

Called to Teach Homeschool Convention

Exhibitor Guide and Rules

Plano/Allen, Texas - April 29 - May 1, 2021, and
The Woodlands, Texas - May 27 - 29, 2021

Location & Directions

[Delta Hotel & Watters Creek Convention Center](#)

777 Watters Creek Blvd,
Allen, TX 75013
469-675-0800

[The Woodlands Waterway Marriott](#)

1601 Lake Robbins Dr,
The Woodlands, TX 77380
281-367-9797

Closest Airports

Dallas

[Dallas Love Field](#)

[Dallas/Ft. Worth Airport](#)

The Woodlands

[George Bush Intercontinental Airport](#) (recommended)

[William P. Hobby Airport](#)

Tentative Schedule

Thursday

Exhibit Hall Set-Up: 9 a.m. - 4 p.m.

FREE to the Public: 4 p.m. Keynote

FREE to the Public: 5 - 7 p.m. Exhibit Hall Shopping *

Convention Kick-Off: 7 - 9 p.m. Thursday Evening Special Event

**2 hours of built-in shopping time with no workshops*

Friday

Exhibit Hall Open: 9:30 a.m. - 5:30 p.m.

Friday Evening Special Event: 7 p.m.

Saturday

Exhibit Hall Open: 9:30 a.m. - 5:30 p.m.

Exhibit Hall Tear-Down: 5:30 p.m. - 9 p.m.

Saturday Evening Special Event: 7 p.m.

Contact Information

Texas Home School Coalition

Katelyn Kasper

P.O. Box 6747, Lubbock, TX 79493

806-744-4441

exhibitors@thsc.org

Sales Tax and Licenses

THSC is required by law to obtain (and exhibitors are responsible for maintaining and submitting) a current Texas sales tax permit. Contact the [State Comptroller's office](#) to apply or update your company information, if necessary. Exhibitors are also responsible for obtaining any required vendor licenses. You must submit your current Texas sales tax certificate before **April 2, 2021**, unless prior arrangements have been made with THSC. If THSC has a current sales tax permit on file for your organization, it is not necessary to submit another copy. Exhibitors who have not submitted a tax certificate by **April 2** may forfeit their booth.

Hotel Accommodations

Delta Hotels Allen Convention Center

Price - \$159/night

Link - [2021 Delta booking link](#)

The Woodlands Waterway Marriott

Price - \$176/night

Link - [2021 Woodlands booking link](#)

Exhibitor Options

Early Bird Booths (before December 31, 2020):

Interior (10' x 10') \$520

Corner (10' x 10') \$620

Endcap (two 10' x 10' corners) \$1,380

Standard Booths (after January 1, 2021):

Interior (10' x 10') \$545

Corner (10' x 10') \$645

Endcap (two 10' x 10' corners) \$1,405

Plano/Allen Wi/Fi and Electricity:

- Wi/Fi can be purchased through the Exhibitor Registration form. It is charged per Connection and is \$45 for the weekend.

- Electricity may be purchased directly through the Watters Creek Convention Center (link in registration form). Power drops are \$80 each.

Woodlands Wi/Fi and Electricity:

- Wi/Fi and Electricity can be purchased through the Exhibitor Registration form.
- Please Note: Internet is per connection, not device. It is exclusively for the IP address that first signs in with the internet code.

Limit of Number of Booths Allowed

We generally limit vendors to a total of 4 standard booths, with exceptions made at the discretion of THSC.

Sponsors can purchase up to 8 standard booths. Many sponsorship opportunities are available to promote your organization. For options and rates, please contact sales@thsc.org.

Standard Booth

A piped and draped standard 10' x 10' booth comes with an 8'-tall backdrop of drape, 3'-tall side rails, one 8'-long draped table, two chairs, a wastebasket, and a booth sign. End caps of two corner booths will have one 10' length of 8'-tall backdrop drape centered between the booths. Each company purchasing a booth will be listed in the Convention program. The Woodlands Exhibit Hall is carpeted. The Plano/Allen Exhibit Hall is concrete.

Booth placement is at the discretion of THSC, regardless of the date registration is received, and THSC reserves the right to grant or deny any vendor exhibit.

Exhibitor Workshop

Workshops can be purchased through the Exhibitor Registration form. Please note that we receive more requests than workshop slots each year. Sessions are limited in availability and are awarded at the sole discretion of the Speaker Selection Committee. Exhibitors who request a workshop and do not receive one will be refunded for the workshop amount paid. A screen, table, power, and podium are included.

If your workshop is selected, a workshop title and description must be submitted no later than **January 1, 2021**. To submit your title and description, please login to your RegFox account (link at bottom of confirmation email) and then updated your registration.

Please Note: All workshops will be audio-recorded and the room assignments will be at the discretion of THSC. Room sizes will vary depending on the room assignment.

No food may be brought into the building from outside the convention center.

Exhibitor Promotions

Website Listing

Your company name will be listed on THSC.org with a link to your website. You will be added to this page after your exhibitor booth reservation has been confirmed, and you will remain listed for several

months after the Convention. There is a section on the THSC website with exhibitor downloads. There you will find graphics that you can use to advertise your presence at the Convention.

Special Convention Offers

THSC will post a listing of exhibitor's special Convention offers on our website and on a special page in our Event App. To have your special Convention offer listed, simply include the description in your exhibitor booth registration. Submissions may be edited, and those exceeding 100 characters may not be posted.

Registration Bags

Convention exhibitors are invited to place flyers or promotional items in 2,000 free registration bags (which have become a favorite of attendees) as a means of reaching attendees before they even arrive at your booth. See the registration bag insert order information on the exhibitor booth application or contact sales@thsc.org.

Sponsorship Opportunities

Many sponsorship opportunities are available to promote your organization. For options and rates, please contact sales@thsc.org.

Rules

THSC has updated Exhibitor Regulations and Conditions in order to comply with the display rules and regulations of the [IAEE](#) and to provide an improved exhibition experience.

Non-Registered Exhibitors - Solicitation at any function or event of THSC, including but not limited to the THSC Exhibition Hall area, by non-registered persons or companies is strictly prohibited. No person or company assigned exhibit space is authorized to solicit business in any form or to promote its products or services beyond receiving a qualified sponsorship acknowledgment, if applicable, at any function or event of THSC, including but not limited to education seminars, which may occur during THSC outside of the exhibitor's assigned exhibit space in the Exhibit Hall and as such practices are otherwise governed herein. Firms and representatives not assigned exhibit space are prohibited from soliciting business in any form in the Exhibit Hall or at any function or event under the auspices of THSC. The automatic distribution of this nature is also prohibited unless approved by Show Management. Violators will be required to leave the Exhibit Hall or the applicable meeting room.

Subletting - Subletting space is prohibited. An exhibitor may not assign, sublet or apportion the whole or any part of the space allotted. An exhibitor may not exhibit therein any goods other than those manufactured or distributed by the exhibitor in the regular course of the exhibitor's business. An exhibitor may not permit any representative of any firm not contracted with THSC to solicit business or take orders in the exhibitor's space. All business activities of the exhibitor must be confined to the booth space. Conducting business activities in aisles, lobbies or other areas is strictly prohibited. Exhibitors who violate this rule will suffer sanctions affecting their ability to exhibit at future THSC events as described elsewhere in this agreement.

Cancellation of Exhibition - In the event that the THSC exhibition must be cancelled, postponed, or relocated on account of fire, strike, government regulations, acts of God or other causes beyond the control of THSC, the exhibitor waives any and all damages and claim for damages, and agrees that THSC will credit the exhibitors account and can be used for the next scheduled convention, and alternate event or an advertising packaging.

Failure to Occupy Space - Any exhibit space that is not occupied by 3 pm on Thursday of the Event, will be forfeited by the exhibitor unless arrangements for delayed occupancy have been made in writing with the THSC Exhibit Hall Manager.

Early Removal of Exhibits - No exhibit shall be packed, removed, or dismantled prior to the closing of the Show without permission from the Show manager. The sole determination of what constitutes packed, removed or dismantled will be made by Show Management. If the exhibitor acts in breach of this provision, it is subject to pay as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space charge for the exhibitor's allocated area, in addition to all sums otherwise due under this contract.

Liability and Security - THSC will not insure or indemnify exhibitors against theft or loss of any kind. This is an open-booth show and the primary responsibility for safeguarding the exhibit and merchandise is the exhibitors.

Badges - 4 complimentary passes come with each booth. Four additional representative passes may be purchased for \$10/each when ordered by **April 2, 2021**, or \$15/each onsite.

Americans with Disabilities Act - All exhibiting organizations are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from the web site <http://www.ada.gov/infoline.htm> .

Animals - Live animals are prohibited in exhibit space without prior express written permission from the Exhibit Hall Manager.

Vehicles - Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a ¼ tank of gas. The gas tank cap should be sealed and the battery disconnected. Exhibitors utilizing any vehicle should contact Show Management for approval and facility-specific regulations.

Island Booths - All island booths are exhibit space with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow for see-through visibility and accessibility from all four aisles. Island booth displays (including decorations) may not exceed 16' in height unless approved by Show Management. An Exhibitor whose booth is adjacent to island booths should expect the same reasonable sightline from the aisle as they would expect as if they were adjacent to an Exhibitor with a standard booth.

Booth SetUp and Layout - Exhibitors may not extend their exhibits outside the designated booth area, nor share purchased booth space with another company or organization (including displaying or

distributing any materials for another organization). **Banners may not extend above the pipe and draping of your booth unless you have purchased a minimum of a 20x20 space.**

Booth Representatives - Exhibitors are required to man booth(s) throughout Exhibit Hall open hours. Early tear-down is strictly prohibited.

Representatives are required to conduct themselves in a professional manner at all times and refrain from conduct or language that would discredit the THSC Convention, THSC or home education. Exhibitors are required to dress neatly, modestly, professionally, and cleanly.

Booth Representatives must refrain from recruiting patrons for future multi-level marketing purposes during the Convention.

Audio - Exhibitors are required to refrain from having any music or audiovisual sound which is audible more than eight (8) feet from the vendor's booth.

Other - Exhibitors are required to refrain from holding workshops or similar functions in guest rooms/suites of The Watters Creek Convention Center and The Woodlands Waterway Marriott during Convention hours.

THSC Exhibit Hall Values

The THSC Convention is dedicated to the glory of God and the promotion of biblical values (see [statement of faith](#)). Any materials exhibited or sold at this event should be compatible with biblical values. THSC reserves the right to ask any exhibitor to remove all or part of his/her display or items for sale if, in the opinion of the Convention director, such items are offensive or inappropriate for display at the Convention. THSC assumes no financial liability if such an action becomes necessary.

THSC reserves the right to reject, eject or prohibit any vendor (and vendor representatives) with or without giving cause. If cause is not given, THSC will refund the amount of rental remaining. If a vendor is ejected for violation of rules or any other stated reason, no refund will be made.

THSC has the absolute discretion to grant or deny any vendor exhibit and to later revoke vendor contracts initially granted. THSC may also restrict, alter or close exhibits at the THSC Convention under certain circumstances.

Refund Policy

- A 75% exhibitor workshop refund will be issued if requested in writing and received before **February 1, 2021**. No exhibitor workshop refunds will be issued after this date.
- A 75% booth refund will be issued if requested in writing and received before **February 1, 2021**. No booth refunds will be issued after this date.

Used Book Policy

The Exhibit Hall at the THSC Convention is for the sale of new materials only. Exhibitors may display used books for reference purposes. However, selling used books is **not** allowed at the Convention.

Deadlines

January 1	Exhibitor Workshop Topics and Descriptions Due
February 1	Special Convention Offers Text Due
February 1	Last Day for 75% Refund on Exhibitor Workshop
February 1	Last Day for 75% Booth Refund
April 2	Texas Sales Tax Permits Due
April 2	Additional Representative Exhibit Hall Passes
April 9	Allen/Plano Registration Bag Insert Approval
April 5-26	Allen/Plano Registration Bag Inserts Due
May 7	Woodlands Registration Bag Insert Approval
May 3-24	Woodlands Registration Bag Inserts Due

Conciliation Clause

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at www.peacemaker.net/site/c.nuIW7L7MOJtE/b.5335917/k.D8A2/Rules_of_Procedure.htm). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising from this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Hold Harmless Clause

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising from exhibitor's activities on hotel and/or convention center premises and hereby agrees to protect, indemnify, defend, and hold the Texas Home School Coalition (THSC) and the hotel and/or convention center, its owner, and its management company, as well as their respective agents, servants, and employees harmless against all claims, losses, and damages to persons or property, governmental charges, or fines and attorneys' fees arising out of or caused by

exhibitor installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of THSC or the hotel and/or convention center. In addition, the exhibitor acknowledges that neither THSC nor the hotel and/or convention center maintains insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and/or property damage insurance covering such losses by the exhibitor.

Force Majeure

The performance of this contract by either party is subject to any emergency making it impossible to hold the meeting or to make speeches, including—without limitation—acts of God, war, government regulations, disaster, strikes or threat of strikes (except that neither party may terminate this contract for situations involving that party's own employees), civil disorder, or curtailment of transportation facilities. This contract may be terminated without liability for any of the above reasons by written notice from one party to the other within 10 days of such occurrence or receipt of notice of any of the above occurrences.

By submitting this application, the named company and its representatives agree to all rules and policies set forth in the Exhibitor Guide and the above Conciliation and Hold Harmless Clauses and the Force Majeure.