



homeschool iowa

ENCOURAGING | EQUIPPING | PROMOTING | PROTECTING

USED CURRICULUM SALE & SMALL BUSINESS EXPO EXHIBITOR INFO PACKET

**2020 Homeschool Iowa Conference
Used Curriculum Sale &
Small Business Expo**

THURSDAY, JUNE 11

VALLEY CHURCH | 4343 FULLER RD | WEST DES MOINES

EVENT SALE HOURS

Set-up: Noon – 3:00 PM

Sale: 3:00 – 7:00 PM

Tear-down: 7:00 – 8:30 PM

Coordinators: Molly Benson & Jenn Warren
ucs-sbe@homeschooliowa.org



DATES, TIMES, LOCATION

EVENT DATE	Thursday, June 11
EVENT LOCATION	Valley Church 4343 Fuller Rd, West Des Moines
EVENT SALE HOURS	Thursday, June 11: 3:00 – 7:00 PM
EXHIBITOR SET-UP TIMES	Thursday, June 11: Noon – 3:00 PM
LOAD-IN STAGING AREA	Valley Church north parking lot
TEAR-DOWN TIMES	Thursday, June 11: 7:00 – 8:30 PM



TABLE RATES

USED CURRICULUM SALE

MEMBER TABLE RATES

USED CURRICULUM SALE TABLE \$10

NON-MEMBER TABLE RATES

USED CURRICULUM SALE TABLE \$20

SMALL BUSINESS EXPO

MEMBER TABLE RATES

SMALL BUSINESS EXPO TABLE \$35

NON-MEMBER TABLE RATES

SMALL BUSINESS EXPO TABLE \$60



USED CURRICULUM & SMALL BUSINESS EXHIBITOR PRIVILEGES & RESPONSIBILITIES CONTRACT

1. Used Curriculum Sale (UCS) and Small Business Expo (SBE) Exhibitors will conduct themselves in a professional manner at all times and refrain from conduct or language that would discredit the Homeschool Iowa Conference, Homeschool Iowa, or home education.
2. UCS & SBE Exhibits must be staffed at ALL times during the hours that the event is open. Children must be under the supervision of an adult at all times.
3. All exhibitors and their assistants must be dressed appropriately. Business casual is appropriate.
4. Booth assignments are final. UCS & SBE Exhibitors may not move exhibits to different locations. UCS & SBE Exhibitors may install or remove their displays only during designated hours when the event is closed to the public.
5. Displays at the front of the booth must not interfere with the visibility of adjoining exhibitors.
6. Displays may not extend beyond the confines of the exhibit space. UCS & SBE Exhibitors may place brochures, advertising, and other promotional literature in their booth only. Custom displays, including display racks and counters may be used as long as they do not interfere with the visibility or operation of adjoining booths.
7. Homeschool Iowa reserves the right to require the removal of any material, including an entire display, which in Homeschool Iowa's judgment is offensive or inappropriate for display at the conference. Homeschool Iowa assumes no financial liability if such action becomes necessary. If you have questions concerning the acceptability of your material, it may be submitted for advance approval.
8. A primary purpose of this Used Curriculum Sale Hall is to present a variety of previously owned curricula, products, and services for home educators' use.
9. A primary purpose of this Small Business Expo is to allow small business owners to present their products and services to home educating families.
10. No exhibitor who has behaved rudely or defrauded home educators in the past will be permitted to exhibit. Any customer complaints submitted to Homeschool Iowa will be handled as follows:
 - a. Homeschool Iowa will direct the customer to the UCS or SBE seller to seek a remedy and will notify the UCS or SBE Exhibitor of this contact.
 - b. If the customer is not satisfied within 10 days, Homeschool Iowa will consider the customer's complaint and will notify the UCS or SBE Exhibitor, who will have 10 days to present their position in writing to Homeschool Iowa.
 - c. If after considering both positions, it is the opinion of Homeschool Iowa that the UCS or SBE Exhibitor has defrauded the customer, Homeschool Iowa may:
 - i. Report this matter to the church in authority over the UCS or SBE Exhibitor.
 - ii. Deny status as an exhibitor at future Homeschool Iowa events.

11. Noise emitting devices such as record, tape, or video players; televisions; or computers may only be operated if they do not create a nuisance. Homeschool Iowa may prohibit the use of such devices if their operation results in complaints from attendees or surrounding exhibitors. No public address systems may be operated from an exhibit space.
12. Cancellation policy is outlined on the online registration. All fees except those paid for advertising that has already been distributed will be refunded if the Conference is canceled. A \$5 processing fee will be retained on all refunds.
13. UCS & SBE Exhibitors must remove all their boxes and paper from the event areas at the close of the event. Dumpsters will be provided for this purpose outside of the facility.
14. No signs may be posted on painted surfaces. No glue, tack, nails, or other product may be used anywhere in the facility without asking permission from Homeschool Iowa.



HOLD HARMLESS CLAUSE

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The Used Curriculum Sale [UCS] Exhibitor and the Small Business Expo Exhibitor assume entire responsibility and hereby agrees to protect, indemnify, defend and hold the Network of Iowa Christian Home Educators/ Homeschool Iowa, the Homeschool Iowa Conference team, the Valley Church, their employees, and agents, harmless against all claims, losses, and damages to persons or property, governmental charges, or fines and attorneys fees arising out of or caused by UCS Exhibitor or SBE Exhibitor installation, removal, maintenance, occupancy or use of the Event premises or a part thereof, excluding any such liability caused by the sole negligence of Homeschool Iowa or the Valley Church. In addition, the UCS and SBE Exhibitor acknowledges that neither Homeschool Iowa nor the Valley Church maintains insurance covering UCS or SBE Exhibitor property and that it is the sole responsibility of the UCS and SBE Exhibitor to obtain business interruption and/or property damage insurance covering such losses.

Your application to be an Exhibitor at the Used Curriculum Sale and Small Business Expo will not be processed unless you indicate your acceptance of these terms on your registration.