

RULES AND REGULATIONS

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1) PLACE

Each vendor will be furnished with one 6 foot table. Vendors may request additional tables. The rental agreement covers a 6 foot long space (tables are supplied). Should a Vendor furnish their own book- or display cases, those will be counted towards the rented "space". Displays in passage ways may be allowed, space permitting and after consulting with Vendor Hall Coordinator. Payment for displays in passage ways will be required.

2) ASSIGNMENT OF SPACE

Assignment will be made by the Vendor Committee (on a priority basis determined by prior space commitment and availability of space at the time contract and payment are received, and the number of tables needed). HENB reserves the right to alter location, if deemed advisable, in the best interest of the show. Payment in full must accompany the return of the signed contract.

All vendors must include a catalog or detailed description of their products or services with their application form. All exhibits need to be acceptable to Christian home schooling parents.

The Vendor Committee reserves the right to refuse any exhibit and all decisions made by the committee are final.

Only one representative per company will be allowed in the hall. As a general rule, the first vendor to send in a paid application will be accepted. Individual book or product duplications are permitted (i.e., two bookstores carrying some of the same titles). The decision as to what would constitute an unacceptable duplication will be made by the Vendor Committee.

Exhibitors may not share their space with any other company or organization, or display materials for another company or organization without the written consent of the vendor coordinator. If requesting permission to share space, please include adequate information about the second exhibitor.

3) RULES OF DECORUM

Vendors agree that no criticism will be made of other vendors, attendees, the conference, or Home Educators of New Brunswick EXCEPT to the Vendor Coordinator, the Conference Coordinator, or the HENB Board.

All special needs and requests must be directed to the Vendor Coordinator.

Children of vendors must be accompanied by an adult at all times. Children left wandering unsupervised throughout the facility will be returned to their parents with a verbal warning. After three verbal warnings from the Vendor Coordinator the vendor will be asked to leave the conference.

4) REFUNDS

Vendor cancellations of signed, paid contracts, on or before March 15, will receive a 75% refund of monies paid. After March 15, but before April 30, a 50% refund of monies will be issued only if the vacated space is resold. After April 30, no refunds will be issued for any reason.

5) CARE OF EXHIBIT

Aisles will be swept, but each vendor must keep his/her space cleaned and exhibits manned and in good order. All exhibits must be ready for display by 6:00pm on Friday.

6) DAMAGES

Vendors are liable for any damage caused to the building floor, walls, tables, or other vendors' property. No vendor may attach anything to any part of the exhibit hall outside of their floor space. Helium filled balloons may be attached to the vendors own booth and removed from the facility at the close of the conference. **NO HELIUM FILLED BALLOONS ARE PERMITTED TO BE GIVEN TO ATTENDEES.**

7) UNOCCUPIED SPACE

If the vendor fails to occupy space contracted for by Friday 6:00pm or fails to comply in any other respect with the terms of this agreement, HENB shall have the right to use such space in any manner without releasing vendor from paying the sum agreed upon in the contract.

8) LIMITATIONS

Distribution of printed matter, souvenirs, or other articles must be restricted to the space of the exhibit. Any part of the exhibit that is over 8 ft. high must have prior written approval for installation by HENB. No individual public address system or highly flammable material will be permitted. Music or audio-visual sound must not be audible more than 8 ft. from their space.

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9) FURNITURE

Each space comes equipped with a 6 ft. table and two chairs. A Vendor may supply their own book or display cases. Those will be considered "rented space" (i.e.: 2 three ft. book cases count as one 6 ft. space).

10) SIGNS

All vendors are required to have a professional, visible sign indicating the name of their company.

11) EXHIBIT HOURS

Vendors are required to keep their tables opened from 6:00pm to 8:30pm (Friday) and 8:00am to 5:00pm on Saturday. All booths must be manned during vendor hall times.

12) ELECTRICAL CURRENT & LIGHTING

Please note on registration if electrical service is required for your space. HENB will endeavor to accommodate each vendor; however, due to limited electrical availability, some requests can not be met.

13) INSTALLATION / DISMANTLING

Vendors must install their exhibits between 1pm to 5:30 PM on Friday. Spaces must be completely ready by 6:00pm Friday.

The vendor hall closes at 5:00 PM on Saturday. At that time vendors may remove items until 6:30 PM. No dismantling of exhibits or removing product will be allowed prior to 5:00 PM. Vendors who begin to dismantle their space prior to 5:00 PM on Saturday forfeit their preferred status when applying for exhibit space the following year.

14) COMPLIANCE

The vendor agrees that his/her exhibit shall be admitted and shall remain in strict compliance with the rules herein laid down. HENB reserves the right to reject, eject, or prohibit any exhibit in whole or part, or any vendor or representatives, with or without cause. If cause is not given, liability shall not exceed the return to the vendor of the amount of rental unearned at the time of ejection. If an exhibit or vendor is ejected for violation of these rules or for any other stated reasons, no return of rental shall be made.

15) LIABILITY

HENB cannot guarantee vendors against loss or damage of any kind. Space is leased with the understanding that the vendors will hold HENB harmless from any or all liabilities from any cause. HENB shall not be responsible for any loss, damage, or injury that may occur to the vendors, their employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the vendor contract. The vendor, on signing the contract, expressly releases HENB from and agrees to indemnify same against any and all claims for such loss, damage or injury.

16) EVENTUALITIES

In the eventuality that Sussex Christian School shall be partly or totally destroyed by fire, or the elements, or any other cause, or in case any other circumstances shall make it impossible to permit the contracted space to be occupied by the vendor, then this lease shall be terminated and the vendor shall waive any claim for damages or compensations except the pro rate return of the amount paid for space rented.

17) DISPUTES

All parties agree that any dispute arising from this conference will be settled by conciliation in conjunction with *Peacemaker Ministries*.

18) DONATED MATERIALS

If a vendor wishes to donate a door prize, these items must be given to the Vendor Coordinator before the second Keynote address. Please ensure that your company information is attached to the prize. These door prizes will be awarded after the second keynote address. Please note that gift certificates, while appreciated, are not practical as they will be awarded after the vendor hall closes.

Vendor Application Form

Clearly print company name and phone number exactly as you want them to appear in the conference program.

Company Name			Name of contact		
Street Address or Box Number		City	Province / State	Postal / Zip Code	
Phone	Fax	E-mail			

Type of Product or Service

Check all that apply to your company	Bible	Book Store	College or Univer.	Computer Software	Enrich. Extra Curricular	Fine Arts (Music/Art) Supply	Foreign Language	Full Program Curriculum	Geo-graphy
	History	Language Arts	Math	Missions	Planners / Organizers	Pre-School	Science	Umbrella School	Unit Studies

	Qty.	Total \$
First 6 foot space or table	\$35	_____
Each additional 6 foot space(s)*	\$15	_____
Additional vendor badge	\$ 5	_____
(2 free badges up to 2 tables, 3 badges for 3+ tables)		
	Total	_____

*6ft "space" may be occupied by vendor supplied shelving or displays

Cheques made payable to: Home Educators of New Brunswick

The Conference dates are Friday, May 28th to Saturday, May 29th, 2010.

Exhibit Hall times will be Friday 6:00pm - 8:30pm; Saturday 8am - 5:00pm

Location: Sussex Wesleyan Church/Christian School, 280 St. George Street, Sussex, NB.

Exhibitors may set up Friday from 1pm - 5:30 pm.

Help will be available for unloading.

Check if required

Electrical outlet: _____

Wall space, if available _____

Plastic table cloth _____

Names as to appear on vendor badges:

1. _____
2. _____
3. _____

MAIL PAYMENT AND COMPLETED FORMS TO:

HOME EDUCATORS OF NEW BRUNSWICK

VENDOR COORDINATOR

c/o Marcus Christ, P.O. Box 6223, Saint John, N.B. E2L 4R7

Home : (506) 693-8133

Email: christ@nb.sympatico.ca

Contract for Exhibit Space

This agreement covers the rental of exhibit space at New Brunswick's 2010 Home Educators' Convention to be held at Sussex Wesleyan Church/Christian School, 280 St. George Street, Sussex, NB

May 28th and 29th, 2010

Exhibit Space Rental

First 6 foot space/table - \$35

Each additional space/table - \$15

Exhibit Hall Hours

Set-up, 1pm - 5:30pm on Friday

6:00 PM - 8:30 PM, Friday, May 28, 2010

8:00 AM - 5:00 PM, Saturday, May 29, 2010

We hereby agree to lease space, to be used for display and sales purposes at New Brunswick's Home Educators' Convention, Sussex Christian School on May 28th and 29th, 2010.

We have read all rules and regulations of the show, as set forth on following pages as part of this contract: they are acceptable to us and we agree to comply with the said rules.

It is further understood that the space will be allocated by HENB according to the official floor plan (on a priority basis determined by availability of space) at the time of receiving contract. HENB may refuse any vendor application for any reason.

For consideration, HENB agrees to provide the designated space to be used by the vendor signing this contract, for the purpose and during the time aforesaid. HENB further agrees to the terms and conditions set forth in this contract. A signed copy will be returned to all accepted vendors.

ALL SPACES MUST BE MANNED Saturday during the hours the exhibit hall is open (listed above). HENB assumes no responsibility for contents of space on premises. (Volunteers are available to help at breaks.)

The vendor hall closes at 5:00pm on Saturday, May 29th, 2010. At that time vendors may remove items until 6:30 PM. No dismantling of exhibits or removing of product will be allowed prior to 5:00 PM.

Home Educators of New Brunswick

Vendor Coordinator: Marcus Christ

P.O. Box 6223 , Saint John, N.B. E2L 4R7

PHONE (506) 693-8133 e-mail: christ@nb.sympatico.ca

Company Name	
Authorized Vendor Signature	Date

Fill out enclosed vendor application form and return to address indicated along with this original signed contract.