
INDIANA ASSOCIATION OF
HOME EDUCATORS

.....
Serving the homeschool community since 1983.



**2020 IAHE HOME EDUCATORS' CONVENTION
EXHIBITOR GUIDE**

Questions?

IAHE Exhibit Hall Info
317-467-6244, ext. 104

Register early to save money!

Early Bird pricing ends November 15th, 2018
Regular Registration: Ends February 10, 2019

Exhibitor Registration is not final until you complete the exhibitor application online and pay for your registration. Late Registrations will be accepted as space allows and the exhibitor will be charged a \$100 late fee. Late Registrations are not guaranteed placement in the convention program book.

IAHE Convention Team

The IAHE is blessed with an incredible team of volunteers

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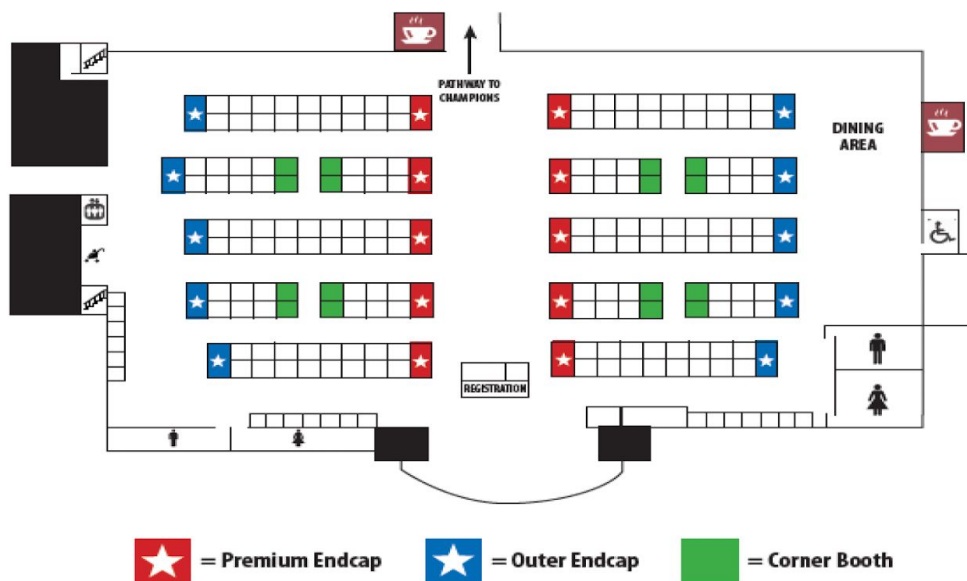
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EXHIBITOR BOOTH OPTIONS

Exact booth placement will be determined by the IAHE Exhibit Hall Coordinators prior to the event. The layout of the hall is subject to change and the following hall map is provided for informational purposes only.

EXHIBIT HALL: ELEMENTS FINANCIAL BLUE RIBBON



Premium End-Cap Double Booth: \$1,395

Early Bird Premium End-Cap Booth: \$1,295

LIMITED AVAILABILITY!

Don't wait to register for one of these prime spaces located on the center aisle, as they will go quickly. A **Premium End-Cap Booth** comes with an 8' high back drape, two 8' skirted tables, 4 chairs, an ID sign, one On-Screen Ad which will be displayed on our big screen in between sessions in the main auditorium (\$100 value), and 1 eblast banner in the IAHE convention promotion newsletter the week of our event (\$100 value).

Outer End-Cap Double Booth: \$1095

Early Bird Outer End-Cap Booth: \$995

Located at the outside end of an aisle, each Outer End-cap booth is 10' X 20' with an 8' high back section and includes 4 (four) 8' draped tables with four (4) chairs and an ID sign.

Corner Booth: \$555

Early Bird Corner Booth: \$495

Each corner booth is 10' X 10' with an 8' high back section, a 3' high side drape and includes two (2) 8' skirted tables with two (2) chairs and an ID sign.

Regular Booth: \$385

Early Bird Regular Booth: \$345

Each regular booth is 10' X 10' with an 8' high back drape; 3' high side drapes and includes an 8' skirted table with two (2) chairs and an ID sign.

Mini Booth: \$195

Early Bird Mini Booth: \$175

These booths will be offered in a limited number and are for ministries and nonprofits to share information only, no product sales or fundraisers. **Colleges and universities are not eligible for Mini Booths.** Each mini booth is a 6' X 8' with an 8' high back drape, one 3' side drape, 2 chairs, an ID sign, & one 6' table.

EXHIBITOR SERVICES & ADD-ONS

Electric Service: \$69

Fee covers for the entire time at convention. One 120V duplex outlet provided per Exhibitor. Extension cords or power strips are not provided by the IAHE. Access and connection may not be shared with other exhibitors or with anyone else.

Internet Service: \$52

Fee is per exhibitor for one device only, and covers entire time at convention, no streaming allowed. For light email use, light web surfing, and processing credit card transactions, etc. Absolutely no video/audio streaming or other high bandwidth applications are allowed. Access and connection may not be shared with other exhibitors or with anyone else.

Exhibitor Lunches

Grilled Chicken Salad or Deli Sandwich Box Lunch \$15.00

If purchased, box lunches will be delivered to your booth from 11:30am - 12:00pm. Options will include a choice of a Chicken Caesar Salad with bottled water or a Deli Sandwich with bottled water, fruit, bag of chips, and a cookie. Please purchase the quantity of lunches you would like for each day.

Exhibitor Name Badges

IAHE will provide a total of four exhibitor name badges per exhibitor. Two badges will be for full convention attendance and two will be given for Exhibit Hall only. Additional Exhibit Hall Only badges may be purchased for \$25 each.

Exhibitor Workshops

We have a limited number of exhibitor workshop slots available at **\$150** each. You may apply for as many workshops you wish, knowing that we may not be able to accommodate every one of them. The rooms will be set up with a table/lectern, a screen, and electric power. Any other needs (such as a projector) you will need to furnish or rent. Please contact the Exhibitor Hall Coordinator with questions. Exhibitors that register prior to November 15th, 2019 will be given workshop priority.

Advertising

The IAHE strives to make our event as profitable as possible for all participants. We offer a variety of advertising and sponsorship options for our vendors in an effort to help you expand your reach to our families. You will find advertising information in our [media kit online](#) and on the vendor registration form.

EXHIBIT HALL HOURS

Set-Up

Thursday, March 26

- Exhibitors with 3 or more booths, 11 A.M. to 8 P.M.
- All other exhibitors, 1 to 8 P.M.

Friday, March 27

- 7:00-8:00 A.M.

Convention Shopping Hours

Friday, March 27: 8:00 A.M. - 6:30 PM

Saturday, March 28: 8:00 A.M. - 6:00 PM

Exhibitors must man their booths the entire time the exhibit hall is open.

EXHIBIT HALL: GENERAL INFORMATION

Exhibitor Confirmations/Cancellation Policy

Email confirmations are sent when the registration is completed.

- Paid exhibitor cancellations received or postmarked prior to December 30, 2019, will receive a 75% refund of booth rental space and demo fees.
- Exhibitor cancellations received or postmarked prior to January 1, 2020, will receive a 50% refund of booth space and demo fees only if the vacated space is resold.
- No refunds will be issued after January 31, 2020.

Parking

Each exhibitor will be given 2 parking passes in their exhibitor packet. Passes must be picked up during exhibitor set-up on Thursday. **Exhibitors are responsible for parking their vehicles and/or trailers to the designated parking area after loading into the hall.**

Children & Young Adults

The IAHE continues to allow and encourage exhibitors to bring their children with them. Please be aware of the following rules:

- Children under the age of 13 must be kept with parents/older siblings at all times. If you need more than the 4 name badges per booth, IAHE will furnish wristbands for children under 13 (free).
- We offer many workshops that will be of interest to young adults. If you or any of your family members are interested in attending these workshops, please register on our website.

Licensing & Taxes

All exhibitors are responsible for their own licensing, collection and payment of taxes on all sales. The State of Indiana requires the seller of anything to fill out a **Business Tax Application**. This application can be completed online through [Indiana's INBiz website](#). Once your application is completed and submitted, the Indiana Department of Revenue will contact you within 48 hours regarding the status of your application. If you are only selling items in Indiana at the IAHE Convention weekend during the year then select "seasonal" so your sales tax is not due every month except for the one month you sell in.

Exhibitor Rules and Regulations

Advertising & Booth Content Guidelines

The IAHE is a Christian organization. As such, all advertising & exhibit hall vendors must be pre-approved by our committee. The IAHE reserves the right to reject vendor advertising or applications without comment.

All materials and products must be generally acceptable to Christian homeschooling parents. Although we do not require that our exhibitors and/or advertisers agree with the IAHE's Statement of Faith we do request that our exhibitors not display materials and products that would conflict with it. Examples of inappropriate material include (but are not limited to) those promoting evolution, secular humanism, witchcraft, and the occult.

The IAHE does not allow vendors or advertising that promote public or private school programs that accept government funding or vouchers of any kind.

The IAHE Convention Committee will determine the acceptability of materials and the speaker/exhibitor agrees to remove any materials deemed inappropriate by the IAHE Convention Committee.

Exhibitor Booth Guidelines

- The IAHE reserves the right to refuse any exhibitor for any reason, and all decisions made by the Committee are final. All vendors must include a detailed description of the products or services with their application form. Failure to provide the description will result in the processing of your application being delayed until we receive such description.
- Duplication of companies will not be allowed in the exhibit hall; for example, only one distributor from the same company such as Young Living or Thirty One Gifts will be allowed in the hall. Individual book or product duplications are permitted (i.e., two bookstores carrying some of the same titles). The IAHE Convention Committee will make the decision as to what could constitute an unacceptable duplication.
- Exhibitors may not share booth space, electric or internet with any other company or organization; nor display materials for another company or organization without the written consent of the Exhibit Hall Coordinator.
- The IAHE does not allow raffles at the convention. Door prize drawings are permitted.
- Exhibitors with music or audio/visual sound must maintain the level so that sound is not audible 8' from the booth.

- Smoking is not permitted anywhere in or in the immediate surrounding area of the facility.
- Exhibitors reserving multiple booths will have the 3' dividing sections removed from the inside borders of their booths.
- Exhibitors are permitted to bring other tables or display racks as long as they will fit inside the allotted 10'x10' booth space(s). No exhibit is permitted to extend outside the designated booth area.
- The Exhibit Hall Coordinators will make booth assignments.

Rules of Engagement

- Speakers/exhibitors will not criticize other speakers/exhibitors, the Convention, the facility where the convention is held, the IAHE Convention Committee or the IAHE to other speakers/exhibitors and/or convention attendees.
- Concerns or critiques are to be made to the IAHE Convention Committee directly.
- The IAHE Convention Committee reserves the right to refuse any advertisement or exhibit. All decisions by the Convention Committee are final.
- The IAHE and Indiana State Fairgrounds (ISF) assume no responsibility for speaker/exhibitor inventory, materials, or equipment on the site of the IAHE Convention.
- Speakers/exhibitors agree to hold the IAHE and ISF harmless from any and all liabilities from any cause; and agree that the IAHE and/or ISF shall not be responsible for any loss, damage, or injury that may occur to the exhibitor, their employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by this contract.
- The speaker/exhibitor, upon signing the Exhibitor Application, expressly releases the IAHE and ISF from and agrees to indemnify same against any and all claims for such loss, damage, or injury.