



Exhibitor Terms & Conditions Agreement for the June 15-17, 2023 RMHC

1. Exhibitor Space

Each 10' X 10' booth space includes:

- 8' high back drape
- 3' high side drapes
- 1, 8' table with tablecloth (an additional 6' table with tablecloth can be ordered through the Onsite Reservation Form)
- 2 chairs
- Company name sign hanging from back drape
- 2 exhibitor badges per booth space
- 1 waste basket

Each 8' X 8' booth space includes:

- 8' high back drape
- 3' high side drapes
- 1, 6' table, with tablecloth (an additional 4' table with tablecloth can be ordered through the Onsite Reservation Form)
- 2 chairs
- Company name sign hanging from drape
- 2 exhibitor badges per booth space
- 1 waste basket

All booths:

- Drapes are fitted to a pipe frame.
- Exhibitors using multiple spaces will have the 3' high side sections between their booths omitted unless CHEC is notified in advance.
- If an exhibitor has a preconstructed booth (not including wire display racks) that exceeds 3 feet in height on the sides, they must order 8' side drapes to mask the display backside from neighbors or aisles at an additional cost.
- Any variances must be approved by the CHEC Exhibitor Committee; email exhibitors@chec.org
- **No exhibit is permitted to extend outside the designated booth area.**

2. Space Assignment

- Assignment will be made by the Exhibitor Committee (on a priority basis determined by prior booth assignment and availability of space at the time contract and payment are received). CHEC reserves the right to alter the location of exhibitor booths as shown on the official floor plan if deemed advisable, in the best interest of the conference.
- All exhibits need to focus attention toward Christian homeschooling parents and not conflict with CHEC's Statement of Faith, Position Statement concerning Creation, or Position Statement concerning Home Education. ([Click here to read on CHEC.org.](#))
- All returning exhibitors who have made a significant change to their product line must include a detailed description of these changes and/or additions with their registration form.
- The Exhibitor Committee reserves the right to refuse any exhibit and all decisions made by the committee are final.
- Exhibitors may not share booth space with any other company or organization, or display materials for another company or organization, without the written consent of the Exhibitor Committee. If requesting permission to share your space, please include adequate information about the second exhibitor.

3. Rules of Decorum

- Exhibitors agree that no complaint or criticism will be made of other exhibitors, attendees, the conference, or CHEC EXCEPT to the Exhibitor Chairman or, the Conference Chairman, or the CHEC Board.
- Children of exhibitors (age 12 and under) must be accompanied by an adult at all times even when in the exhibitor's booth. Children are not allowed to shop or walk around the Exhibit Hall without supervision. Children found unsupervised throughout the facility will be returned to their parents with a verbal warning. After three verbal warnings from the Exhibitor Chairman, the exhibitor will be asked to leave the conference.
- Drawings for prizes are permitted. The drawing, however, must occur before the end of the conference. Any exhibitor harassment of attendees after the conference may lead to the banning of future drawings, up to refusing to allow the exhibitor to return.

4. Refunds

Exhibitor cancellations of booth registration on or before October 15 will receive a full refund of booth rental space deposit or full payment. After October 15, but by November 15, a 50% refund of booth rental space monies will be issued. After November 15, refunds will not be forthcoming except as considered on a case-by-case basis for hardships, whether for \$100/booth deposit or booth full payment.

In case of catastrophic events, and the RMHC is canceled by the host venue due to a Force Majeure Provision, the RMHC Chairman and CHEC Board of Directors will prayerfully determine whether refunds shall be made and/or the opportunity of transferring booth fees to the following year will be offered.

In the instance that the 2023 RMHC is canceled due to government restrictions associated with the COVID-19 pandemic, CHEC will honor full refunds or will transfer fees to 2024.

5. Care of Exhibit Hall

- Exhibit Hall aisles adjacent to exhibitor's booth space will be kept clear with cleanliness maintained through the conference by exhibitor.
- Each exhibitor must keep their booth clean, empty waste baskets each evening in the designated barrels, and keep exhibits manned and in good order.
- All exhibits must be ready for display by 3:00pm Thursday and by 9:45am before the opening of the hall at 10am each day thereafter.

6. Damages

- Exhibitors are liable for any damage caused by the exhibitor or any exhibitor personnel or representative to the building floors, walls, curtains, drapes, standard booth equipment, or to other exhibitors' property.
- Exhibitors must not apply any adhesive to the building floors, walls, or to standard booth equipment. Such action shall be considered irreparable damage and the exhibitor held liable. No exhibitor may attach anything to any part of the exhibit hall outside of their booth space.

7. Unoccupied space

If the exhibitor fails to occupy space for which they have contracted by the given check-in time, or fails to comply in any other respect with the terms of this agreement, CHEC shall have the right to use such space in any manner without providing a refund. In case of emergency, contact the exhibitor chairman at exhibitors@chec.org.

8. Limitations

- Distribution of printed matter, souvenirs, or other articles must be restricted to the space of the exhibit and must be literature, etc. from the company renting the booth. Literature from a company not renting booth space must be distributed via the conference bags (CHEC.org/advertising).
- Any part of the exhibit that is over 8 feet tall must have prior written approval for installation by CHEC.
- No individual or public address system or highly flammable material will be permitted.
- Music or audiovisual sound must not be audible more than 4' feet from the exhibitor's booth.
- Smoking is not permitted inside the Crowne Plaza Hotel or Convention Center.
- Live flames will not be allowed in the booths.
- The Crowne Plaza Hotel is the only licensee authorized by the State of Colorado to sell and serve food or beverages on the premises.
- Essential oils and any other strongly-scented products are not allowed in the Exhibit Hall. You may advertise for them and hand out literature, but you may not bring them into the Exhibit Hall without prior written consent from the CHEC Exhibitor Committee.
- **Policy regarding online academies:** CHEC asks Exhibitors and Advertisers to agree to support [CHEC's stand on parent-directed education](#) and ensure that a substantial majority of their promoted offerings (in advertisements and booth promotions) are related to the fostering of parent-directed educational approaches. While CHEC recognizes that online academies can be a valuable help to many families who desire to home educate their children, CHEC maintains the importance of parental involvement in the home education experience and the belief that parents are qualified to teach their own children. CHEC prohibits any promotional language that would undermine these values.

9. Furniture

Each booth comes equipped with one 6' or 8' (depending on booth size) table, tablecloth, 2 chairs, 1 wastebasket, and a sign. Additional tables and furniture needs can be ordered through the Onsite Reservation Form included in the March "First Tuesday" exhibitor email, which will include instructions for this.

10. Signs

All exhibitors are required to have a professional, visible sign above their booths indicating the name of their company. Exhibitors may use the one provided with their booth by the RMHC committee or bring their own.

11. Exhibit Hours

Regular Exhibit Hall Hours:

- Thursday, June 15
 - 8:00am – 3:00pm: Setup (Exhibitors with more than one booth – especially those with 4 or more – may request early set-up time on Wednesday, June 14, 3:00-10:00pm, by requesting such via email to exhibitors@chec.org.)
 - 3:00pm – 3:30pm: Exhibitor Summit
 - 4:30pm – 8:00pm: Exhibit Hall Grand Opening for attendee shopping
- Friday, June 16
 - 10:00am – 6:30pm: Open for attendee shopping
- Saturday, June 17
 - 10:00am – 4:30pm: Open for attendee shopping
 - 4:30pm – 7:00pm: Teardown

All booths must be manned Thursday, Friday, and Saturday during the hours the Exhibit Hall is open (as listed above). CHEC and the Crowne Plaza Hotel and Convention Center assume no responsibility for the protection of contents of booth on premises.

12. Electrical Current and Lighting

- If you require electricity at your booth, you must purchase electrical access through the CHEC Exhibitor Committee. The March First Tuesday Exhibitor email will include instructions for this.
- Exhibitors are required to bring 15'–25' extension cords if needed.
- Lighting may be inadequate for your needs depending on your location. If this is important to you, order electricity and bring lights.

13. Shipping & Storage

Shipping to and from the Crowne Plaza Hotel and Convention Center is permitted within their guidelines. Details will be sent to all registered exhibitors in the spring.

14. Installation/Dismantling

- Exhibitors must install their exhibits at Crowne Plaza Hotel and Convention Center between 8:00am and 2:00pm on Thursday, unless otherwise coordinated and approved by the Exhibit Hall Chairman, exhibitors@CHEC.org. Booths must be completely ready by 3:00pm on Thursday.
- There will be a mandatory but brief Exhibitor meeting at 3pm on Thursday in the Concession Area; please ensure at least one member from your organization is in attendance.
- The conference ends at 4:30pm on Saturday. At that time exhibitors may remove items until 7:00pm.
- No dismantling of exhibits or removing of product will be allowed prior to 4:30pm on Saturday. Exhibitors who begin to dismantle their booths prior to 4:30pm on Saturday forfeit their preferred status when applying for exhibit space the following year.

15. Compliance

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

16. Liability

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

17. Eventualities

In case the Crowne Plaza Hotel and Convention Center shall be partly or totally destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for the Hotel venue to permit the contracted space to be occupied by the exhibitor, then this lease shall be terminated and the exhibitor shall waive any claim for damages or compensation except the prorated return of the amount paid for space rented.

18. Objectionable Material

Exhibitors approved by the exhibitor committee are approved on a conditional basis. If objectionable material is found at any time prior to or during the conference, the exhibitor can be rejected or asked to pull the product.

19. Attire

This is a Christian conference. Please make sure that your clothing and that of your children, both during set-up and during the actual event, is modest. By this, we mean no tight clothing, midriff tops, mini-skirts, short shorts, bare shoulders, or clothing with significant holes. Casual business attire is appropriate during the conference. Knee-length or longer hems are recommended for ladies or long pants or slacks. Thank you for your cooperation.

20. Designated Space

For consideration, CHEC agrees to provide the designated space to be used by the exhibitor signing this contract, for the purpose and during the time aforesaid. CHEC further agrees to the terms and conditions set forth in this contract.

21. Lease Space

We hereby agree to lease booth space, to be used for display and sales purposes at Christian Home Educators of Colorado's Rocky Mountain Homeschool Conference, Crowne Plaza Denver Airport Convention Center, Denver, Colorado, June 15-17, 2023. We have read all rules and regulations of the conference, as set forth in this contract; they are acceptable to us and we agree to comply with said rules and regulations, and we agree that our product and/or service will not offend the CHEC Statement of Faith, the Position Statement concerning Creation, or the Position Statement concerning Home Education. Exhibitors approved by the exhibitor committee are approved on a conditional basis. If objectionable material is found at any time prior to or during the conference, the exhibitor can be rejected or asked to pull the product.

Booths not paid in full by the January 15th deadline (or within 30 days of pre-registration after January 1st) will incur a 10% fee, and if still unpaid, may be released to exhibitors on a waiting list. Exceptions may be made at the Exhibitor Committee's discretion in cases of hardship.

22. Exhibitor Use of Social Media

We encourage all exhibitors to utilize social media to promote their RMHC booth. Posting videos and photos is a fun way to encourage families to attend the conference and shop at your booth!

23. Parking

Parking space is limited so we ask that each exhibitor only use one (1) parking space at the venue if at all possible. If you require a larger space to accommodate an oversized truck or RV, please unload at the exhibit hall, then park your vehicle at the far end of the hotel parking lot. Please do not "hog" spaces as we need them for other exhibitors and our attendees.

24. Loading/Unloading

We will have volunteers to help exhibitors unload on Wednesday afternoon/evening and Thursday morning. And also to help exhibitors load out on Saturday after 4:30pm. There will be someone directing "traffic" at the north rolling door to the exhibit hall. Please follow instructions to allow for quick pull-up, unload, and pull away. Please understand that these laborers are volunteers, including helpful teens. We appreciate your courtesy while working with them, and we will ask them to show you courtesy as well. If you have your own dolly/handcart and want to unload/load from the southeast entry, you may do so, but please be aware there will be others gathering in these areas in preparation for the conference.

25. Morning prayer meeting

At 9am, interested exhibitors can meet in the Concession area as we pray for the conference. This is to be an informal but productive gathering on Thursday, Friday, and Saturday mornings.