



## ***UHEA's 38th Annual Convention & Curriculum Fair***

You are invited to participate in the Utah Home Education Association's 2018 Curriculum Fair. It will be held in conjunction with our 38th Annual Convention at the Miller Free Enterprise Center of the SLCC Miller Campus in Sandy, Utah on Saturday, November 3, 2018. Visit our website at [www.uhea.org](http://www.uhea.org) to learn more.

This year we are offering our Exhibitors a bargain rate of only \$50. Our space is limited, so be sure to register quickly to ensure your spot in our Curriculum Fair. Exhibit Hall maps will be emailed to you at a later date. Booth assignments will be made by UHEA.

We are offering the following opportunities:

1. Within 2 weeks of receiving a signed contract and your payment, your company will be listed on our website as a 2018 Convention Exhibitor. For an additional \$20 we will add a direct link to your website from the UHEA 2018 Exhibitor List web page. The link to your website will stay on the UHEA website through December 31, 2018.
2. Our "In-The-Bag" program provides convention attendees with grab-bags that UHEA has filled with copies of your catalogs, flyers, promo items, or similar materials. This program is available to Exhibitors for an additional \$10. ***If you are unable to attend, you may still take advantage of our "In-The-Bag" program for a fee of only \$20.***

The Curriculum Fair continues to provide a unique opportunity to present your products and services to the home education community. We look forward to seeing you there!

Warmly,

The UHEA Board of Directors

## ***UHEA 2018 Convention Exhibitor Contract***

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

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Website

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

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

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

**Tax ID/SS 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 exhibit placement are reserved for UHEA and their agents. Any registration not accepted will be returned along with a full refund of the registration fee.**

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

- 10 ft. wide x 8 ft. deep exhibit space
- Identification sign
- One 8 ft. table with 2 chairs
- Electricity and Wi-Fi (at no additional charge)

Exhibitors may supply additional tables and/or display cases, etc. provided that all items can fit completely within their designated space. UHEA will make all space assignments without preconditions and reserves the right to rearrange the floor plan and to relocate any exhibitor's space.

**"In-The-Bag" Program:** UHEA will stuff 300 bags with copies of your catalogs, flyers, promo items, or similar materials. This program is available to Exhibitors for an additional \$10. Non-exhibitors may participate in the "In-The-Bag" Program for a \$25 fee. Items should be shipped by October 25, 2018 to:

**Exhibit Set-up and Take Down:** The exhibit area will be available for setting up exhibits **Saturday, Nov. 3, 2018 from 7:00 am to 8:30 am**. You are expected to complete set-up prior to the opening of the hall and to remain set up until closing of the conference at 5:0 pm. **Break down begins at 5:00 pm on Saturday, November 3, 2018**. 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.

**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. 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 therefrom 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 area according to standard security protection.

**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 exhibit space rental only. Refund deadlines are as follows:

- Before September 30, 2018 a refund will be sent upon written request, minus a \$10 processing fee.
- October 1, 2018 to October 15, 2018 a 50% refund is available upon written request.
- **There will be no refunds after October 15, 2018.**

**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 UHEA and the SLCC Miller Campus 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 Presentations. UHEA will provide a single Convention Registration to each exhibitor. If additional representatives wish to attend Presentations they must purchase a Convention Registration.
4. Infractions of these terms and conditions on the part of the exhibitor or their representatives 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 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 2018 Convention                      **OR**                      Apply Online at: [www.uhea.org](http://www.uhea.org)  
1555 E 1100 S  
Clearfield, UT 84015

Communications pertaining to this contract or exhibit information can be sent to the above address or:

Nina Wolf (512) 775-3738, [tninawolf@gmail.com](mailto:tninawolf@gmail.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***



## 2018 CONVENTION: Exhibitor Contract Order

### Form

The Deadline for the UHEA 2018 Convention Exhibitor Contract and payment is Oct. 25, 2018.

<u>Quantity</u>	<u>Item</u>	<u>Price</u>	<u>Subtotal</u>
	Exhibitor Space -includes listing in program & on UHEA website	\$50	
	Web Link on UHEA website (only available with exhibitor space purchase)	\$20	
	"In-The-Bag" program (300 items) - send items before Oct. 25, 2018*	\$10	
	Non-Exhibitor "In-The-Bag" Pogram (300 items) - send items before Oct. 25, 2018 *	\$20	

\*"In-The-Bag" materials received after October 25th will be placed on a display table at the convention.

Non-profit ID # / Tax ID # \_\_\_\_\_

**TOTAL:**

#### PAYMENT INFORMATION:

- **Send the signed contract, this order form, and payment (check or money order) to:** UHEA 2018 Convention, 10896 S 1000 E, Sandy, UT 84094
- **OR Register & Pay Online:** go to [www.uhea.org](http://www.uhea.org) and send your signed contract to the address above. Online payments accepted: Visa, Mastercard, Discover, American Express, Paypal

**\*\*Ship your "In-The-Bag" materials (separately from payment) before Oct. 25, 2018 to:** UHEA 2018 Convention, C/O Nina Wolf, 1555 E 1100 S, Clearfield, UT 84015

#### CONTACT INFORMATION (for registration and directory list online):

Name/Business:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

\_\_\_\_\_

**Web Address:**

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*Make A Copy For Your Own Records*