



homeschool iowa

Used Curriculum Sale

Seller Information Handbook

MID-AMERICAN RECPLEX
6500 GRAND AVE | WEST DES MOINES

THURSDAY, JUNE 9, 2022

SET-UP: 1:00-3:00PM

SALE: 3:00-5:30PM

CLEAN-UP: 5:30-6:30PM

Coordinator: Molly Benson
usedbooksale@homeschooliowa.org



BEFORE JUNE 1, 2022:

- **Complete a UCS Registration**
- **Reserve Your Seller Spot for \$10**
- **Select the # of Tables You Want: 1, 2, 3, or 4**

ON JUNE 9, 2022

- **Move in Sale Items
from RecPlex North Parking Lot**
- **Complete Set-Up by 3:00PM**
- **Monitor Your Sale Item Area from 3:00-5:30PM**
- **Remove All Remaining Unsold Items by 6:30PM**



Used Curriculum Seller Privileges & Responsibilities

- Used Curriculum Sale (UCS) Sellers 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.
- UCS Sellers must staff their sale displays at ALL times during the hours that the event is open.
Children must be under the supervision of an adult at all times.
- All exhibitors and their assistants must be dressed appropriately. Business casual is appropriate.
- Table placement assignments are final. UCS Sellers may not move tables to different locations.
- UCS Sellers may install or remove their displays only during designated hours when the event is closed to the public.
- Table displays must not interfere with the visibility of adjoining seller tables.
- Displays may not extend beyond the confines of the designated table space.
- UCS Sellers may place brochures, advertising, and other promotional literature at their table displays 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 seller tables and displays.
- 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, submit it for advance approval.
- The primary purpose of this Used Curriculum Sale is to present a variety of previously owned curricula and resources for home educators' use.
- No seller 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:
 - Homeschool Iowa will direct the customer to the UCS Seller to seek a remedy and will notify the UCS Seller of this contact.
 - If the customer is not satisfied within 10 days, Homeschool Iowa will consider the customer's complaint and will notify the UCS Seller, who will have 10 days to present their position in writing to Homeschool Iowa.
 - If after considering both positions, it is the opinion of Homeschool Iowa that the UCS Seller has defrauded the customer, Homeschool Iowa may:
 - ~ Report this matter to the church in authority over the UCS Seller.
 - ~ Deny status as an exhibitor at future Homeschool Iowa events.
- 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.
- 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.
- UCS Sellers 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.
- The cancellation policy is outlined on the online UCS registration form.

Hold Harmless Clause

Used Curriculum Sale [UCS] Sellers assume entire responsibility and hereby agree to protect, indemnify, defend and hold Homeschool Iowa, the Homeschool Iowa Conference team, the Mid-American Energy RecPlex, 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 Seller 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 Mid-American Energy RecPlex.

In addition, the UCS Seller acknowledges that neither Homeschool Iowa nor the Mid-American Energy RecPlex maintains insurance covering UCS Exhibitor property and that it is the sole responsibility of the UCS Seller to obtain business interruption and/or property damage insurance covering such losses.