

You are cordially invited to participate in the
36th ANNUAL
2018 CSTHEA Education
Expo

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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, 2018
East Ridge, Tennessee 37412 (see enclosed map)

SET-UP: Thursday 8 a.m. - 9 p.m. CURRICULUM FAIR Fri. 9 a.m. - 6:00 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 20. If you need a later arrival time you MUST contact us by July 6 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 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 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 his exhibit materials and trash from his space at the conclusion of the Fair. CSTHEA is not responsible for items left in the arena.

WORKSHOPS: Workshop space is limited. Exhibitor workshops will generally be assigned on a first come, first served basis. 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, 2017.

ADVERTISING: • Newsletter advertising is available (see Page 4 Ad Purchase Form for details). Our newsletter circulation is digital

ACCOMMODATIONS: Fairfield Inn & Suites, 1453 North Mack Smith Road, Chattanooga, TN 37412, Cell: 423-290-8913

FOOD: • Exhibitors will be provided (at NO CHARGE) a continental breakfast and a lunch both days.. The lunches 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.
- 2017 attendance was approximately 1,100 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 June but sometimes we sell out as early as May.

Booth# Assignments & Locations and Assigned Workshop Time Slots & Locations will be posted on our website (csthea.org) in July

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

Mrs. Janell Bontekoe, Exhibitor Coordinator, (exhibitor.reg@csthea.org or 423-421-0550)

