

You are cordially invited to participate in the
26th ANNUAL
2008 CSTHEA Curriculum Fair

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sponsored by the
Chattanooga Southeast Tennessee Home Education Association (CSTHEA)

LOCATION: Camp Jordan Arena 323 Camp Jordan Parkway East Ridge, Tennessee 37412	DATE: Friday and Saturday July 18 and 19, 2008
SET-UP: Thursday 1 p.m. - 9 p.m. Friday 7 a.m. - 9 a.m.	CURRICULUM FAIR SCHEDULE: Fri. 9 a.m. - 9 p.m. Sat. 9 a.m. - 4 p.m.

ARRIVAL/DEPARTURE: You must check in and occupy your space by 8:30 p.m. on Thursday, July 17. If you need a later arrival time you **MUST** contact us by July 11 for permission. If the exhibitor fails to occupy his space by 8:30 p.m. on Thursday, July 17 or to obtain approval for a late arrival or does not comply in any other respect with the terms of this agreement, CSTHEA shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract. To avoid congestion at the entrance on Friday morning at the start of the fair, we require that all exhibitors finish bringing their materials, displays, etc into the arena by 9:00 p.m. Thursday. Exhibitors requesting electrical power outlets **MUST** check their connections on Thursday night and make us aware **THEN** of any electrical problems. The exhibitor is responsible for removing all trash from his space at the conclusion of the Fair.

BOOTH SPACES (Pre 9/1/07): 8' x 8' with 8'x30" table — \$105 each 8' x 8' without table — \$ 95 each
BOOTH SPACES (Post 9/1/07): 8' x 8' with 8'x30" table — \$115 each 8' x 8' without table — \$105 each

WORKSHOPS: Workshop space is limited. Exhibitor workshops will be assigned on a first come, first served basis at: \$20 / 1 hour slot (pre 9/1/07) or \$25 / 1 hour slot (post 9/1/07). (This is a full hour and does not include set-up and take-down.) You will need to contact Mrs. Janell Bontekoe (email – preferred – exhibitor.reg@csthea.org or call 423-825-5012) to confirm availability of the time slot(s) you desire. No more than five workshops will be scheduled at any one time.

EARLY REGISTRATION DEADLINE: Postmarked No Later Than 8/31/07 to get the early registration rates

ADVERTISING: • If you wish to send catalogs or pamphlets, please contact **Great Stuff Convention Bags, PO Box 7271, Newark, DE 19714, Phone 302-737-3673, FAX (302) 737-3673**, or e-mail info@greatstuffconventionbags.com. If Great Stuff cannot accommodate your request to send catalogs please contact Mrs. Janell Bontekoe at exhibitor.reg@csthea.org or call 423-825-5012.

- Based on 2007's attendance of ~1,333 **families**, we plan to stock at least 1,300 catalog bags for 2008.
- Newsletter advertising is available (see Registration Form for details). Our newsletter circulation is ~850.

ACCOMMODATIONS: Please see the attached page on "Room Accommodations in Chattanooga."

FOOD: • Exhibitors will be provided (at NO CHARGE) a continental breakfast and a lunch on both days, and a BBQ meal for supper on Friday evening. The lunches and supper will be delivered to the vendors at their booths.

- Complimentary coffee, tea, and snacks will be provided in a small break room during the Fair, at NO CHARGE
- If you prefer to eat out, many good restaurants and fast food establishments are located nearby on Ringgold Road and at Hamilton Place Mall (about 10 minutes away).

• **FOR YOUR CONSIDERATION:** Previously, many companies found themselves short of materials, especially for lower grades. Because of our late summer date many attendees are prepared to buy from the booths to avoid the extra charge and delay of mail order. Also, the number of upper elementary and high school students is growing. Please consider bringing more display copies of textbooks and relevant material for these upper levels.

- Attendance in 2007 was ~1,333 **families** (admission to our fair is by the **family** be it one person or a dozen both count as one admission).
- Please have someone stationed at your booth at all times. *We cannot be responsible for theft of or damage to your materials.* We will try to provide volunteers to relieve you for short periods.
- Unfortunately, *we cannot provide child care. You are responsible for the conduct and safety of your children.*
- The Arena is air-conditioned, with convenient access for setup and take-down.
- **We encourage you to register early; last year we were sold out by May.**

We are eager to hear from you and look forward to your participation in our fair.

Sincerely,

Mrs. Janell Bontekoe, Exhibitor Registration, (exhibitor.reg@csthea.org or 423-825-5012/FAX 423-825-5013)

You may use the numbers below if you can't get Mrs. Bontekoe.

Gary and Carole Hargraves, Fair Coordinators (423-344-1115)
CSTHEA/Hargraves 24-hour FAX (423-344-4753)