



# **Exhibitor Handbook**

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# Policies & Procedures

## Exhibitor Application & Approval

You may apply to be an exhibitor by completing [this digital application](#); immediately after submitting the online form, please submit 3-5 photos showcasing your table setup and the products you plan to sell by emailing us at [admin@tbhcgroupp.com](mailto:admin@tbhcgroupp.com).

*Submitting an application in no way guarantees acceptance as an exhibitor.* The Event Managers will determine if an organization meets the needs of the attendees. If it does not, your application may be denied or placed on a waitlist. Please allow up to 14 business days for review of your application.

You will be contacted via email upon acceptance as an exhibitor. Please add [admin@tbhcgroupp.com](mailto:admin@tbhcgroupp.com) to your safe sender list and direct all communications to that address.

Non-refundable deposit (\$150 for exhibitors; \$50 for kidpreneurs and co-ops) **AND** completion of Liability Waiver is due within 3 business days of your acceptance to guarantee your spot.

## Exhibitor Fees

*Standard Rate (6' table): \$150*

*Premium Rate (10x10 booth): \$400*

*Kidpreneur discount: \$100 off*

*Local co-op/group discount: \$100 off ONE Standard; \$50 off Premium*

An invoice will be sent via email upon approval; payment is due upon receipt.

## Products We Accept

Homeschool Curriculum

Homeschool Supplemental Materials

Essential Oils/Personal Care Items

Books/Games/Other Resources

Art Supplies

Classes/Co-ops

Home/Classroom Decor

## Cancellation Policy & Exhibitor Withdrawal

There will be no refunds given. We request that any emergency cancellations concerning health or family emergencies be made via email to [admin@tbhcgroupp.com](mailto:admin@tbhcgroupp.com).

# Event Logistics

## Exhibitor Badges

Each exhibitor will be given **3 name badges** for entry into the Vendor Hall and Conference Areas. These badges are **ONLY** for those who will be working at your booth. Any family members who wish to attend the conference will need to register as attendees.

Each exhibitor will be given the opportunity to **purchase up to 3 additional** name badges. Pre-orders online will be \$25 per badge and on-site orders will be \$30 per badge. Any exhibitor requiring more than 6 name badges will need to register as attendees.

*If you will be utilizing paid attendees as volunteers at your booth, they do NOT need an Exhibitor Badge in addition to their Attendee Badge.*

## Exhibitor Hall Hours

The hall will be open 10am - 5:30pm. (opens following morning keynote session)

## Exhibitor Logistics

An email containing guidelines for set-up and a map denoting the vendor space will be sent prior to the event.

Space Size: The **standard rate** provides you with the space for **ONE 6' table**. The **premium rate** provides you with a **10x10 area**. (You may request & pay for two adjacent standard booths if you wish for a larger space.)

Space Location: Upon approval you will be assigned a space in the hall. This space location will be assigned to you based on the genre of product you sell and the overall look and size of your display. Additionally, spaces are assigned based on the layout of the hall and space availability. Changes can be made the morning of the event that will impact your set-up location; therefore, we ask that you check in with the vendor relations team upon arrival at the conference to verify your space location.

**Event management and our host site is under no obligation to provide electricity, tables, chairs, or any equipment to participants.**

## Basic Booth Safety & Setup

Loading and unloading during a busy event can be stressful! One wrongly-placed vehicle can inconvenience everyone.

- When unloading, drop off your goods, and then move your vehicle **BEFORE** moving it all indoors.

- At the end of the day, only bring your vehicle back on site AFTER you have broken down and are ready to load. Please move your vehicle immediately upon loading.

#### Set Up & Tear Down Times:

- Set up will be Friday evening 630-830pm. If you are NOT able to set up Friday evening, please make other arrangements with event staff at least TWO WEEKS PRIOR to the event.
- **You must be fully set up and ready for guests by 930am on Saturday. (Sponsors in the main hall must be fully set up and ready for guests at doors opening at 8am)**
- **Booths must remain open with complete set-up for the entirety of the event until 5:30pm,** even if you sell out of your items.
- Exhibitors must remove all items from the property **immediately** at the close of the event.

#### Exhibitor Set Up Requirements:

- Exhibitors are responsible for all set up materials including, but not limited to: tables, chairs, signage, and table coverings.
- **All tables must be fully covered with a clean table covering.**

#### Internet & Electricity:

- Free wireless connection will be available to all participants for the use of Square, ApplePay and other digital payment needs. If you have access to a personal hotspot for this purpose, it is recommended as the wifi can be overloaded with an event this size.
- Electricity access will only be available on a limited basis and MUST be pre-approved by management prior to the event. Generators are not permitted.

## Event Marketing

### Photos at the Event

By exhibitor's operation at the Event, the exhibitor consents to TBHC's right to photograph or video any exhibitor or exhibitor booth for marketing and promotion purposes. All images will become the property of TBHC Group.

### Marketing Expectations

**It is expected that all exhibitors will contribute to the marketing of this event.** We request that you:

- Post about the event from your social media accounts
- Share the event page on your social media accounts
- Post directly on the event page to increase engagement
- Print the flier and hang in your place of business (for all brick & mortar establishments)
- Share the event to your email mailing list

# Sponsorship

Sponsorship opportunities are available. Please indicate your interest in the online application and/or complete the form in the [Sponsorship Packet](#).

# Exhibitor Agreement

## Agreement

Agreement will be signed upon completion of Exhibitor Application. The following statement will be agreed upon and signed using a digital signature.

By typing my name below, I acknowledge the following:

- I have received, carefully read, and understand the rules and regulations for operation and use of event spaces via the Exhibitor Handbook;
- I agree to abide by the rules and regulations stated in the Exhibitor Handbook;
- I understand that if I provide false information or if I violate the rules and regulations outlined within this handbook, I may lose vending privileges with future events hosted by TBHC Group and/or The Commons at Trinity.

## Waiver

Additionally, all exhibitors will be required to sign a Waiver and Release of Liability. A copy of this form can be found online via this [link](#).

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