



***UHEA'S 37<sup>th</sup> ANNUAL  
CONVENTION & CURRICULUM FAIR***

You are invited to participate in the Utah Home Education Association's 2017 Curriculum Fair. We have reserved the Davis Conference Center in Layton, Utah June 16-17, 2017. The Hilton Garden Inn Layton is offering us a great rate for overnight rooms, call 801-416-8899, to reserve your room. Mention that you are part of the UHEA group to receive a room for \$94 by May 31<sup>st</sup> or upon availability thereafter. Visit our website at [www.uhea.org](http://www.uhea.org) to learn more.

This year, from now until February 28<sup>th</sup>, booths can be obtained at the pre-registration rate of \$260 per booth. After March 1<sup>st</sup>, the price will increase to \$290 per booth. We are also offering a limited number of ½ booths to non-profit organizations for \$130. Exhibit hall maps will be emailed to you at a later date, or you will receive it when you check in. Booth assignments will be made by UHEA.

We are offering the following opportunities:

1. Within 2 to 3 weeks of receiving a signed contract and your payment, your company will be listed on our website as a 2017 Convention Exhibitor. If you purchase a booth, for an additional \$40, we will add a direct link to your website from the UHEA 2017 Exhibitor List web page. The link to your website will stay on the UHEA website through August 31, 2017.
2. We are offering a \$75 discount off the regular fee of \$175 to exhibitors that have purchased a booth and wish to take advantage of our 'In the Bag' program. This program provides grab-bags to convention attendees that UHEA has filled with copies of your catalogs, flyers, or similar materials. To participate in this program see the enclosed order form.
3. ***If you are unable to participate, you may still take advantage of our 'In the Bag' program. The fee for participating in this program is \$175 and the details are given on the enclosed order form.***

The Curriculum Fair continues to experience tremendous success throughout the years. This will be another great year for you to join us for our annual convention! We look forward to seeing you there!

Exhibit Chair – ***Amanda Larsen***  
(801) 367-9880  
[jamandack@hotmail.com](mailto:jamandack@hotmail.com)

# UHEA 2017 CONVENTION EXHIBITOR CONTRACT

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Product/Service

Tax ID/SS Number: \_\_\_\_\_

Number of representatives working your booth: \_\_\_\_\_

The Utah Home Education Association (UHEA) agrees to assign space for your exhibit according to the following terms, conditions and requirements:

**NOTE: All decisions pertaining to registration acceptance and booth placement are reserved for UHEA and their agents. Any registration not accepted will be returned along with a full refund of the registration fee.**

**Booths:** Space will be leased for the duration of this educational curriculum fair, including:

- 10 ft. x 10 ft. Booth
- Identification sign
- Pipe & draping, including backdrop
- Electricity
- Waste basket
- One 8 ft. draped table
- Two chairs

Additional tables and chairs, etc, may be obtained through JP Display (801-523-7083, orders@jdisplay.com). Exhibitors may also supply their own tables or display cases provided that all items can fit completely within their designated space. There may be some exhibitors that do not use their tables or chairs. If those items are moved into another exhibitor site, please be aware it is the policy of the decorator to charge for those items.

The Utah Home Education Association will make all space assignments without preconditions and reserves the right to rearrange the floor plan and to relocate any exhibitor's space.

**Nonprofit Half Booths:** Space will be leased for the duration of this educational curriculum fair (subject to change), including:

- 5 ft. x 5 ft. space in a shared 10 ft. x 10 ft. booth
- Pipe & draping, including backdrop
- One Chair
- Shared waste basket
- One 4 ft. draped table
- Identification Sign
- Electricity

**Electrical & Internet Requirements:** Basic electricity to booth is free. Wired internet access is \$25.00 per day (pre-order price, must be paid 5 days before the conference) and must be ordered through the Davis Conference Center, please visit website to download form. Wireless Access is \$5.00 per day.

**Exhibit Set-up & Take Down:** The exhibit area will be available for setting up exhibits **Thurs. June 15, 2017, from 6:00 pm to 9:00 pm and Fri. June 16 6:30 am to 8:00 am (subject to change)**. You are expected to complete set-up prior to the opening of the hall and to remain set up until closing of the conference on Saturday. **Break down begins at 6:00 p.m. on Saturday.** Exhibitors are responsible for removing exhibits and all exhibit materials at the end of the event.

Upon arrival, exhibitors will be given their move-in packet. These packets will include exhibitor badges, exhibit hall map and Utah State tax forms. If you would like to ship items directly to the Davis Conference Center, please contact Susan Olsen at JP Display (801-870-8224/801-523-7083) regarding drop information.

**Use of Display Space:** Exhibitors agree to refrain from pasting, nailing, or otherwise attaching signs or other display materials to walls, doors, backdrops, floors, and carpets or other surfaces in any way that mars or defaces them. The exhibitor will pay for any damages caused to surfaces by an exhibit.

Exhibits should not project beyond the space allocation and should not obstruct the view of or interfere with other exhibits. **Helium balloons of any type are prohibited** in the Davis Conference Center. Fire laws will be strictly observed (all flame and flame generation is prohibited). Tables, cables, boxes, or other items cannot block aisles and fire exits.

To avoid infringing on others, all interviews, demonstrations, distribution of literature, sales promotions, and other similar activities should be conducted at the exhibitor's table. Exhibits that include the operation of musical instruments, radios, motion picture equipment, or any noisemaking devices must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors or their patrons. Exhibits producing noise or other interference that is not adequately controlled will be relocated or removed at the exhibitor's expense to reduce such interference.

Other than for products/services specified in this contract, direct sales involving the exchange of funds in the exhibit areas by any exhibitor or their agent is prohibited.

**Exhibit Hall Security:** The UHEA cannot guarantee exhibitors against loss, damage, or stolen items of any kind, but will endeavor to protect the exhibit area according to standard security protection. The exhibit area will be locked during non-exhibiting hours.

**Children:** Booth representative's children should remain in the exhibit hall with their parents or guardians at all times.

**Cancellation Clause:** The UHEA refund policy applies to booth rental only. Booth rental refund deadlines are as follows:

- Up to April 29<sup>th</sup> a refund will be sent upon written request, minus a \$30 processing fee.
- April 30<sup>th</sup> through May 20<sup>th</sup> 50% of the remaining balance may be refunded.
- **There will be no refunds after May 20<sup>th</sup>.**

**Hold Harmless/Indemnification Clause:** Space is leased with the understanding that the UHEA assumes no liability whatever for damages resulting from any act of omission or commission in connection with the exhibition of products and services. The exhibitor and its representatives hereby release the Davis Conference Center from any or all liabilities for loss associated with this rental of exhibit space, ensuing from any cause whatsoever.

**Other Terms and Conditions:**

1. The Curriculum Fair will be free and open to the public.
2. UHEA does not endorse any particular product or product-line, but does reserve the right to deny companies selling offensive material or non-educational materials.
3. Only registered convention attendees will be admitted to workshops. UHEA will provide a single convention registration; if additional exhibitors wish to attend convention workshops, they must purchase a convention registration.
4. Infractions of these terms and conditions on the part of the exhibitor or their representative may result in dismissal from the exhibit area. UHEA reserves the right to reject or terminate this contract and/or otherwise remove the exhibit due to exhibit content, subject matter, other audio/visual display, or exhibitor's behavior, at exhibitor's own expense.
5. Full payment and this signed contract must be received to activate this contract. Certified checks or money orders should be made payable and mailed to:

UHEA 2017                      **OR**                      Apply On-Line at:  
Convention                      [www.uhea.org](http://www.uhea.org)  
10896 S. 1000 E.  
Sandy, UT 84094

Communications pertaining to this contract or exhibit information can be sent to the above address, by phone: **Amanda Larsen** (801) 367-9880 or email: [jamandack@hotmail.com](mailto:jamandack@hotmail.com)

**We have read the above agreement and agree to abide by all terms and conditions of this contract.**

\_\_\_\_\_  
Company/Organization Representative                      Date

\_\_\_\_\_  
UHEA Representative                      Date

**Make A Copy For Your Own Records**



# UHEA 2017 CONVENTION

## Exhibitor Contract Order Form

**The Deadline for the UHEA 2017 Convention Exhibitor Contract and payment is May 31, 2017.**

Quantity	Item	Price	Sub-Total
	Full Booth – includes listing on the UHEA website and in the <i>At Door Program</i> as a 2017 convention exhibitor.	\$260 Until Feb. 28 <sup>th</sup> \$290 March 1 <sup>st</sup> to May 31 <sup>st</sup>	
	Non-Profit Half Booth – includes listing on the UHEA website and in the <i>At Door Program</i> as a 2017 convention exhibitor.	\$130	
	Web Link – displayed with your contact information on the UHEA 2017 Exhibitor List web page until Aug. 31, 2017. <u>Available only to those who purchase a booth.</u>	\$40	
	'In the Bag' (500 bags) – <u>Exhibitor Discount.</u> <i>Payment must be sent separately from the material and received by May 13<sup>th</sup> (see the payment information below). Material must be received by May 13<sup>th</sup>.</i>	\$100	
	*'In the Bag' (500 bags) – Regular Rate. <i>Payment must be sent separately from the material and received by May 13<sup>th</sup> (see the payment information below). Material must be received by May 13<sup>th</sup>.</i>	\$175	

\* **NOTE:** In-The-Bag materials received after May 13<sup>th</sup> will be placed on a display table at the convention.

**Non-profit ID # / Tax ID #:** \_\_\_\_\_  
(Required for Booth Registration)

**TOTAL:** \_\_\_\_\_

**Payment Information:**

**Register and pay on-line:** go to [www.uhea.org](http://www.uhea.org) and send your signed contract to the address below.

Payments Accepted On-line: Visa, MasterCard, Discover, American Express, PayPal.

**OR**

**Send the signed contract, this order form, and payment** (check or money order) to:

UHEA 2016 Convention, 10896 S. 1000 E., Sandy, UT 84094.

\*\* **Ship your 'In-The-Bag' materials to:**

UHEA c/o JP Display, 7065 South 31 West, Midvale, UT 84047 **(Inserts must be received by May 13<sup>th</sup>.)**

**Contact Information (for registration and directory list)**

Name / Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Web Address: \_\_\_\_\_

***Make A Copy For Your Own Records***