



# Mississippi Home Educators Association

Dear Exhibitor,

The Mississippi Home Educators Association would like to invite you to participate in our 34th Annual Spring Conference and Curriculum Fair on **May 17-18, 2019** at Mississippi State University in Starkville, MS. Our featured speakers will be **Michael Smith** from Home School Legal Defense Association and **Kim Endraske**. Our Teen Track will be hosted once again by **Generation Joshua**. We hope you will join us as we seek to glorify our Lord and Savior Jesus Christ by ministering to home educators in the state of Mississippi and beyond.

The exhibitor registration deadline is **May 1<sup>st</sup>, 2019**. All booth spaces as well as vendor workshops are available on a first-come, first-served basis. Space in the exhibit hall is limited.

Please carefully read through the exhibitor information packet below. There you will find details regarding booth spaces, vendor workshops, advertising, load-in, driving directions, and more. Additionally, you'll find an exhibitor application form on our website, [www.mhea.net](http://www.mhea.net), which you can fill out and send in at your convenience. If you have any questions, please feel free to contact me at [lookinguntojesus88@yahoo.com](mailto:lookinguntojesus88@yahoo.com).

Thank you, and may the Lord bless your ministry to home educators!

For Christ's glory,  
Rebekah Stoll  
MHEA Spring Conference 2019  
Exhibit Hall Coordinator

6015 Firetower Rd.  
Crawford, MS 39743

662-272-8200 (home)  
662-574-4795 (cell)

## Exhibit Hall Policies, Terms, and Conditions

*In order to display and sell merchandise at the MHEA Spring Conference and Curriculum Fair, you must agree to the following terms and conditions:*

Receiving an invitation and/or submitting an application does not guarantee approval by MHEA. You must include a description and sample of your products and services so MHEA can determine the benefit of your offering to home educators. MHEA will not grant applications that do not have clearly written descriptions. Once MHEA reviews your application, you will be notified via email or postal mail of your acceptance or refusal. If the display area is full, you will be placed on a waiting list and notified of any cancellations. Please complete, sign, and return the application with full payment. MHEA will not deposit your check until your application has been accepted. By signing the application, you are agreeing to the conditions and rules contained within.

*MHEA will not approve of merchandise that contains depictions of occult images or materials, new age philosophies, evolution, secular humanism, fantasy or role-playing games or curricula, curricula or books that promote lifestyles contrary to the biblical interpretation, or any material that demeans the Bible, Christianity, or Christian values, or presents these as untrue or one among many equal religions. MHEA reserves the right, at the conference, to exclude specific items or entire displays which, in MHEA's opinion, would be inappropriate for display. Anyone who refuses to remove items deemed inappropriate by MHEA will be asked to leave without a refund. Participation in the conference implies an understanding of and agreement to these conditions and releases MHEA from any financial or other liability related to such exclusion.*

MHEA will not provide or sell any personal information (i.e., names or email addresses); thus, we will not be able to provide you with a mailing list of the attendees for your own use, etc.

- You must display all your materials within your booth space.
- Any person working a booth at the curriculum fair is encouraged to wear modest apparel.
- Everyone working in a booth must be wearing, at all times, an exhibitor name badge provided by MHEA, especially when entering and exiting the exhibit hall area.
- If you agree to hold materials for an attendee at your booth (after it has been paid for), you do so at your own risk.

## Booths and Services

Each 10' wide x 8' deep booth space is \$100 for the first space and \$75 for each additional space if your application is postmarked prior to/on **March 1st, 2019**. If postmarked after, the first space is \$120 and each additional space is \$100. A six-foot table and two chairs will be provided for each space. Additional tables are \$5 each; however, you may bring your own additional tables. Please note that unlike at previous MHEA conferences, **booth dividers (pipe and drape) are guaranteed only for booths in the center of the hall**. Table skirting or tablecloths will not be provided. Electricity is available for an extra \$15 charge; however, you *must* supply your own 50' extension cord. Wireless internet is available in the Student Union.

## Vendor Workshops

If you have purchased booth space in the Exhibit Hall, you may apply for a vendor workshop. MHEA offers one-hour workshop time slots in which you will be able to tell about your products or services and how they will help home educators. Workshops are \$50 each. You are responsible for providing your own handouts. Please include a brief description (60 words or less) of your workshop on your application. We would like to include this in the conference program for the information of the attendees. Your workshop application must be received **by April 15th** in order to guarantee placement in the program. You *must* present the workshop you list and describe on your application. MHEA reserves the right to stop any workshops that do not comply with the description and title on your application.

You may rent audio/visual equipment through Mississippi State University or you may bring your own equipment. If you choose to rent through MSU, contact Alan Jabri at [ahj5@saffairs.msstate.edu](mailto:ahj5@saffairs.msstate.edu) (copy me, lookinguntojesus88@yahoo.com) or (662) 325-8716. **You may not use equipment that may be in the classroom in which you are speaking unless you are cleared to do so. MHEA will be penalized for the use of equipment without special permission.**

The vendor workshop cancellation and refund policy is as follows: if you have applied for a vendor workshop slot and the schedule is full, you will be placed on a waiting list and refunded at the end of the conference if no workshop slots become available. If you are unable to attend the conference due to unforeseen circumstances, you will be refunded for your booth fee but not your workshop.

## Special Opportunities for Colleges

MHEA offers a workshop-/display-only option for those colleges that do not desire to exhibit on both Friday and Saturday. For \$50 (per workshop), you may purchase a 60-minute workshop slot and be exempt from purchasing a 10'x8' booth space. You may purchase a 2'x3' space (1/2 of a 6' table) for \$25 to be shared with other colleges for displaying literature, pamphlets, etc. All items **MUST** be displayed within the taped-off area of the table; you may, however, purchase more than one space. You do not have to stay for the duration of the conference when choosing this option and may leave after setting out your material(s) and/or presenting your workshop. MHEA will not be responsible for displaying materials, nor will we return unused material(s) and/or literature; any material

remaining after the conference will be discarded. Typically, if you request a college workshop, you will present your workshop on Friday, if space is available. You will be notified of the time and location of your workshop as soon as the conference schedule is finalized. *As a college vendor, you are exempt from the Thursday-only load-in time and may set up on Friday or Saturday morning.*

## Advertising Opportunities

### Conference Programs

Conference programs will be given to every adult registrant. If you would like your ad to be included in the program, please see the rates, pricing, and availability information below.

The conference programs will be 8.5" x 11" in black and white. We accept camera-ready ads in a .jpeg file (500kb or higher) or .pdf (300dpi). After **April 15th**, you must email for ad availability (see chart below). Ads will not be returned or refunded after April 15th. We will acknowledge your submission by email. Please contact [mheapublications@yahoo.com](mailto:mheapublications@yahoo.com) for more information.

Advertising Information:

Ad Size	Regular Price	Inside Cover Price	Back Outside Cover Price	Availability (after April 15)
1/4 page (8.5" x 2.75")	\$50	N/A	N/A	N/A
1/2 page (8.5" x 5.5")	\$75	N/A	N/A	N/A
Full page (8.5" x 11")	\$125	\$175	\$200	Email for availability

### Cancellations/Refunds

Cancellations prior to **April 1st** will be assessed a \$25 processing fee; cancellations after April 1st will not be refunded. If you are unable to attend the conference due to unforeseen circumstances you will be given a refund.

### Part-Time Booth Workers

If you are planning on having part-time workers/helpers at your booth, the policy regarding their registration as an attendee follows: if they are working at your booth for the entire weekend, they do not have to pay a registration fee. Blank exhibitor nametags are available; however, if part-time helpers plan to personally enjoy or benefit from the conference, they should register as an attendee. Please note that MHEA is not responsible for providing or finding booth workers. *The only exception is in the case of speakers.* \*If you have registered as an exhibitor for the conference and you are unable to find booth workers, you will be asked to withdraw from exhibiting at our conference.

### Mississippi Sales Tax (7%)

As an exhibitor, it is your responsibility to collect MS Sales Tax for all tangible items sold at the conference. Since MHEA is the promoter of Spring Conference, MHEA is responsible for remitting all of the collected sales taxes from all vendors **from sales made at Spring Conference. This rule applies even if you have your own Sales Tax ID.**

MHEA's Treasurer will email the Sales Tax Return and instructions to all registered vendors around the first of May. Thank you in advance for your cooperation.

### Display Packages / Drayage - Delivery Information

MHEA will not sign for any packages and will not be liable for stolen, damaged, or undelivered merchandise. Please note that the delivery facility is NOT the Student Union where the Exhibit Hall is located. Arrangements will need to be made to move your packages to the Union. MHEA can assist you in moving materials upon request.

Please ship materials to the following address:

**Mississippi Home Educators Association Conference, May 16-18, 2019**

Attn: [Your Name]  
 405 Garrard Road East  
 Starkville, MS 39759

### Post-Conference Shipping Information

MSU does not have a facility to hold materials post-conference. If needed, MHEA will transport materials to a shipping facility the week after the conference. You will need to place shipping labels in or on any boxes. Please notify the exhibit hall coordinator, Rebekah Stoll, if you will be shipping out materials. *Any exhibitors not making prior arrangements will be charged a \$50 labor fee*

*plus holding fees.*

## **Driving Directions**

From Hwy 82 take the Hwy 182 West exit. Continue on Hwy 182 West to the highway patrol station (troop G). Turn left at the highway station onto Lee Boulevard. Continue on Lee Boulevard (through one traffic light) to the Colvard Student Union. There will be an MHEA representative standing out front to give further directions. \*Note: If you are driving on Hwy 82 East do not take the Hwy 12 exit. Instead continue to the Hwy 182 West exit and follow the directions above.

## **Load-In**

You may load in Thursday, May 16th, at the Colvard Student Union between 2:00 p.m. and 6:00 p.m. If you arrive later than 6:00 p.m. on Thursday you will not be able to check in or unload. **Only in case of special exemption or unforeseen circumstances will you be able to load-in Friday morning.** You MUST be finished setting up by 10:00 a.m. on Friday. Volunteers will be available to assist you in unloading.

## **Display and Break Down**

It is required that you remain set up and available for business until the close of the conference on Saturday. Tentative Exhibit Hall hours will be Friday 10:30 a.m. – 5:00 p.m. and Saturday 9:00 a.m. – 5:00 p.m. \*Hours are subject to change. Please check [www.mhea.net](http://www.mhea.net) in April for the conference brochure with confirmed hours.

## **Lodging**

**Dorm Rooms** – MHEA will be offering new dorm rooms on the Mississippi State University campus for \$75 per night. Rooms are carpeted and include two extra-long twin beds, a mid-size refrigerator, microwave, stand-up shower/private bath, plus standard dorm furniture. No linens or toiletries will be provided. You will need to bring towels, sheets, pillows, garbage bags, toilet paper, etc. Please do not call MSU for dorm information or reservations. **Advanced dorm reservations must be made with MHEA by May 10th.** MHEA typically reserves a block of dorm rooms for exhibitors on the top floor at the end of a wing.

**Hotels** – listed below are hotels on or near the Mississippi State University campus; more are available.

Microtel Inn and Suites – 1121 Highway 182 E, Starkville – (662) 615-0700

Comfort Suites – 801 Russell St, Starkville – (662) 324-9595

Hilton Garden Inn – 975 Hwy 12 E, Starkville – (662) 615-9664

Hampton Inn – 700 Hwy 12 E, Starkville – (662) 324-1333

Please note that MSU has a lot going on in the spring, baseball games and their spring commencement so you will want to make your reservations as far in advance as possible.

## **Food Service**

Lunch and snacks are available in the Colvard Student Union Food Court (downstairs from the exhibit hall). A vendor break room will not be provided.

## **Teen Track**

Children ages 12-19 may attend the Teen Track for \$35 per child. Please see MHEA's conference brochure on our website in April for more details.