

2020 Exhibitor Guidelines

Thank you for exhibiting with Valley Home Educators! Please read and initial by each guideline. Then email a copy to info@valleyhomeeducators.org

____ **Exhibit Spaces:** Each exhibit space is approximately 10' wide by 8' deep and will be furnished with an 8' skirted table, two chairs, exhibitor ID sign, 3' high back and side drapes. Other tables and racks may be utilized within your designated space as long as they do not interfere with the visibility or operation of adjacent exhibitors. Displays at the front of the space must be no more than 18 inches above table height. Larger displays must be placed at least 5 feet from the aisle line. Displays may not extend beyond the confines of the exhibit space.

____ **Security:** Overnight security is provided.

____ **Space Selection:** Assignment will be made by Valley Home Educators. Priority is based on the date we receive your paid reservation. Prior booth assignment, availability, and the best interest of the conference are also considered.

____ **Exhibitor Set-Up:** Exhibitors will be able to move-in and set-up on Friday from 7 am to 10 am. Displays must be ready for traffic by 10 am Friday, July 24. Loading and unloading is to be done at designated areas only. Please park your vehicle immediately after unloading and prior to setting up.

____ **Exhibitor Take-Down:** Displays must not be taken down before 5:00 pm Saturday. **NO TAKE DOWN WILL BE PERMITTED DURING CURRICULUM MARKET HOURS.**

____ **Parking:** Parking is available in designated areas outside of the Curriculum Market area. Please immediately park your vehicle after unloading and follow the directions of our parking volunteers.

____ **Exhibitor Check-In:** Exhibitor check-in is located at the "Information" booth inside the Curriculum Market. You will be given a packet containing nametags, meal tickets, evaluation form and other information. Nametags must be worn at all times.

____ **Meals:** Each paid booth space receives 2 meal tickets (for each meal) included in the cost of the booth. Meals include a box lunch on both days and a light dinner on Friday. Hospitality volunteers will provide exhibitors with snacks, coffee, and ice water. If you would like to purchase additional meal tickets, they are \$5.00 each and may be purchased in advance or at the "Information" booth.

____ **Exhibitor Name Tag Policy:** Each exhibitor is allowed up to 2 name tags per booth space. They are not interchangeable. Additional name tags can be purchased for \$20.00 each in advance or at the "Information" booth. Includes meal tickets for one person.

____ **Name tags must be worn at ALL times, by ALL exhibitors.**

___ **Children:** Any children that accompany you should be in your display area or with an adult at all times. Children 12 and older may attend as representatives and must wear nametags. Please provide proper supervision.

___ **Raffle Prizes:** Raffle prize winners will be announced at various times throughout the day. We encourage you to donate a raffle item. If you are interested, please see a VHE volunteer at the "Information" booth.

___ **Display Guidelines:** Displays will be permitted only by official exhibitors. No space may be sublet to another company or individual. Distribution of advertising matter by representatives of firms that are not official exhibitors is strictly forbidden. The materials and/or services being exhibited must be curriculum or of an educational nature, or address the needs of families with children, or be otherwise supportive of the homeschool lifestyle. Valley Home Educators reserves the right to ask for the removal of material that does not fit within these guidelines.

___ **Audio/Video Players:** Courtesy is expected of all exhibitors. Audiotapes and video monitors are permitted; however, such equipment must be kept at a reasonably low volume.

___ **Material Guidelines:** Valley Home Educators reserves the right to request the removal of specific items or entire displays that in its opinion would be inappropriate for display.

___ Valley Home Educators serves all home educators, but especially the Christian home education community. Please review your material prior to the convention for any items that would be offensive to our primarily Christian attendees. This would include items containing witches, ghosts or occult material; violent content; role playing games; Values Clarification curriculum; New Age or humanistic material; or any other material which depicts Christianity or the Bible as untrue, or as one of many equal religions. Valley Home Educators reserves the right to ask for removal of ANY questionable material displayed at convention.

___ **Cancellation Policy:** Written cancellation received before March 1st is fully refundable. A written cancellation received between March 1st and July 1st is subject to a \$50 processing fee. No refunds will be issued for cancellations after July 1st; this includes contracts signed after July 1st.

___ **Liability:** Valley Home Educators shall not be held responsible for any loss, damage, injury, or theft that may occur during the event. Any damage to the venue due to carelessness or misconduct of an exhibitor will be paid for by the same.

Questions: Questions should be directed to Rhonda at info@valleyhomeeducators.org

Hold Harmless Clause

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Valley Home Educators, Inc., Rustic Ranch, and their OFFICERS, EMPLOYEES and AGENTS harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitors' installation, removal, maintenance, occupancy or use of exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Rustic Ranch, or their officers, employees or agents.

In addition, exhibitor acknowledges that neither Valley Home Educators, Inc. nor Rustic Ranch maintains insurance covering exhibitors' property and that it is the sole responsibility of the exhibitor to obtain business interruption and/or property damage insurance covering such losses by the exhibitor.

I have reviewed the preceding information and the Exhibitor Guidelines and agree to abide by the privileges, conditions and restrictions contained therein.

Printed Name _____

Signature/Date _____