UHEA
UTAH HOME EDUCATION ASSOCIATION

UHEA's 36th ANNUAL
CONVENTION & CURRICULUM FAIR

Home Education ~ There Is No Place Like Home!

You are invited to participate in the Utah Home Education Association's 2016 Curriculum Fair. We have reserved the South Towne Expo Center in Sandy, Utah June 11, 2016. The Best Western Plus Cotton Tree Inn Sandy is offering us a great rate for overnight rooms; call 801-523-8484 to reserve your room. Mention that you are part of the UHEA group to receive a room for $94 by May 27th or upon availability thereafter. Visit our website at www.uhea.org to learn more.

This year, from now until March 31st, booths can be obtained at the pre-registration rate of $225 per booth. After April 1st, the price will increase to $260 per booth. We are also offering a limited number of ½ booths to non-profit organizations for $110. 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 2016 Convention Exhibitor. If you purchase a booth, for an additional $40, we will add a direct link to your website from the UHEA 2016 Exhibitor List web page. The link to your website will stay on the UHEA website through August 31, 2016.
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

Exhibit Co-Chair – ***Tonette Harris***
(801) 523-2658
tonette@uhea.org

UHEA 2016 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
- Waste basket
- One 8 ft. draped table
- Two chairs

Additional tables and chairs, etc, may be obtained through JP Display (801-523-7083, orders@jpdisplay.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
- Identification sign
- Pipe & draping, including backdrop

Shared waste basket
One 4 ft. draped table
One Chair

Electrical Requirements: Electricity to booth or any other amenities must be contracted and purchased by exhibitor through Jp Display at 801-523-7083 or email, orders@jpdisplay.com. (**Cost of electricity before May 30th is $85.00.)**

Exhibit Set-up & Take Down: The exhibit area will be available for setting up exhibits **Friday June 10, 2016, from 12:00 pm to 6:00 pm and Sat. June 11, 6:30 am to 7:30 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 7:00 p.m. on Saturday**. Exhibitors are responsible for removing exhibits and all exhibit materials at the end of the event. If items are left in booth space, South Town Expo will access a cleaning fee.

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 South Towne Expo 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 South Towne Expo 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 29th a refund will be sent upon written request, minus a $30 processing fee.
- April 30th through May 20th 50% of the remaining balance may be refunded.
- **There will be no refunds after May 20th.**

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 Utah Valley Convention 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 2016 Convention
10896 S. 1000 E.
Sandy, UT 84094

OR

Apply On-Line at:
www.uhea.org

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
Tonette Harris (801) 523-2658 or email: tonette@uhea.org.

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 2016 CONVENTION

Exhibitor Contract Order Form

The Deadline for the UHEA 2016 Convention Exhibitor Contract and payment is May 27, 2016.

Quantity	Item	Price	Sub-Total
	Full Booth – includes listing on the UHEA website and in the *At Door Program* as a 2016 convention exhibitor.	$225 Until March 31st $260 April 1st to May 27th	
	Non-Profit Half Booth – includes listing on the UHEA website and in the *At Door Program* as a 2016 convention exhibitor.	$110	
	Web Link – displayed with your contact information on the UHEA 2016 Exhibitor List web page until Aug. 31, 2016. *Available only to those who purchase a booth.*	$40	
	'In the Bag' (500 bags) – Exhibitor Discount. *Payment must be sent separately from the material and received by **May 13th** (see the payment information below). Material must be received by **May 13th**.*	$100	
	*'In the Bag' (500 bags) – Regular Rate. *Payment must be sent separately from the material and received by **May 13th** (see the payment information below). Material must be received by **May 13th**.*	$175	

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

Non-profit ID # / Tax ID #: _____ **TOTAL:** _____
(Required for Booth Registration)

Payment Information:

Register and pay on-line: go to **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 Tonette Harris, 10896 S. 1000 E. Sandy, UT 84094 **(Inserts must be received by May 13th.)**

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