

You are cordially invited to participate in the  
27<sup>th</sup> ANNUAL  
2009 CSTHEA Curriculum Fair

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sponsored by the  
Chattanooga Southeast Tennessee Home Education Association (CSTHEA)

**LOCATION:** Camp Jordan Arena  
323 Camp Jordan Parkway  
East Ridge, Tennessee 37412 (see enclosed map)

**DATE:** Friday and Saturday  
July 24 and 25, 2009

**SET-UP:** Thursday 11 a.m. - 9 p.m.  
Friday 7 a.m. - 9 a.m.

**CURRICULUM FAIR SCHEDULE:** Fri. 9 a.m. - 9 p.m.  
Sat. 9 a.m. - 4 p.m.

**ARRIVAL/DEPARTURE:** You must check in and occupy your space by 8:30 p.m. on Thursday, July 23. If you need a later arrival time you MUST contact us by July 11 for permission. If the exhibitor fails to occupy his space by 8:30 p.m. on Thursday, July 23 or to obtain approval for a late arrival or does not comply in any other respect with the terms of this agreement, CSTHEA shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract. The exhibitor is responsible to keep all of his exhibit materials including the outside edge of the top surface of their tables within the masking tape boundaries laid out on the floor and designated as the exhibitor's booth space. To avoid congestion at the entrance on Friday morning at the start of the fair, we require that all exhibitors finish bringing their materials, displays, etc into the arena by 9:00 p.m. Thursday. Exhibitors requesting electrical power outlets **MUST** check their connections on Thursday night and make us aware **THEN** of any electrical problems. The exhibitor is responsible for removing all trash from his space at the conclusion of the Fair.

**EARLY REGISTRATION DEADLINE:** Postmarked No Later Than 12/1/08 to get the early registration rates below:

	(Pre 12/1/08)	(Post 12/1/08)
<b>BOOTH &amp; TABLE SPACES:</b>	8' x 8' with 8'x30" table — \$ 105 each	8' x 8' with 8'x30" table — \$ 115 each
<b>BOOTH SPACES:</b>	8' x 8' without table — \$ 95 each	8' x 8' without table — \$ 105 each
<b>EXTRA TABLES:</b>	\$ 13 each	\$ 16 each
<b>CHAIRS:</b>	\$ 1 each	\$ 2 each
<b>ELECTRICAL POWER:</b>	\$ 15	\$ 17
<b>WORKSHOPS:</b>	\$ 20 /hour	\$ 25 /hour

**WORKSHOPS:** Workshop space is limited. Exhibitor workshops will be assigned on a first come, first served basis at: **\$20 / 1 hour slot (pre 12/1/08)** or **\$25 / 1 hour slot (post 12/1/08)**. (This is a full hour and does not include set-up and take-down.) You will need to contact Mrs. Janell Bontekoe (email – preferred – [exhibitor.reg@cssthea.org](mailto:exhibitor.reg@cssthea.org) or call 423-825-5012) to confirm availability of the time slot(s) you desire. We cannot guarantee time slot requests. No more than five workshops will be scheduled at any one time. You **MUST** have your workshop Description to us by May 1 to have it in the advertising Brochure we mail out before and hand out at the fair. NOTE: If you do not get it to us on time we will put whatever announcement we deem appropriate into the brochure.

**ADVERTISING:** • If you wish to send catalogs or pamphlets, please contact **Great Stuff Convention Bags, PO Box 7271, Newark, DE 19714, Phone 302-737-3673, FAX (302) 737-3673, or e-mail [info@greatstuffconventionbags.com](mailto:info@greatstuffconventionbags.com)**. If Great Stuff cannot accommodate your request to send catalogs please contact Mrs. Janell Bontekoe at [exhibitor.reg@cssthea.org](mailto:exhibitor.reg@cssthea.org) or call 423-825-5012.

- Based on 2008's attendance of ~1,253 **families**, we plan to stock at least 1,250 catalog bags for 2009.
- Newsletter advertising is available (see Page 6 Ad Purchase Form for details). Our newsletter circulation is ~750.

**ACCOMMODATIONS:** Please see the attached page on "Room Accommodations in Chattanooga."

**FOOD:** • Exhibitors will be provided (at NO CHARGE) a continental breakfast and a lunch on both days, and a BBQ meal for supper on Friday evening. The lunches and supper will be delivered to the vendors at their booths.

- Complimentary coffee, tea, and snacks will be provided in a small break room during the Fair, at NO CHARGE
- If you prefer to eat out, many good restaurants and fast food establishments are located nearby on Ringgold Road and at Hamilton Place Mall (about 10 minutes away).

• **FOR YOUR CONSIDERATION:** Previously, many companies found themselves short of materials, especially for lower grades. Because of our late summer date many attendees are prepared to buy from the booths to avoid the extra charge and delay of mail order. Also, the number of upper elementary and high school students is growing. Please consider bringing more display copies of textbooks and relevant material for these upper levels.

- Attendance in 2008 was ~1,253 **families** (admission to our fair is by the **family** be it one person or a dozen both count as one admission).
- Please have someone stationed at your booth at all times. *We cannot be responsible for theft of or damage to your materials.* We will try to provide volunteers to relieve you for short periods.
- Unfortunately, *we cannot provide child care. You are responsible for the conduct and safety of your children.*
- The Arena is air-conditioned, with convenient access for setup and take-down.
- **We encourage you to register early; we are typically sold out by May.**

We are eager to hear from you and look forward to your participation in our fair.

Sincerely,

Mrs. Janell Bontekoe, Exhibitor Registration, ([exhibitor.reg@cssthea.org](mailto:exhibitor.reg@cssthea.org) or 423-825-5012 / FAX 423-825-5013)

**You may contact Gary and Carole Hargraves, Fair Coordinators at 423-344-1115 if you can't get Mrs. Bontekoe.**

**\* Registration Deadlines & Policies** - To receive the Early Registration Discount Rates your registration form **MUST** be postmarked **BEFORE Dec. 1, 2008**. **CANCELLATION POLICY:** Exhibitors may cancel prior to **May 1** and receive a full refund. Exhibitors canceling between **May 1** and **June 1** will receive a 50% refund. Refunds may not be made after **June 1**. If there are extenuating circumstances, please contact us as soon as possible. Reminder: Check newsletter deadlines below if you wish to advertise.

**\* Newsletter Advertising: Deadlines & Rules** - (Order Form on Page 6 - Refunds not available for advertisements) Newsletter Deadlines are **March 10** for the April issue, **April 10** for the May/June issue and **June 10** for the July/August issue, etc. The May/June issue is scheduled to arrive to subscribers' by May 1; the July/August issue by July 1, etc. Send ad by e-mail (jpg or gif formats are best; contact us with formatting questions) to editor@csthea.org. Also a hardcopy of your ad must accompany your registration. You may change your ad up till the deadline. **NOTE:** If you do not get your ad to us on time we will put whatever announcement we deem appropriate into the newsletter.



**\* Booth Requirements:** We will try to accommodate special needs where practicable and will generally do so on a *first come, first served* basis. See the registration form for details. The exhibitor is responsible to keep all of his exhibit materials including the outside edge of the top surface of their tables within the masking tape boundaries laid out on the floor and designated as the exhibitor's booth space. **If you require power at your booth, you must indicate so on the registration form and bring a 50' heavy-duty extension cord AND a multiple outlet strip. You must also check your power and notify us of any problems on Thursday.**

**\* Workshop Schedule** - (You must provide your own overhead **projector and screen**, if needed.) The schedule below allows time for set-up, break-down, and one (1) full hour to speak:

<b>Friday:</b> 10:00 a.m. - 11:00 a.m.	4:15 p.m. - 5:15 p.m.	<b>Saturday:</b> 10:00 a.m. - 11:00 a.m.
11:15 a.m. - 12:15 p.m.	5:30 p.m. - 6:30 p.m.	11:15 a.m. - 12:15 p.m.
12:30 p.m. - 1:30 p.m.	6:45 p.m. - 7:45 p.m.	12:30 p.m. - 1:30 p.m.
1:45 p.m. - 2:45 p.m.	8:00 p.m. - 9:00 p.m.	1:45 p.m. - 2:45 p.m.
3:00 p.m. - 4:00 p.m.		3:00 p.m. - 4:00 p.m.

**\* Catalog Bags:** (see below)

**\* Payment:** Make checks payable to **CSTHEA** (see below).

 <b>To send catalogs, contact:</b> Great Stuff Convention Bags PO Box 7271 Newark DE 19714 Phone: 302-737-3673 FAX: (302) 737-3673 E-Mail: info@greatstuffconventionbags.com (NOTE: If Great Stuff can't accommodate your request please contact us.)	 <b>Send the enclosed Registration Application form (Page 3) &amp; Ad Purchase form (Page 6) with any advertising copy along with separate checks for each attached to each form payable to "CSTHEA" to:</b> Mrs. Janell Bontekoe 1301 Cumberland Road Chattanooga TN 37419 Phone: 423-825-5012 FAX: 423-825-5013 E-Mail: exhibitor.reg@csthea.org
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**Liability:** In no event shall THEA/CSTHEA be responsible for any expenses, losses, or damages in excess of the exhibitor's registration fee. Space is leased with the understanding that the exhibitor shall hold THEA/CSTHEA harmless from any and all liability for any loss, damage, or injury that may occur to the exhibitor, his employees or property and the exhibitor, upon signing the registration form, expressly releases THEA/CSTHEA from and agrees to defend and indemnify same against any and all claims for loss, damage, or injury.

Exhibitors are responsible for manning and maintaining their own exhibits in good order and, further, shall be strictly and exclusively liable for any damage caused to persons or property by their exhibit and/or persons affiliated therewith.

CSTHEA reserves the right to reject, eject, or prohibit any exhibit, in whole or in part, or any exhibitor or representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for any cause, as determined solely by CSTHEA, no return of rental shall be made.

**Taxes:** **IF** you are required to pay sales tax, **YOU** will be responsible for collecting and remitting it to the Tennessee Department of Revenue. Representatives of the Tennessee Department of Revenue *may* come by each booth prior to the fair and again near the end of the fair to collect all sales tax revenue. Exhibitors are also responsible for their own licensing, if any is required.

**Confirmation:** We will confirm receipt of your registration and fees by **e-mail** or by phone if you do not have e-mail. Please ensure that your writing on the registration form is clearly legible, especially on e-mail addresses and phone numbers. We're eager to hear from you and we look forward to your participation in our fair. If you need further help contact:

**Mrs. Janell Bontekoe (Phone 423-825-5012; FAX 423-825-5013 or e-mail exhibitor.reg@csthea.org)**

(If you need information and can't get Mrs. Bontekoe, you may use the numbers or e-mail below)

Gary or Carole Hargraves at (Office 423-751-2993; Home 423-344-1115) or gary@csthea.org

# 2009 CSTHEA Curriculum Fair Registration Application Form

(Please write **LEGIBLY**, especially for the e-mail address & phone numbers)  
 (See and fill out Page 6 "Advertising Purchase Form" to purchase advertising in our newsletter)

COMPANY \_\_\_\_\_  
 REPRESENTATIVE \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY / STATE / ZIP \_\_\_\_\_  
 PHONE (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
 E-MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

\* Please describe your product/service here or on the back: \_\_\_\_\_

\* Please categorize your product/service in 3 or 4 words: \_\_\_\_\_

**TABLE SPACES:** Choose any combination of the options below (Pay the rate appropriate for the date of your Registration):

ITEM DESCRIPTION	Pre 12/1/08 Price	Post 12/1/08 Price	Quantity Requested	Item \$ Total
8' x 8' space with one 8' table per space is	\$105 each	\$115 each	_____	_____
8' x 8' space without table is	\$ 95 each	\$105 each	_____	_____
Extra tables are	\$ 13 each	\$ 16 each	_____	_____
Chairs are	\$ 1 each	\$ 2 each	_____	_____

ITEM DESCRIPTION	Pre 12/1/08 Price	Post 12/1/08 Price	Item Requested	Item \$ Total
Electrical Power Outlet (You must bring a 50' extension cord.)	\$ 15	\$ 17	No? ___ Yes? ___	_____

**Table, Space, & Options Total: \$** \_\_\_\_\_

**SPECIAL NEEDS:**  Wall space  Other \_\_\_\_\_ (Use back.)  
 • We will try to accommodate special needs & will generally do so on a *first come, first served* basis (Describe on back).

**FOOD!** How many in your party will be eating with us? (NO CHARGE): Adults: \_\_\_\_\_ Children under 12: \_\_\_\_\_

**WORKSHOPS:** \$20 / 1 hour slot (pre 12/1/08) \$25 / 1 hour slot (post 12/1/08)

Topic & Title: \_\_\_\_\_  
*Please send your Workshop description by e-mail (text or attachment) to exhibitor.reg@csthea.org, for inclusion in our brochure. You must also include a hardcopy description either on the back of this page or on an attachment to this form. You MUST have your Final workshop Description to us by May 1 to have it in the advertising Brochure we mail out before and hand out at the fair. NOTE: If you do not get your description to us on time we will put whatever announcement we deem appropriate into the brochure.*

Check here if using an overhead projector & screen (both yours) so we can try to put your workshop in the most appropriate location.  
 • Please check your workshop scheduling preferences below. You may contact Mrs. Janell Bontekoe by email (preferred) at [exhibitor.reg@csthea.org](mailto:exhibitor.reg@csthea.org) or by phone at 423-825-5012 to confirm availability of a time slot.

FIRST CHOICE(S)		SECOND CHOICE(S)		ANY TIME IS OKAY
<input type="checkbox"/> Friday 10:00 - 11:00 am	<input type="checkbox"/> Saturday 10:00 - 11:00 am	<input type="checkbox"/> Friday 10:00 - 11:00 am	<input type="checkbox"/> Saturday 10:00 - 11:00 am	<input type="checkbox"/>  Total Number of Workshops Requested <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
<input type="checkbox"/> Friday 11:15 - 12:15 pm	<input type="checkbox"/> Saturday 11:15 - 12:15 pm	<input type="checkbox"/> Friday 11:15 - 12:15 pm	<input type="checkbox"/> Saturday 11:15 - 12:15 pm	
<input type="checkbox"/> Friday 12:30 - 1:30 pm	<input type="checkbox"/> Saturday 12:30 - 1:30 pm	<input type="checkbox"/> Friday 12:30 - 1:30 pm	<input type="checkbox"/> Saturday 12:30 - 1:30 pm	
<input type="checkbox"/> Friday 1:45 - 2:45 pm	<input type="checkbox"/> Saturday 1:45 - 2:45 pm	<input type="checkbox"/> Friday 1:45 - 2:45 pm	<input type="checkbox"/> Saturday 1:45 - 2:45 pm	
<input type="checkbox"/> Friday 3:00 - 4:00 pm	<input type="checkbox"/> Saturday 3:00 - 4:00 pm	<input type="checkbox"/> Friday 3:00 - 4:00 pm	<input type="checkbox"/> Saturday 3:00 - 4:00 pm	
<input type="checkbox"/> Friday 4:15 - 5:15 pm		<input type="checkbox"/> Friday 4:15 - 5:15 pm		
<input type="checkbox"/> Friday 5:30 - 6:30 pm		<input type="checkbox"/> Friday 5:30 - 6:30 pm		
<input type="checkbox"/> Friday 6:45 - 7:45 pm		<input type="checkbox"/> Friday 6:45 - 7:45 pm		
<input type="checkbox"/> Friday 8:00 - 9:00 pm		<input type="checkbox"/> Friday 8:00 - 9:00 pm		

**Workshop Total: \$** \_\_\_\_\_

I have read and agree to comply with and be bound by the terms and provisions of the CSTHEA Curriculum Fair Exhibitor Invitation and Information/Instructions sheets and the Registration Application Form.

**X** \_\_\_\_\_  
 Representative's Signature

**GRAND TOTAL :** \$ \_\_\_\_\_  
 (Pay by Separate Check from that for Advertising  
 Make out check to CSTHEA & Attach to this form)

# 2009 CHATTANOOGA AREA ROOM ACCOMMODATIONS

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Some of these motels and campgrounds are off I-75 at Ringgold Road or further away near Shallowford Road. There is a large shopping mall close by off I- (Hamilton Place) and many restaurants, including: Acropolis, Cracker Barrel, McDonalds, Wendy's, O'Charleys, Taco Bell, KFC, Macaroni Grill, Subway, Olive Garden, Steak 'n' Shake, Krystal, Chick-fil-A, Golden Corral (buffet), Shogun, and others. Some information may be subject to change. We make no representation as to the quality, economy, or desirability of the establishments listed.

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## **MOTELS near the East Ridge Exit 1 off I-75 (closest to Camp Jordan Arena)**

- America's Best Value Inn  
423-894-6720
- Best Value Inn  
423-894-6110
- Comfort Inn  
423-893-7979
- Crown Inn  
423-308-3590
- Days Inn East Ridge  
423-894-0911
- EconoLodge  
423-894-1417 or 800-553-2666
- Fairfield Inn  
423-499-4080
- Holiday Inn Express  
423-308-0111
- Howard Johnson Plaza  
423-892-8100 or 800-722-2332
- Ramada Limited at East Ridge  
423-894-1860
- Superior Creek Lodge  
423-892-3888
- Waverly Motel  
423-894-1533

## **MOTELS near I-75 Exit 4 and Shallowford Rd / Lee Highway (Hamilton Place Mall area):**

- America's Best Inn  
423-894-5454

- America's Best Value Inn Exit 7  
423-510-0088
- Best Western Heritage Inn Exit 7  
423-899-3311 or 800-528-1234
- Comfort Inn  
423-499-1993
- Comfort Inn & Suites  
423-899-5151
- Country Suites  
423-899-2300 or 800-456-4000
- Econo Lodge Bonny Oaks  
423-499-9550 or 800-553-2666
- Extended Stay America  
423-892-1315 or 800-398-7829
- Extended Stay USA  
423-308-7000
- Fairfield Inn  
423-499-3800
- Guest House Inn  
423-510-0800 or 800-214-8378
- Hamilton Inn  
423-485-9886 & 485-7885
- Hampton Inn  
423-855-0095 or 800-426-7866
- Hilton Garden Inn  
423-308-4400
- Holiday Inn  
423-855-2898
- Homewood Suites Hotel (Hilton)  
423-510-8020 or 800-225-5466
- Intown Suites Gunbarrell  
423-485-0955
- Intown Suites Lee Hwy  
423-893-0777
- Knights Inn  
423-892-5050 or 800-843-5644

- LaQuinta Inn  
423-855-0011 or 800-531-5900
- Main Stay Suites  
423-485-9424 or 800-660-6246
- Marriott Courtyard  
423-499-4400
- Motel 6  
423-892-7707
- Quality Inn  
423-894-2040
- Quality Suites  
423-892-1500
- Ramada  
423-855-2090 or 800-228-2828
- Red Roof  
423-899-0143 or 800-733-7663
- Sleep Inn  
423-894-5333 or 800-753-3746
- Staybridge Suites  
423-892-6197
- Super 8 Motel  
423-490-8560
- Wingate  
423-893-7400 or 800-228-1000

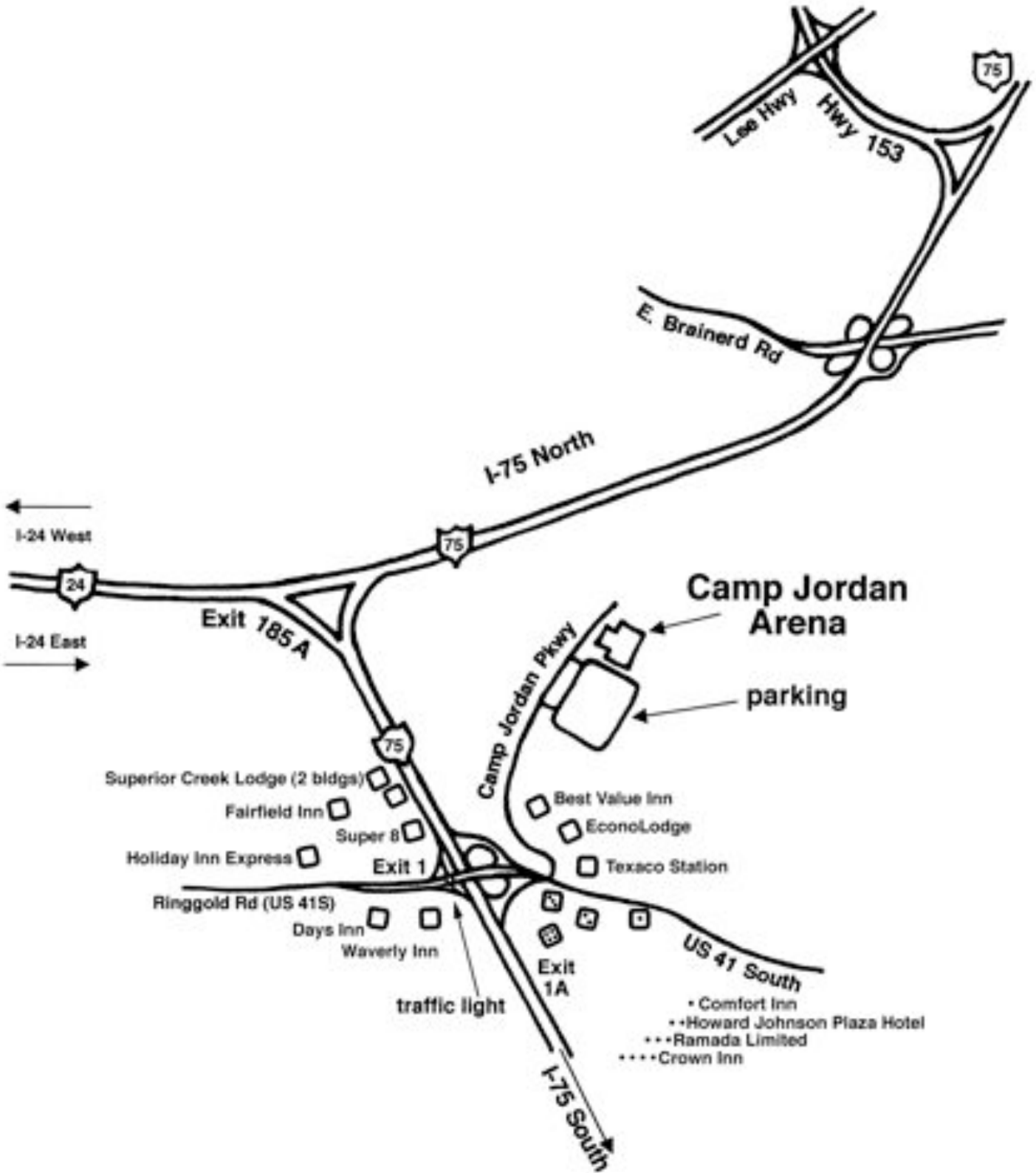
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## **CAMPGROUNDS & RV PARKS**

- Best Holiday Trav-L-Park  
706-891-9766
- Raccoon Mountain Caverns &  
Campground  
423-821-9403
- Shipp's Yogi Bear Park  
NEAR CAMP JORDAN ARENA  
423-892-8275

**See map on back** 

Map of Primary Routes to Camp Jordan Arena  
in East Ridge, Tennessee



# 2009 CSTHEA Curriculum Fair

## Advertising Purchase Form

(Please write LEGIBLY, especially for the e-mail address & phone numbers)

COMPANY \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

**ADVERTISING:**

**Newsletter** Circulation is ~750. Send ad in electronic format (JPG or GIF are best) by e-mail to [editor@csthea.org](mailto:editor@csthea.org). You **MUST** also attach hard copy of ad to this form. *Camera-ready copy enclosed?* \_\_\_\_\_

**\* Newsletter Advertising: Deadlines & Rules - (Refunds are not available for advertisements)**

• **NOTE:** The "Esprit" is published 9 times a year on the following schedule: September, October, November, December/January, February, March, April, May/June, and July/August. Our circulation is presently 750+ families, most in the Chattanooga/Tri-State area.

Newsletter Deadlines are March 10 for the April issue, April 10 for the May/June issue and June 10 for the July/August issue, etc. The May/June issue is scheduled to arrive to subscribers' by May 1; the July/August issue by July 1. Send ad by e-mail (jpg or gif formats are best; contact us with formatting questions) to [editor@csthea.org](mailto:editor@csthea.org). Also a hardcopy of your ad must accompany your registration. You may change your ad up till the deadline. **NOTE:** If you do not get your ad to us on time we will put whatever announcement we deem appropriate into the newsletter.

**NOTE: Give yourself a 20% discount on the rates below if you purchase 3 months or more.**

Please note newsletter deadlines on here and on "Information and Instructions" page. You are responsible for getting your advertising to us prior to the deadline. **NOTE:** If you do not get your ad to us on time we will put whatever announcement we deem appropriate into the newsletter. **Refunds are not available for newsletter ads.**

**NEWSLETTER ADVERTISING PURCHASE OPTIONS & COSTS**

Size \$/ month	Orientations Available	Issue Months Desired	AD \$ COST
(Check the Size Desired)	HORIZONTAL (Circle the Orientation Size Desired)	VERTICAL (List the Issues Desired)	
• Full-page _____ \$119.00	NA _____	7"x9"	_____
• 1/2 page _____ \$ 79.00	4.25"x7" _____	3.25"x9"	_____
• 1/4 page _____ \$ 56.00	2.25"x7" _____	3.25"x4.5"	_____
• 1/6 page _____ \$ 44.00	NA _____	2.25"x4.5"	_____
• Business card _____ \$ 32.00	3.25"x2" _____	2"x3.5"	_____

I have read and agree to comply with and be bound by the terms and provisions of the CSTHEA Curriculum Fair Exhibitor Invitation and Information/Instructions sheets, the Advertising Purchase form and the Registration Application Form.

**X** \_\_\_\_\_  
Representative's Signature

Newsletter Advertising Total: \$ \_\_\_\_\_

(Pay by Separate Check from Booth purchase.  
Make out check to CSTHEA.  
Attach Advertising check & Ad to this Form.)