



**2020 NDHSA
Christian Home Educators Convention
March 5-7, 2020
Jamestown Civic Center
212—3rd Ave NE Jamestown, ND**

Greetings from the NDHSA. We are excited to extend to you an opportunity to exhibit with us at our upcoming convention. Our goal is to assist, equip, and encourage our attendees in their endeavors to home educate their children. You, the exhibitor, play an important role in that process. We hope you will thoughtfully consider joining us in Jamestown, North Dakota on March 5-7, 2020.

BOOTHS

Each 8' x 10' booth space is piped and draped on the back and sides and includes one 8' table and two chairs. Table linens, skirts and additional tables may be ordered for an extra charge. Notice these options on the registration form. Carpeting is not available.

ELECTRICITY

Electricity is available at no charge.

INTERNET/WIFI

Internet access is available at no charge.

BOOTH SETUP AND TEAR DOWN

Thursday, March 5: Noon—9:00 PM

The Exhibit Hall is located at ground level with access doors at the rear (east side) of the building for easy access. Please enter on the lower east side of the venue by the large garage doors. An NDHSA rep will be there to assist you. Please contact us if you will not be setting up on Thursday. Booths should be setup by 10:00 AM on Friday, March 6.

The convention ends at 5:30 PM on Saturday. We request that exhibitors plan to stay until closing time each day as many attendees leave their shopping until the end of the convention days.

EXHIBIT HALL HOURS

Exhibit hours will be: Friday: 10:00 am – 6:00 pm;
Saturday: 10:00 am – 5:30 pm (subject to change)

BAG STUFFING

You may have your advertisement of any thickness stuffed into our convention attendee bags. Send 325 company advertisements no later than Feb. 10, 2020 to: **NDHSA Bag Stuffing, c/o Rebecca Nyberg, 7254 38th St SE, Jamestown, ND 58401.**

PRODUCT SHIPPING

The Jamestown Civic Center **does** allow freight to be shipped directly to them. Send your merchandise to: **Jamestown Civic Center, c/o Homeschool Convention, 212 3rd Ave NE, Jamestown, ND 58401.** Do not ship more than a week in advance of event. Return shipping must be arranged with a shipping company for pickup following the event. FedEx service is available (new account call: 1-800-503-1428).

EXHIBITOR WORKSHOPS

Limited slots are available over the noon break for exhibitor workshops (45 minute sessions). Please select that option on the registration form. The cost will be \$25 and the final choices will be at the discretion of the convention coordinator due to limited space. The fee will be reimbursed if you are not chosen to present.

SILENT AUCTION

Please consider providing a donation for our annual Silent Auction. You may give your item(s) to our Exhibit Hall coordinator upon arrival or mail in advance to the address provided on the next page.

FOOD

A lunch buffet will be available each day. Please order on the registration form. A concession stand will be available throughout the day as well.

A vendor/speaker lounge with free coffee and snacks will be provided in a room near the Exhibit Hall.

Outside food/sack lunches **ARE ALLOWED** in this facility.

COCA COLA beverage products **ONLY**, please.

PRINT ADVERTISING

Advertising space is available in the convention program. A program is distributed to the attending adults/families. This is an excellent way to reach the convention audience with discount coupons or promotions for materials at your booth.

Ads can only be submitted online. Artwork needs to be sent as an electronic file in either JPEG or PDF high quality format.

Ads must be one of the specified sizes listed below. Poor quality ads will be returned. Ads are published on a space available, first-come, first-served basis and are subject to NDHSA Board approval. Ads can be sent any time after registration, but no ad will be accepted later than January 31, 2020.

Cost:

1/4 page = \$25 (4.75" h x 3.50" w
OR 2" h x 7.5" w)

1/2 page = \$50 (4.75" h x 7.50" w)

Full page = \$100 (10" h x 7.50" w)

ADVERTISING SPONSORSHIP PACKAGES

Exhibitors and businesses have the opportunity to help sponsor the NDHSA convention through one of the sponsorship packages. The sponsorship packages are detailed and give the exhibitor or business the opportunity to demonstrate their support of NDHSA and homeschooling. They also provide several ways (banners, signs, webpage links, etc. depending on the package) to get your company's or organization's name before the homeschoolers that are attending the convention and/or are visiting the NDHSA website.

If you would consider being a sponsor, please contact Karol at kapklan@gondtc.com before registering with the enclosed form as the sponsorship form includes many of the options offered here.

ACCOMMODATIONS

There are several hotels in Jamestown, but NDHSA has a block of rooms at the following hotels:

Gladstone Inn (walking distance of Civic Center)

111 2nd St NE; 701-252-0700

Pool, Hot Tub, Restaurant

Standard=\$70; Poolside=\$80; Suites=\$90 (+ tax)

Fairfield Inn & Suites (across town)

930 25th St SW; 701-952-6300

Pool, Hot Tub, Complimentary Breakfast

King or 2 Queen=\$89 (+ tax)

REFUND POLICY

100% of monies (minus a \$15 handling fee) paid for booth space, equipment, electricity and advertising will be refunded upon request anytime before Jan. 5, 2020.

Cancellations of paid registrations after Jan. 5, 2020, but before Feb. 5, 2020, will receive a 50% refund of monies paid.

Refunds after Feb. 5, 2020 will only be made for weather related issues or family emergencies.

EXHIBITOR CHECKLIST

- ◇ I have read the exhibitor information.
- ◇ I understand that the deadline for Early Bird registration is January 5, 2020.
- ◇ I have included my sales tax information.
- ◇ I have filled out/enclosed the registration form.
- ◇ I have enclosed a money order or check made payable to NDHSA.
- ◇ I have kept the exhibitor information for my records.
- ◇ I have printed a copy of the registration form for my records.

Visit our website at www.ndhsa.org

Karol Kapelle, Convention Coordinator

701.262.4446; 701.351.3434

kapklan@gondtc.com

2443 91st Ave NE, Tolna, ND 58380

