

*** Registration Deadlines & Policies** - To receive the Early Registration Discount Rates your registration form **MUST** be postmarked **BEFORE Nov. 1, 2011**. You are not Officially Registered until you have received e-mail confirmation of such from us. You should bring a printed copy of your confirmation with you to the Fair as your proof of registration. **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. Cancellations and refunds for Workshops may be made up till March 31 but not afterwards. Reminder: Check newsletter deadlines below if you wish to advertise. **NOTE:** On the Application Form Please Fill in the Phone numbers & E-Mail Address that will put us in touch with the right Person regarding your Application. Please Note on the Form if there is any of your Contact Information that you Don't want Published.

*** Newsletter Advertising: Deadlines & Rules** - (Order Form on Page 4 - 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** - (4'x4' white-boards will be available for use as screens but you must provide your own overhead projector, if needed.) The schedule below allows time for set-up, break-down, and one (1) full hour to speak:

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

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

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

 <i>To send catalogs, contact:</i> 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.)	 <i>Send the enclosed Registration Application form (Page 3) & Ad Purchase form (Page 4) with any advertising copy along with separate checks for each attached to each form payable to "CSTHEA" to:</i> 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 over and above the \$2 Fee Itemized in this Registration Packet.

Confirmation: We will confirm receipt of your registration and fees by **e-mail** or by phone if you do not have e-mail. The e-mail confirmation you receive and your canceled check constitute your official confirmation of acceptance. Please ensure that your writing on the registration form is clearly legible, especially on e-mail addresses and phone numbers. **You should contact us if you have not received confirmation by April 1, 2012.** 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 423-876-6723; Home 423-344-1115) or gary@csthea.org