

# 2016 WHO Convention

This year, WHO is celebrating its 31<sup>st</sup> annual homeschool convention on June 17<sup>th</sup> & 18<sup>th</sup> at the Sleep Country ShowPlex.

WHO's two-day convention welcomes over 4,000 attendees coming from Washington, Oregon, Idaho, Montana, & Canada. The Washington Homeschool Convention offers a large exhibitor hall, workshops, fun family activities for all ages, and unique opportunities for homeschool families to connect. The Exhibitor hall reflects WHO's inclusive nature to serve the diverse interests of all homeschoolers.

The convention has special rates for qualifying non-profits. For more information, please contact WHO Event Coordinator at [ShadeTreeProductions@comcast.net](mailto:ShadeTreeProductions@comcast.net).

Sponsorship opportunities are available. They range from direct monetary contributions to product donations, gift certificates or other items. For more information, click here:

[www.washhomeschool.org/pdf/ConventionSponsorshipProgram.pdf](http://www.washhomeschool.org/pdf/ConventionSponsorshipProgram.pdf)

## **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.**

*The Washington Homeschool Organization (WHO) is a statewide, non-profit membership organization. Its mission is 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.*

# General Information

## Show Schedule

**Move-in** Thursday, June 16<sup>th</sup> 2:00pm - 8:00pm

**Move-out** Saturday, June 18<sup>th</sup> 4:15pm

### Convention Hours

Friday, June 17<sup>th</sup> 9:00am - 6:00pm

Saturday, June 18<sup>th</sup> 9:00am - 4:00pm

**\*\*NOTE: Exhibitor is expected to be in booth during show hours, both days - Exhibitors cannot tear down early on Saturday, per Exhibitor Terms & Conditions.**

### Shipping

Freight delivery **June 16<sup>th</sup> ONLY.**

Ship to:

**Washington State Fair**

**SHOWPLEX**

**110 9th Ave SW**

**Puyallup, WA 98371**

### Badges

Two badges, per booth ordered. Badges cannot be shared.

You may purchase extra badges here: <http://www.washhomeschool.org/convention/ExhibitorRegistrationForm.html>

### Exhibitor Workshops

Each exhibitor may purchase 2 exhibitor workshops.

**NOTE:** Workshops are provided to enhance exhibitor sales potential by introducing attendees to their products. WHO attendees are a very diverse population, and WHO will not allow presentation of materials that disparage or denigrate any race, creed or religion. It is the policy of WHO that all presentation materials be limited to the product or service being provided.

Each workshop room is theater style seating. Each room has a screen, podium, standing microphone and an 8' draped table.

**NOTE:** Projectors for laptop presentation and overheads are available for an additional charge.

### Advertising

All program ads must be postmarked no later than **May 2<sup>nd</sup> 2016**. WHO cannot hold space without an ad.

### 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)

### Sponsorship Program

Interested in becoming a sponsor for the 2016 Convention? Check out the sponsorship information page here:

<http://washhomeschool.org/?p=2694>

Monetary or product donations will be used for the hourly drawing and to help support the costs of the convention.

### Web Link

Exhibitor links will remain on the website through June 30, 2016.

# Washington Homeschool Convention

## Exhibitor Terms & Conditions Agreement

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

### Booth Space

Exhibitor is prohibited from sharing booth space(s) with any other company.

Each 10' x 10' booth space includes an 8' draped table, two chairs, two exhibitor badges and ID sign. Booths have 30" draping on sides and an 8' back wall. Show colors are burgundy and white. Exhibits must be installed so as not to extend beyond the 10' x 10' booth space. Refrain from obstructing the view of neighboring booths.

Exhibitor may display and distribute only Exhibitor's own products and literature. Display and distribution of any products or brochures other than those belonging to the company, is prohibited. Distribution of printed materials must be confined to the booth area. Displaying of personal items, such as condos for rent, or vehicles for sale, is expressly prohibited.

Show Management 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.

### 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: <https://fortress.wa.gov/dor/efile/secureforms/content/doingbusiness/registermybusiness/tempreg.aspx>

### Payment

Registrations must be accompanied by full payment and UBI # (if you're selling product). Registrations will not be accepted by phone or fax. 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

### Cancellation

Cancellations must be submitted to WHO in writing. Cancellations received or postmarked by February 28<sup>th</sup> will be refunded at 25%. Cancellations postmarked after February 28<sup>th</sup> will not be refunded. There are no refunds on the special convention offer. Cancellation will release exhibit space, and any workshops, for resale.

### Power, Telephone & WiFi Service

Power, analog / digital telephone and Wi-Fi services are available. Order forms are attached to Exhibitor confirmation email.

### Display Space Assignments

WHO reserves the right to change location assignments at any time. Show Management'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 Show Management.

### Sound

All audio devices shall not be audible more than 5' from Exhibitor's booth space. Show Management reserves the right to regulate the volume on any audio devices, musical instruments, etc. during show hours.

### Merchandise

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.

### Undesirable Activities

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

### 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 Event 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, are prohibited.

### **Right of Entry**

Show Management, 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.

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

If Exhibitor fails to occupy booth by 9:30am, Friday, June 17<sup>th</sup> 2016, 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 Show Management.

### **Damages**

Exhibitor is liable for any damage caused to the ShowPlex floors, or any other rental equipment from service contractors.

### **Liability & Insurance**

Notwithstanding security measures taken by WHO & Show Management, 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, Show Management, service contractor, its directors, officers, agents, and employees.

### **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; and critical illness.

### **Errors & Omissions**

WHO assumes no responsibility or liability for any of the services performed or materials delivered by official convention contractors or their suppliers to the convention, their personnel, or their agents. Any controversies that may arise between Exhibitors and official contractors or union representatives, or personnel of either, on the convention 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, Show Management 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.

### **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 Show Management and submit a Waiver of Liability Release form. Children (13 and under) must be supervised at all times by parents or guardian.

**Enforcement of Regulations**

Show Management 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 Show Management to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor.

**Compliance**

Exhibitor agrees that representatives shall be admitted and shall remain from day to day solely in strict compliance with the terms and conditions herein. Show Management reserves the right to reject, eject, or prohibit any exhibit, in whole or in part, or any Exhibitor with or without giving cause.

# 2016 WHO Convention

## June 17<sup>th</sup> – 18<sup>th</sup>

Post Marked _____
Amount \$ _____
Booths ___ <input type="checkbox"/> C <input type="checkbox"/> EC
<input type="checkbox"/> Link Sponsorship <input type="checkbox"/>
<input type="checkbox"/> Ad Workshops _____
<input type="checkbox"/> LCDP <input type="checkbox"/> OHP

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

Booth Sign - Limit **30 characters including spaces** - if booth name is longer than 30 characters, it will be edited for length

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

State, Zip: \_\_\_\_\_ Email: \* \_\_\_\_\_

**\*NOTE – COMMUNICATIONS WILL BE SENT TO THIS EMAIL ADDRESS!!**

UBI or Tax ID: \_\_\_\_\_

**IF YOU ARE SELLING PRODUCT, YOU MUST HAVE A UBI NUMBER**

Are you interested in donating your product(s) to the hourly drawing?  Yes  No

_____ 10x10 Booths – \$298.00 per booth	\$ _____
_____ Corner booth – add \$45.00 per booth	\$ _____
_____ End cap – add \$80.00 (two booths are required for an end cap)	\$ _____
_____ Website Link – \$50.00 URL _____	\$ _____
_____ Workshop – \$90.00 per 1 hour workshop, limit 2 workshops	\$ _____
_____ LCD projector– add \$50.00 per workshop	\$ _____
_____ Overhead projector– add \$50.00 per workshop	\$ _____
Ad in program <input type="checkbox"/> Full pg. - \$200 <input type="checkbox"/> 1/2 pg. - \$130 <input type="checkbox"/> 1/4 pg. - \$80 <input type="checkbox"/> 1/8 pg. - \$55	\$ _____
_____ Extra Badges - \$8.00 each	\$ _____
<b>TOTAL</b>	\$ _____

<p>Make checks payable to: <b>WHO</b>          Mail to:  <b>2016 WHO Convention</b>          PO Box 66960          Seattle, WA 98166-0960</p>
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**NOTE: Submission of this registration indicates agreement with, & compliance to, Exhibitor Terms & Conditions**

# Exhibitor Workshop Form

Title of Class: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

Will you need an overhead projector (add \$50.00 per workshop) for your presentation?  Yes  No

Will you need an LCD projector (add \$50.00 per workshop) for a laptop presentation?  Yes  No

Subject (Math, Science, English, etc.): \_\_\_\_\_

**NOTE: Classes are provided to enhance exhibitor sales potential by introducing our attendees to their products. Our attendees are a very diverse population, and we can not allow presentation of materials that disparage or denigrate any race, creed or religion. It is the policy of WHO that all presentation materials be limited to the product or service being provided.**

**Description of the class to be printed in the on-site program: *Limit of 60 words***

Any descriptions over the limit will be, at Show Management's discretion, edited down to the appropriate length.

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# WHO 31<sup>st</sup> Annual Convention

## June 17<sup>th</sup> - 18<sup>th</sup> 2016

### Program Advertising

**All ads must be sent, via email, at the time of submission of registration form and payment**

Program includes complete convention workshop and exhibitor class descriptions - this provides excellent visibility of your product / service and our attendees rely on it.

Payment and ad must be received by **May 2<sup>nd</sup> 2016**. After mailing this form, email an electronic copy of your advertisement (jpeg, png or pdf format) to [ConventionAds@WashHomeschool.org](mailto:ConventionAds@WashHomeschool.org) - please do not email ad to ShadeTree Events Management

Business or Company \_\_\_\_\_

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

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

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

### **Advertising Fees**

<b>Ad Size/Location</b>	<b>Dimensions (width x height)</b>	<b>Cost</b>
_____ Full Page	6.5" x 9"	\$200.00
_____ Half Page Horizontal	6.5" x 4.5"	\$130.00
_____ Quarter Page Vertical	3" x 4.5"	\$80.00
_____ Eighth Page Horizontal	3" x 2"	\$55.00

Total \_\_\_\_\_

### **Advertising Requirements**

- Ads must be homeschool or education related
- **Ads must be emailed to [ConventionAds@WashHomeschool.org](mailto:ConventionAds@WashHomeschool.org) when this form is submitted**
- Ads are black-and-white
- Ads must be bordered and measurements must conform to dimension requirements above
- Ads must be in jpeg, png or pdf format

**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 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>, 2016 do hereby, on my behalf and on behalf of my minor child, release and forever discharge the Washington Homeschool Convention, Show Management, 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 \_\_\_\_\_ 2015

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