

# *Washington*

# 2009

*Homeschool Convention & Curriculum Exhibit*

The Washington Homeschool Organization's 24<sup>th</sup> annual convention will be held June 19th & 20th in the Americraft ShowPlex at the Puyallup Fair & Events Center. The Washington Homeschool Convention is the largest of its kind on the West Coast, with nearly 4,000 attendees. Throughout the years, well known speakers such as Susan Wise Bauer, John Taylor Gatto, Dr. Raymond Moore, Stephan Guffanti, Tom Hoyle and Jim Weiss have drawn hundreds to our workshops. We also offer seminars on the how-to's of homeschooling, fun family activities for all ages, and unique opportunities for homeschool families to connect.

The Washington Homeschool Convention is one of the most affordable conventions in the Northwest. Many conferences charge attendees over \$50 per day; some conferences are hundreds of dollars just to attend. We offer ample free parking for exhibitors & attendees, our exhibit hall provides 10x10 booths for our exhibitors, compared to many that are limited to 8x8, at an affordable price, and our early bird registration offers even better value to our exhibitors. We have special non profit rates for qualifying groups and several tables for smaller businesses. It has been a priority of the Washington Homeschool Organization (WHO) to make this convention affordable for both exhibitor and attendee.

Convention information will appear in our bi-monthly newsletter, on our web site ([www.washhomeschool.org](http://www.washhomeschool.org)), along with radio and print media coverage. We also use local advertising and publicity channels to promote this event.

WHO works to serve the diverse interests of home-based education in Washington State. WHO is nonpartisan, nonsectarian, and non-discriminating in its views of homeschooling and participation in its activities.

#### **NOTE:**

**Programs operating under the Washington State Alternative Education WAC or publicly funded virtual programs are not eligible to register. No materials relating to such programs are to be distributed at the convention.**

**BOOTHS:** Each 10' x 10' area will have **one 8' draped table, two chairs, a waste basket, and an identification sign.** Our convention decorator will be sending ordering information and forms directly to all registered exhibitors in May; please order additional items required for your booth directly from them. Phone lines and/or electricity will be ordered through the Puyallup Fair & Events Center -these order forms will be included in your pre-arrival information packet in May. All prices for additional items from our decorator and prices for phone lines and electricity from the fairgrounds are set by them.

**BADGES:** Each exhibitor will receive 4 badges per booth. Additional badges may be purchased for \$1.00.

**ADVERTISING:** **All ads must be sent, via email, at the time of submission of registration form and payment.** You do not need to be a registered exhibitor to advertise in the on-site program. Advertisement submission must be postmarked by May 15<sup>th</sup>, but space sells quickly.

**CONVENTION BAGS:** Please contact Tim's Great Stuff at: Great Stuff Convention Bags, Inc. Phone & Fax: (302) 737-3673, email: [info@greatstuffconventionbags.com](mailto:info@greatstuffconventionbags.com)

**NOTE: Programs operating under the Washington State Alternative Education WAC or any publicly funded virtual programs are not eligible to use this service.**

**MAKING A DONATION:** We would be honored if your organization would help support our convention by donating product or making a monetary donation. Your donation of product will be used for our hourly drawing. Your monetary donation will be used to help support the costs of the convention. In return for your kindness, WHO will gladly display your support of our event in our onsite program, as well as placing acknowledgements in our newsletter, *The WHO's News*, and on our website.

**WEB LINK:** For \$50.00 we will link your company name to your website. These links will remain go up on receipt, and remain on the website through July, 2009.

**REGISTRATION:** You may also register on-line at [www.WashHomeschool.org](http://www.WashHomeschool.org). Registrations must be accompanied by full payment and UBI #. No registrations will be accepted by phone or fax. Special requests (corner booth, end cap, next to certain exhibitors, etc.) will be accommodated, if possible. If you have paid for a corner booth or end cap and they are no longer available, that portion of your registration fee will be refunded.

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

**CONFIRMATION:** A confirmation email will be sent to you upon receipt and acceptance of your completed registration form. If you have any questions, you may leave a message at the WHO Office, (425) 251-0439 or email the Convention Coordinator at [WHOConvention@WashHomeschool.org](mailto:WHOConvention@WashHomeschool.org)

**CANCELLATIONS:**

Cancellations must be submitted to WHO in writing. Cancellations received or postmarked by February 28<sup>th</sup> will be reimbursed at 50%. Cancellations postmarked later than February 28<sup>th</sup> will not be reimbursed. Cancellation will release exhibit space, and any workshops, for resale.

**MERCHANDISE:** Please be aware that the focus of the curriculum exhibit is homeschool, education, and/or educationally related products, resources and services. Products related to education or homeschooling will be given priority in allotting booth space. It is required that only new merchandise be sold during the exhibit.

**GENERAL CONDITIONS:** Only the exhibitor whose name is registered may use the booth. Exhibits must be installed so as not to extend beyond the booth space. Any exhibitors using sound equipment should keep the volume to a minimum as a consideration to other exhibitors. Distribution of printed materials must be confined to the booth areas. Only registered exhibitors will be allowed to distribute materials. Complete terms and conditions are listed immediately following this page. Please read them carefully.

# Terms & Conditions

## Washington State UBI

It is the Exhibitor's responsibility to provide a current Washington State Unified Business Identifier (UBI) number when submitting their registration. The process for obtaining a UBI can be found by visiting the Washington State Department of Revenue website at: <http://www.dol.wa.gov/forms/700028.html> .

## Space Package

Each Exhibitor space includes one 8' draped table, two chairs, a 30 character sign and a waste basket. Additional tables, chairs, etc may be obtained through the event decorator. 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.

## Exhibit Installation & Removal

Set up will be Thursday June 18<sup>th</sup>, 2009. The Exhibit Hall will be open from 9:00 a.m. to 6:00 p.m. on Friday and 9:00 a.m. to 4:00 p.m. on Saturday. You are expected to complete set-up prior to the opening of the hall, and to remain set up until closing. Break down begins at 4:15 p.m. Saturday.

Upon arrival, exhibitors will be given their move-in packet. If you have shipped items directly to the Americraft ShowPlex, please contact the Puyallup Fair & Events Center for drop information. **Shipments should be scheduled to arrive no earlier than June 18<sup>th</sup>.**

There is generally NO ONSITE PARKING. Exhibitors may bring their vehicles in at 8 am on Friday and Saturday morning, and must be off the site by 8:45 am. On site parking is by permit only, and their distribution is decided by the Puyallup Fair & Events Center. There may be some onsite parking available, for an additional fee. Contact the Convention Coordinator if you are interested. Otherwise, the Puyallup Fair & Events Center requires that exhibitor vehicles be parked off site, and vehicles that are on site after the deadline will be given one warning, after which the Puyallup Fair & Events Center will tow remaining vehicles.

## Exhibit Hall Security

While the Puyallup Fair & Events Center does provide onsite security, WHO does not accept responsibility for lost, damaged, or stolen articles. We recommend that you not leave expensive equipment overnight. No one will be admitted to Exhibit Hall after closing unless accompanied by WHO Convention personnel and Puyallup Fair & Events Center's staff. An exhibitor badge must be worn at all times. WHO reserves the absolute right to inspect any containers removed from the exhibit area.

## Display Space Assignments

WHO's assignment of space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Assignments will be made only after receipt of the exhibitor registration form, and the appropriate fees. After assignment, space location may not be changed, transferred, or canceled except upon written request and with the subsequent written approval of WHO. Notwithstanding the above, WHO reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

## Use of Display Space

Exhibitors may display and distribute only their own products and literature. Display and distribution of any products or brochures other than those described in the company catalog, without prior written approval, is prohibited. Displaying of personal items, such as condos for rent, or vehicles for sale, is expressly prohibited.

WHO reserves the right to refuse space, literature and/or product distribution by any Exhibitor. WHO is not responsible for any expenses incurred because of refusal.

## Undesirable Activities

The Exhibitor agrees that its exhibit shall be admitted into the conference and shall remain from day to day solely on strict compliance with all the rules herein described. WHO reserves the right to reject, eject, or prohibit any exhibit, in whole or in part, or any Exhibitor with or without giving cause.

## **Electrical & Phone Requirements**

Exhibitor must pay, prior to convention, for power and/or phone-these forms will be sent to you in May. Exhibitor is prohibited from using electrical equipment that is not UL approved in the exhibit hall. No wiring, installation of spotlights or other electrical work shall be done without approval of the Puyallup Fair & Events Center's staff.

## **Prohibited Activities –**

- a. No cooking may take place in Exhibitor's space, and no food, vitamin or food supplements, or beverages may be distributed by Exhibitor. No beer, wine, or intoxicating liquor may be distributed by an Exhibitor.
- b. All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the Exhibitor's space. Exhibitor must not place equipment for display or demonstration in such manner as to cause observers to block the aisles. All equipment for display or demonstration must be placed within the assigned area.
- c. Exhibitor shall be responsible for complying with all local and state requirements for a business license, UBI, and sales tax remittance.
- d. Exhibits that include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noisemaking devices must be operated so that the noise resulting there from will not annoy or disturb adjacent Exhibitors or their patrons.
- e. Exhibitors are prohibited from displaying any devices or objects in the space that exceeds the length of the back wall (8') or stacking any items in a manner that would present a danger to other persons. Determination of exhibit safety shall be at the sole discretion of WHO Conference Management.
- f. Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing-eye and companion dogs are permitted.
- g. Helium balloons of any type are prohibited.
- h. Stickers or decals cannot be given out.
- i. No smoking is allowed in the facility.

## **Exhibits & Public Policy**

Each Exhibitor is charged with knowledge of all federal, state and local laws, ordinances and regulations pertaining to health, fire prevention, and public safety, while participating in the Convention. Compliance with such laws is mandatory for all Exhibitors, and the sole responsibility is that of the Exhibitor.

All space decorations, including carpeting must be flame-proof, and all hangings must clear the floor. Electrical wiring must conform to National Electric Code Safety Rules and all applicable local electrical codes.

If inspection indicates any Exhibitor has neglected to comply with these regulations or otherwise incurs fire hazard, the right is reserved to remove all or such part of its exhibit as may be in violation, at Exhibitor's expense.

If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact the Convention Coordinator for information concerning facilities or regulations. City and state fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Bureau of Fire Prevention.

## **Right of Entry**

WHO, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect the Exhibitor's material.

## **Liability & Insurance**

Notwithstanding security measures taken by WHO, all property of the Exhibitor remains under its custody and control in transit to and from Exhibit Hall, during installation and removal, and while it is within the confines of the Exhibit Hall. Neither WHO, the service contractors, nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitor from theft, damage by fire, accident, vandalism or other causes; and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of WHO, its volunteers or employees. The Exhibitor expressly releases WHO, its directors, officers, agents, employees.

## **Cancellations**

Cancellations must be submitted to WHO in writing. Cancellations received or postmarked by February 28<sup>th</sup> will be reimbursed at 50%. Cancellations postmarked later than February 28th will not be reimbursed. Cancellation will release exhibit space, and any workshops, for resale.

## **Sound**

Exhibitors shall not have sound coming from their booth at a volume disturbing to any neighboring exhibitors. WHO reserves the right to regulate the volume on any audio devices, musical instruments, etc. during show hours.

## **In the event of a no-show**

If Exhibitor fails to contact WHO or fails to occupy booth by 10:00 AM, Friday, June 19th 2009, such failure to utilize space shall be considered a default on Exhibitor's part. Refunds for booth(s) or workshop(s) will not be given to Exhibitor and Exhibitor will be responsible for any balance due to Show Decorator for any items (carpeting, tables, chairs, etc) previously ordered for their booth. Exhibit space, and workshop(s), may be made available to other exhibitors at the discretion of WHO.

## **Force Majeure**

Neither party will have any liability to the other for any delays or failure of performance resulting from acts beyond its control, including, but not limited to, acts of God, such as fire, communication line failures, power failures, earthquakes or other natural disasters; strikes, lockouts, riots, acts of war, or other man-made disasters; epidemics; critical illness; and government regulations superimposed after the fact.

## **Errors & Omissions**

WHO assumes no responsibility or liability for any of the services performed or materials delivered by official conference contractors or their suppliers to the conference, their personnel, or their agents. Any controversies that may arise between Exhibitors and official contractors or union representatives, or personnel of either, on the conference premises shall be referred to WHO for resolution, and WHO's decision shall be final and binding.

## **Waiver**

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of WHO shall not be deemed waived, except as specifically stated in writing and signed by an authorized representative of WHO.

## **Hold Harmless/Indemnification Clause**

Exhibitor hereby releases, relinquishes, discharges, and agrees to indemnify, protect, defend, and hold harmless WHO and the facilities from any and all claims, demands, liabilities, costs and expenses, for any injury, including death of persons and any loss of or damage caused by, growing out of, or happening in connection with the provision of services or equipment by the Exhibitor. Exhibitor further holds the above listed harmless against all claims, losses, and damages, to persons or property resulting from governmental charges, fines, or attorney fees arising out of or caused by Exhibitors' installation, removal, maintenance, occupancy, or use of the exhibition premises.

## **Enforcement of Regulations**

WHO has full power to interpret and enforce all regulations of the conference and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the conference. Such decisions shall be binding on Exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for WHO to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor.

## **Legal Fees**

In the event that either party to this agreement commences legal proceedings of any kind, including, but not limited to, mediation, arbitration, litigation or any other dispute resolution, the prevailing party shall be entitled to all reasonable attorney fees and costs incurred in resolution.

## **Children**

Exhibitors bringing children on premises must notify WHO and the Convention Coordinator and sign a waiver of liability release form. Children must be supervised by an adult at all times.

Please direct any questions to Kelly Comer, Convention Coordinator at [WHOConvention@WashHomeschool.org](mailto:WHOConvention@WashHomeschool.org)

# Washington

Homeschool Convention & Curriculum Exhibit  
June 19 - 20, 2009

Post Marked \_\_\_\_\_  
Check # \_\_\_\_\_  
 PayPal  
Amount \$ \_\_\_\_\_  
\_\_\_ Booths  C  EC  
 Link

Name of Business or Company: \_\_\_\_\_

Are you interested in donating your product(s), or making a monetary donation?  Yes  No

Booth Sign - Limit 30 characters including spaces

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

UBI or Tax ID (For Department of Revenue reporting): \_\_\_\_\_

**YOU MUST HAVE A UBI NUMBER TO REGISTER! CONTACT THE WA. DEPT OF LICENSING AT**  
<http://www.dol.wa.gov/forms/700028.html>

Type of Business –

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Math               | <input type="checkbox"/> Unit Studies                | <input type="checkbox"/> Preschool           |
| <input type="checkbox"/> Science            | <input type="checkbox"/> Bible/Character Development | <input type="checkbox"/> Missions            |
| <input type="checkbox"/> History            | <input type="checkbox"/> Fine Arts/Music/Arts Supply | <input type="checkbox"/> Special Needs       |
| <input type="checkbox"/> Language Arts      | <input type="checkbox"/> Enrichment/Extra Curricular | <input type="checkbox"/> Planners/Organizers |
| <input type="checkbox"/> Geography          | <input type="checkbox"/> Full Program Curriculum     | <input type="checkbox"/> Book Store          |
| <input type="checkbox"/> Foreign Language   | <input type="checkbox"/> College/Higher Education    | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> Computers/Software | <input type="checkbox"/> Career/Vocational           |  |

We ask that you provide a brochure or website, (www. \_\_\_\_\_), to aid us in evaluating exhibitor placement. Exhibitors with products pertaining to education have priority.

**PAYMENT SUMMARY**

_____ Early Bird Price (Postmarked by Feb. 28 <sup>th</sup> ) – Booths @ \$298.00 per booth	\$ _____
_____ Regular Price (Postmarked after Feb. 28 <sup>th</sup> ) – Booths @ \$355.00 per booth	\$ _____
_____ Corner booths – add \$45.00 per booth	\$ _____
_____ End cap – add \$80.00 per end cap	\$ _____
_____ Website Link – \$50.00 URL _____	\$ _____
<b>TOTAL</b>	\$ _____

Make checks payable to: **WHO**  
Mail to:  
**WHO Exhibits, 6627 S. 191<sup>st</sup> Pl., Suite  
F-109, Kent, WA 98032-2117**

**NOTE: Submission of this registration indicates agreement with, & compliance to, the Terms & Conditions as outlined in the registration packet.**

# WHO 24th Annual State Convention

June 19<sup>th</sup> & 20<sup>th</sup> 2009

## On-Site Program Advertising

**All ads must be sent, via email, at the time of submission of registration form and payment.** Our on-site program includes complete convention workshop and exhibitor class descriptions, and our attendees rely on it. The program will be handed out to convention attendees. This provides excellent visibility for your product or service. Ads must be postmarked by May 15<sup>th</sup>, 2009, but space sells quickly. After mailing this form, email an electronic copy of your advertisement (PDF, or TIFF format) to [ConventionAds@WashHomeschool.org](mailto:ConventionAds@WashHomeschool.org).

Business or Company \_\_\_\_\_ Exhibiting? Yes No

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Advertising Fees

Ad Size/Location	Dimensions (width x height)	Cost
_____ Full Page	6.5" x 9"	\$190.00
_____ Half Page Horizontal	6.5" x 4.5"	\$115.00
_____ Quarter Page Vertical	3" x 4.5"	\$70.00
_____ Eighth Page Horizontal	3" x 2"	\$45.00
		Subtotal _____
		10% Discount to 2008 Exhibitors _____
		Total _____

### Advertising Requirements

- Ads must be homeschool or education related
- **Ads must be emailed when this form is submitted**
- All ads are black-and-white
- All ads must be bordered and measurements must conform to dimension requirements above
- All ads must be in PDF, or TIFF format, and emailed to [ConventionAds@WashHomeschool.org](mailto:ConventionAds@WashHomeschool.org)
- The "Back Cover" and "Inside Front Cover" are reserved for 2009 exhibitors

**Waiver and Release of Liability for Minor Child**

I, \_\_\_\_\_, being the parent or lawful guardian of \_\_\_\_\_, in consideration of his/her participation in the Washington Homeschool Convention on June 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2009 do hereby, on my behalf and on behalf of my minor child, release and forever discharge the Washington Homeschool Convention, each of their officers, directors, agents, affiliates, representatives and employees (collectively the "Released Parties") harmless from any and all claims, demands, causes of actions, suits, damages costs and expenses for any and all personal injuries, loss of time, pain and suffering or property damage arising out of or occurring in connection with my minor child's participation in this event.

I recognize and acknowledge that my minor child's participation in the event is solely at our own risk. I acknowledge that my minor child's participation in the event may expose him/her to risk of injury or possibly demise. I further understand that this Waiver and Release is absolute as to all claims, demands, causes or actions, suits, damages, costs and expenses which may arise as a result of my minor child's injury or demise or as a result of any property damage which could occur while my minor child is participating in this event except those claims or demands arising from acts of gross negligence of the Owner or Managing Agent.

I further agree, on behalf of myself and my minor child, to abide by all the rules and regulations as hereinafter amended or supplemented, established by the Washington Homeschool Organization, applicable to the authorized use of the Premises, and agree that our use of the Premises may be canceled at any time, without prior notice of warning and that we disclaim any recourse in the event of such cancellation and agree to immediately vacate the Premises upon request.

I HAVE READ AND FULLY UNDERSTAND THIS DOCUMENT, INCLUDING THE FACT THAT I AM RELEASESING AND WAIVING CERTAIN POTENTIAL RIGHTS HELD BY ME AND MY MINOR CHILD AND VOLUNTARILY AND FREELY AGREE TO THE TERMS AND CONDISTIONS SET FORTH.

SIGNED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2009

\_\_\_\_\_  
Parent or Lawful Guardian