12:30pm-1:20pm	Workshop #4 or Lunch #2
1:30pm-2:20pm	Workshop #5
2:30pm-3:20pm	Workshop #6

### Thursday

7am-	Check-In
7:30 am-9am	Continental Breakfast
7:50am-8:15am	Praise & Worship
8:20am-9:15am	Keynote
9:30am-10:20am	Workshop #1
10:30am-11:20am	Workshop #2
1:30am-12:20pm	Workshop #3 or Lunch #1
12:30pm-1:20pm	Workshop #4 or Lunch #2
1:30pm-2:20pm	Workshop #5
2:30pm-3:20pm	Footnote



## Vendor Standards and Regulations Winter 2024

1. Booth set up time is Friday, Jan. 26th from 12PM until 5PM. Your actual booth location will be assigned and taped off.
2. Children are not allowed on the premises during PTAC hours. Vendors must make alternative arrangements for childcare if necessary.
3. Contact for space: The application for space and full payment of rental charges constitutes a non-refundable contract for the right to use the space. Only in the event of uncontrollable circumstances rendering PTAC cancelled, this contract not be binding and vendor payments will be refunded settlement thereof.
4. All exhibitors are required to donate one door prize (minimum \$15 value) for each 6x6 booth. Turn in door prize (with name attached) to the PTAC representative.
5. Each booth is to consist of vendor provided tables with a maximum footage of two 6 foot tables. PLEASE NOTE: Booths may be linear 12 feet a 6x 6 ft square. because we need as much walking space as possible, some booths will be a creative shape!!! Also, there may be no room to stand behind your booth. (especially in the Atrium locations) Take this into consideration when planning your booth set-up.
6. Exhibitors must confine their activities to the booth space. Exhibitor display will not be allowed to extend beyond booth space into the aisle. Spaces will be taped for your convenience.
7. Vendors must remove and breakdown booths no later than 5PM July 27, 2023.
8. The usual church security is provided.
9. It is understood that the booth must be set up and manned for the time allotted (7:30 AM-3:30PM) unless specific deviation to this schedule has been approved by The Adventure Programs. (Teachers do arrive earlier than this.)
10. Indemnity: The vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of theft, injury or damage to vendor's equipment, and other property brought upon the premises of Windwood Presbyterian Church and shall indemnify and hold harmless the PTAC agents, servants, and employees from all losses, damages, and claims.
11. PTAC vendors are bound by ordinances and regulation contained in the City of Klein Fire Prevention Code. Nothing must be taped, nailed, tacked, stapled, or otherwise fastened by any means to the building walls, etc. Any flammable liquids, gases, or other materials are prohibited.
12. Questions regarding these standards and regulations should be directed to **281-378-4080**.



Application For Exhibit Space

January 27, 2024

Cost to exhibit at the Winter 2024 PTAC below plus one door prize for each 12 linear ft. booth.

Early: Postmarked on or before Dec. 31, 2023 \$75.00

Late: Postmarked after Dec. 31st, 2023 \$125.00

Includes Breakfast

Please choose preference of booth location:

Library Atrium Children's Building Gymnasium

Booth fee must accompany this application to be considered. Space assignments will be made on a first-come first served basis.

NO REFUNDS WILL BE AVAILABLE

Exhibiting Company

Address

City State Zip

Contact Person (at the Conference)

Telephone Email

Product / Service to be displayed . sold

Door Prize Donation (please specify)

Lunch is provided each day for a \$15 fee per person a day.

Please pre-order if you would like a lunch.

Name(s) on badge(s)

1. 2.

3. 4.

Continued on back



Application For Exhibit Space  
January 27, 2024  
pg 2

Total # of Booths \_\_\_\_\_ Exhibit Fee \$ \_\_\_\_\_

Sat. 27th Lunch(es) \_\_\_\_\_ x \$15= \_\_\_\_\_

Lunch Fee \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

Enclosed is a check in the amount of \$ \_\_\_\_\_ (Make checks payable to **TAPS**)

Must return this signed application with Payment to:



10555 Spring Cypress Rd  
Houston, Tx 77070

The exhibitor assumes the entire responsibility for losses, damage and claims arriving out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of Windwood Presbyterian Church, and shall indemnify and hold harmless **PTAC**, Windwood Presbyterian Church, and employees from any and all such losses, damage and claims.

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Winter Schedule January 27, 2024

### Saturday

7am-	Check-In
7:30 am-9am	Continental Breakfast
7:50am-8:15am	Praise & Worship
8:20am-9:15am	Keynote
9:30am-10:20am	Workshop #1
10:30am-11:20am	Workshop #2
1:30am-12:20pm	Workshop #3 or Lunch #1
12:30pm-1:20pm	Workshop #4 or Lunch #2
1:30pm-2:20pm	Workshop #5
2:30pm-3:20pm	Workshop # 6



# MANY THANKS

We are so grateful for your desire to be a part of **PTAC** by serving as a Vendor! Our goal is to help our attendees to grow in the skills, knowledge, and attitudes the need as early childhood leaders to do what God has called them to do.

If you have any questions or need clarity concerning this document, please do not hesitate to email [taps@windwoodpc.org](mailto:taps@windwoodpc.org)

Thank you for being part of the **PTAC** community.



РТАС





# PTAC

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**Adventure**  
Conference

