

You are cordially invited to participate in the
30th ANNUAL
2012 CSTHEA Curriculum Fair

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

LOCATION: Camp Jordan Arena DATE: Friday and Saturday
323 Camp Jordan Parkway July 20 and 21, 2012
East Ridge, Tennessee 37412 (see enclosed map)

SET-UP: Thursday 9 a.m. - 9 p.m. CURRICULUM FAIR Fri. 9 a.m. - 7:30 p.m.
Friday 7 a.m. - 9 a.m. SCHEDULE: Sat. 9 a.m. - 4:00 p.m.

ARRIVAL/DEPARTURE: **You must check in and occupy your space by 8:30 p.m. on Thursday, July 19. If you need a later arrival time you MUST contact us by July 9 for permission.** If the exhibitor fails to occupy his space by 8:30 p.m. on Thursday, July 19 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. Last minute (On or after July 9) requests for power may not be granted. If granted the charge to get power at the last minute is \$40. The exhibitor agrees, commits, and contracts to stay for the entire duration of the Fair and not to leave prior to the Fair's end at 4:00pm on Saturday. Exhibitors leaving early risk not being invited back. The exhibitor is responsible for removing all trash from his space at the conclusion of the Fair.

EARLY REGISTRATION DEADLINE: Postmarked **Before** 11/1/11 to get early registration rates below:

	(Pre 11/1/11)	(Post 11/1/11)
BOOTH & TABLE SPACES:	8' x 8' with 8'x30" table — \$ 110 each	8' x 8' with 8'x30" table — \$ 130 each
BOOTH SPACES:	8' x 8' without table — \$ 100 each	8' x 8' without table — \$ 120 each
EXTRA TABLES:	\$ 13 each	\$ 16 each
CHAIRS (Chairs are Extra, NONE are included in Booth Fee):	\$ 2 each	\$ 3 each
ELECTRICAL POWER:	\$ 20	\$ 30
WORKSHOPS:	\$ 20 /hour	\$ 30 /hour
City/County Business License Tax (REQUIRED):	\$ 2	\$ 2
Last Minute ELECTRICAL POWER Requests (Requested on or after July 9)		\$ 40

WORKSHOPS: Workshop space is limited. Exhibitor workshops will generally be assigned on a first come, first served basis at: \$20 / 1 hour slot (pre 11/1/11) or \$30 / 1 hour slot (post 11/1/11). (This is a full hour and does not include set-up and take-down.) You will need to contact Mrs. Janell Bontekoe (email – Required – exhibitor.reg@csthea.org or call 423-825-5012) to confirm availability of the time slot(s) you desire. We cannot guarantee time slot requests and reserve the right to limit the number of time slots an exhibitor may have. 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 may give the workshop slot to someone on the waiting list. No Refunds will be available for Workshop cancellations after March 31, 2012.

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**. If Great Stuff cannot accommodate your request to send catalogs please contact Mrs. Janell Bontekoe at exhibitor.reg@csthea.org or call 423-825-5012.

- Based on 2011's attendance of ~1,345 **families**, we plan to stock at least 1,300 catalog bags for 2012.
- Newsletter advertising is available (see Page 4 Ad Purchase Form for details). Our newsletter circulation is ~750.

ACCOMMODATIONS: If we are able to get a Special Rate with an area motel we will post it on our Website (csthea.org).

FOOD: • Exhibitors will be provided (at NO CHARGE) a continental breakfast and a lunch both days, and a BBQ Beef supper Friday evening. The lunches and supper will be delivered to the exhibitors at their booths. We will provide meals equal to the number of individuals indicated on the Registration Application Form. So you **MUST** indicate how many in your party will need meals.

- Free coffee, tea, and snacks will be provided in a small break room during the Fair.
- You may also bring your own food into the arena for your own private consumption.
- **MISCELLANEOUS:** Our late summer date means many attendees are prepared to buy at the Fair to avoid mail order charges & delays.
- 2011 attendance was ~1,345 **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 are not responsible for theft of or damage to your materials.*
- We will try to provide volunteers to relieve you for short periods.
- *We do not 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 but in 2010 we sold out in March.**
- Booth# Assignments & Locations and Assigned Workshop Time Slots & Locations will be posted on our website (csthea.org) in June.

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

Sincerely,

Mrs. Janell Bontekoe, Exhibitor Coordinator, (exhibitor.reg@csthea.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.