

Montana Home Education Events Corporation  
**Montana State Home Educators Convention & Curriculum Fair**  
**May 15-16, 2009**

The Christian Center, 255 Summit Ridge Dr., Kalispell, MT 59901  
www.montanahomeschoolconvention.com

**EXHIBITOR REGISTRATION**

Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address \_\_\_\_\_ Website: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I accept the application rules as given and request the convention accommodations listed below. I understand that MHEEC may record my workshop for record keeping and legal purposes and I hereby authorize MHEEC and its assigns to tape my session.*

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please complete front and back of application.**

	QUANTITY		TOTAL
Standard Booth, 8 x 10, 6 ft skirted table, 500 watt electricity with 1 outlet, 1 chair <b>(Postmarked by Jan 31, 2009)</b>		\$125.00	
Standard Booth (as above) (After 1/31/09)		\$150.00	
Deluxe Booth, 8 x 10, 8 ft skirted table, 500 watt electricity with 1 outlet, 1 chair <b>(Postmarked by Jan 31, 2009)</b>		\$150.00	
Deluxe Booth (as above) (After 1/31/09)		\$175.00	
Additional table, circle one:            6 foot                            8 foot		25.00	
Do you need a business sign for your booth? (7"x44" cardstock)		Y    N	
Website Advertising Link		10.00	
Website Logo		5.00	
Additional Vendor Badges (Good for Vendor Hall only)		5.00	
Handout Bag Inserts—600 Pieces ( <b>Deadline April 30, 2009</b> )		60.00	
Convention Program Advertising Full pg—\$120                    1/2 pg— \$90                    1/4 pg —\$50 Business Card—\$35            Back cover—\$130			
Exhibitor Workshop (Limited number available on first come basis)		FREE	
Door Prize Donation		Y    N	

Mail payment payable to "MHEEC" and completed form to:  
Kelly Kiehn, MHEEC Vendor Coordinator  
224 North Riding Road  
Kalispell, MT 59901  
Email: vendor@montanahomeschoolconvention.com  
Phone: (406) 270-2436

TOTAL

Office Use Only  
Ck# \_\_\_\_\_  
Amount \_\_\_\_\_  
Date: \_\_\_\_\_

**Detailed Product Description:**

Vendors must include a current catalog or very detailed description of all products or services with this application form. MHEEC reserves the right to refuse products not listed on this contract.

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**Workshop Description:**

Please fill out only if requesting a workshop. Workshops are chosen based on topic and needs of convention attendees and are 45 minutes in length. Only one workshop per exhibitor please. (Limited number of workshops available.)

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MHEEC Vendor Coordinator  
Kelly Kiehn  
224 North Riding Road  
Kalispell, MT 59901

# 2009 Montana State Home Educators Convention and Curriculum Fair May 15-16, 2009

The Christian Center  
255 Summit Ridge Drive, Kalispell, MT 59901  
[www.montanahomeschoolconvention.com](http://www.montanahomeschoolconvention.com)

We invite you to be a valuable contributor to the home education community of Montana by exhibiting at our 2009 Montana State Home Educators Convention and Curriculum Fair.

## **Highlights:**

- \*Keynote speakers: Lorrie Flem, TEACH Magazine and Mark Hamby of Lamplighter Publishing
- \*Expected attendance between 600-800
- \*Large blocks of shopping time throughout the day
- \*Advertising available through our website
- \*Vendor workshops available

## **Exhibitor Hall Schedule:**

**Thursday, May 14**— Set up in Convention Center 5 PM to 10 PM (No early birds, please!)

**Friday, May 15** — 7:30 AM to 7 PM

**Saturday, May 16** — 7:30 AM to 2 PM (Tear down not permitted until 2 PM)

Check our website for a detailed daily schedule: [www.montanahomeschoolconvention.com](http://www.montanahomeschoolconvention.com).

## **Booths:**

A standard 8' x 10' draped booth will rent for \$125.00 if postmarked by January 31, 2009. This includes a 6' skirted table with chair, 500 watt electrical outlet and professional sign if needed. Extra tables are available upon request for a small fee. A deluxe booth, 8' x 10' draped, with a 8' skirted table, chair, 500 watt electrical outlet and sign if needed rents for \$150 if postmarked by January 31, 2009. Higher booth prices are in effect after January 31, 2009.

## **Booth Rental Agreement:**

Exhibitors must include a current catalog or detailed description of all products or services with their application form. MHEEC reserves the right to refuse products not listed on the application.

Exhibitors approved by the convention committee will receive written confirmation and booth assignment.

Each booth space includes 2 entrance badges that cover admission for the entire convention. Everyone working at a booth must be wearing a badge. Additional badges may be purchased (\$5/badge) if more than 2 workers are needed at a booth.

All materials must be displayed within the booth space. No aisle space may be used for displays, signs, materials or seating according to Fire Safety Codes.

## **Exhibitor Hall Set-up**

The Exhibitor Hall will be available for set-up on Thursday at 5 PM. Please, no early birds. Dollies and volunteers will be available to help you with unloading. All booths must be completely set up by 10 PM on May 14. Exhibitors who have not checked into the Vendor Hall by 7 PM on Thursday will forfeit their space with no refund, unless prior arrangements have been made.

## **Exhibitor Workshops**

Vendors may consider presenting a workshop. These workshops will be for instructional purposes and are 45 minutes in duration. All applicants will be reviewed for approval and notified of assignment by the workshop committee. If interested, request a workshop application at the contact information email address listed below. There are a limited number of workshop slots available and these will be given on a first come, first served basis. If space is available, MHEEC may ask a vendor to give his workshop twice.

## **Advertising**

Ads must be black and white and camera ready, and are subject to the approval of MHEEC. Prices are:

Full Page (7 1/2" wide x 9 3/4" tall)	\$120.00
Half Page (7 1/2" wide x 4 3/4" tall)	90.00
1/4 Page (3 3/4" wide x 2 1/4" tall)	50.00
Business Card (3 3/4" x 2 1/3" tall)	35.00
Back cover	105.00

Links from our exhibitor page to your company's website are available. This will be priced at \$10/link and for an additional \$5 we will add your company's logo. This will stay posted on our website from receipt until September 2009.

## **Refund Policy**

Exhibitor cancellations on or before March 15th will receive a 75% refund of booth rental space. After March 15th but before April 15th a 50% refund will be given only if a booth can be resold. After April 15th, no refunds will be given.

## **Advance Shipments**

The Christian Center will accept advance freight shipments 3 business days prior to the event. If you need to ship materials, please contact Kelly Kiehn at 406-270-2436.

## **Door Prizes**

We will be doing a treasure hunt to encourage attendees to visit the vendor hall. All completed entries turned in will be eligible for a drawing of door prizes donated by vendors. The door prize along with your name will be posted throughout the convention.

## **Handout Bags**

Bags of fliers, catalogs and brochures will be handed out to attendees as they arrive at the conference. These bags provide an excellent opportunity to get your advertising into the hands of interested parents. Bags will also be distributed to support groups and leaders around the state. The cost is \$60 to place any 8 1/2 in. x 11 in. size piece or smaller into 500 bags. Please send materials to:

MHEEC  
c/o Rob & Sarah Ratkowski  
148 W. Bowman Drive  
Kalispell, MT 59901

Materials must arrive between April 1st and April 30th.

## **Limitations & Liability**

Sharing booth space with another exhibitor or displaying material from another vendor (not normally in your product line) is restricted without prior approval. Music or audiovisual sound MUST NOT be audible more than 8 ft. from booth. No illegal or highly flammable materials are allowed. The exhibitor hall will be locked at the end of each day. Exhibitors are responsible for having someone at a booth during regular exhibitor hours. MHEEC cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that exhibitors will hold MHEEC harmless from any and all liabilities from any cause. MHEEC shall not be responsible for any loss, damage or injury that may occur to the exhibitors, their employees or property for any cause whatsoever prior, during or subsequent to the period covered by the exhibitor contract.

## **Taxes**

Montana does not have a sales tax.

## **Contact Information**

We invite you to visit K & J Convention Services at their website for additional services that they can provide at [www.kjconventions.com](http://www.kjconventions.com). At their website, the show ID is "MHEEC". These services are payable directly to K & J Convention Services. For further information or questions, please contact our Vendor Coordinator: Kelly Kiehn, 224 North Riding Road, Kalispell, MT 59901 (406-270-2436) or [vendor@montanahomeschool.com](mailto:vendor@montanahomeschool.com)