CHEF

Christian Home Education Fellowship
of Alabama

PO Box 20208 * Montgomery, Alabama 36120 * 334-288-7229 * www.chefofalabama.org

EXHIBITOR INVITATION

For the

27th Annual State Convention and Curriculum Fair

Keynote Speaker - Israel Wayne

Featured Speakers - Sonya Shafer and Joyce Herzog

Teen Track - Bill Jack with *Worldview Academy*

Thursday & Friday
June 18-19, 2015

To be held at

Gardendale First Baptist Church - South Campus
Gardendale, AL

Located about 10 minutes north of downtown Birmingham, off I-65

You are invited to submit an application to display and sell merchandise at the 27th Annual CHEF of AL Homeschool Convention & Curriculum Fair June 18-19, 2015. Our annual Convention, held at Gardendale First Baptist Church-South Campus, is expected to draw close to 1,000 people from across Alabama and surrounding states. We hope you will join us as home educators from across Alabama and the Southeast converge on Gardendale First Baptist Church-South Campus for Alabama's 27th State Convention. This Vendor Information Packet has all the information needed to register, to sell your products, and minister to the home educators of Alabama and surrounding states.

CHEF of AL Exhibit Hall Policies, Terms, and Conditions:

In order to display and sell merchandise at the CHEF Convention, you must agree to the following terms and conditions:

APPLICATION/DEADLINES/CANCELLATION

You are invited to submit an application to exhibit and sell merchandise at the 2015 CHEF of AL Convention. Submitting an application and fee does not guarantee CHEF's approval to display. Please include a brief description of your products and services so the benefit of your products and/or services to home educators can be determined. **The application responses must be typed or legibly printed.** You will be notified of acceptance or disapproval by email. If we are full, your company's name will be placed on a waiting list and you will be notified of any cancellations. Please complete, sign, and return the application along with full payment. We will not deposit your check until your application has been accepted. By sending in the application, you are agreeing to the conditions and rules stated.

Exhibitor applications postmarked before March 31, 2015, receive the regular booth fees. After March 31, 2015, a late fee of $50 per booth will apply.

Cancellations after March 31, 2015, will not be refunded. Cancellations prior to March 31, 2015 will be assessed a $25.00 processing fee.

EXHIBIT HALL SCHEDULE

Arrival and set up is scheduled for Wednesday, June 17, 2015 between 11 a.m. and 5 p.m.
Check-in with the Exhibit Hall Coordinator upon arrival for booth assignments.
Exhibit Hall Hours: (subject to change)
Thursday, June 18 - 8:00 AM - 5:00 PM
Friday, June 19 - 8:00 AM - 5:00 PM
Exhibitors' booths will remain set up and available for business until the close of the Convention at 5 p.m., Friday, June 19, 2015.

BOOTH SPACE

You will have a booth space measuring 10' x 10'. Booth space will be supplied with an 8' back wall and 3' side dividers. Each booth will also be equipped with one 8' skirted table, two chairs, one waste basket, and one ID sign. You must display all your materials within your space, and you must stand or sit within your allotted booth space. You may not use the aisle for displays, signs, materials, or seating.

If you need electricity for your booth, please mark it on the application form.

You may not share booth space with another exhibitor or display materials from another exhibitor (not normally in your product line) without our prior written approval. 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. If you are a multi-level marketer, you may sell services and merchandise but you may not under any circumstances recruit. You may not display signs, sign-up sheets, or any sort of publicity for business opportunities, home parties, or any other type of multi-level marketing. You may provide brochures and business cards for these activities only if specifically requested by an attendee. If we find that you have used the CHEF Convention Exhibit Hall to recruit for a multi-level marketing business, you will be asked to leave without a refund and you will not be invited to display at future CHEF conventions.

BADGES

You will be given three exhibitor badges to gain admission to the Exhibit Hall and Convention. The badge covers admission to the exhibit hall for the entire convention. Badges may be used by different shifts of workers, but everyone working at a booth at any given time must wear a CHEF exhibitor badge. BADGES ARE REQUIRED WHEN ENTERING THE EXHIBIT HALL.

CHILDREN

Children must be adequately supervised at all times. Children left wandering un-supervised throughout the facility will be returned to their parents or guardians.

HOSPITALITY

The church does not allow food and drink to be brought into the exhibit halls; however we are glad to provide the vendors with a hospitality room to use.

INTERNET SERVICE

Internet service is provided to you free of charge.

WORKSHOP SPACE

Workshop space will be available in classrooms holding approximately forty people. The rooms can be reserved for 45 minute time slots, for $30. **Please fill out the Vendor Workshop Request form and include with the application. We must receive your workshop title and description by May 20 to be included in the convention program. Please keep titles and descriptions brief.**

ADVERTISING OPPORTUNITIES

Every family attending the Convention will be given the Convention Program schedule. Advertising space is available in the Convention Program. This publication will be 8 1/2 inches by 11 inches, printed in black and white. You may advertise in this CHEF publication whether or not you attend.

To be included in the Convention Program, ads must reach us by May 20, 2015. On submission of your ad, we will acknowledge by email.

Artwork Format: Electronic files are preferred. PDF, EPS, CDR (Corel Draw), WPD (WordPerfect) or Adobe are the best formats. We do not accept Word or MS Publisher files. If you have a file format other than these or have questions concerning compatibility issues, contact Phyllis Tate at phyllistate4@bellsouth.net. When submitting ads in electronic format, please state in the email the name and type of file and provide the contact name and telephone number in case we have questions. **Please fill out the Convention Program Advertising form and include with your application.**

ATTENDEE BAGS

Plastic bags filled with fliers, catalogs, and brochures will be distributed to attendees as they arrive at the Convention. These bags represent an excellent opportunity for you to get your advertisements into the hands of interested parents. Please contact: Great Stuff Convention Bags

SALES TAX

You are responsible for collection and payment of sales tax to the city of Gardendale, Jefferson County, and the State of Alabama. CHEF will provide more information concerning taxes prior to the convention.

ADDITIONAL INFORMATION

- You do not have to subscribe to CHEF's statement of faith. However, no merchandise may be offered to our Convention attendees that promotes or encourages values and worldviews that conflict with our statement of faith or would be offensive to Christian home educators. We will not approve merchandise that contains depictions of occult images or materials, new age philosophies, evolution, secular humanism, values clarification curriculum, multi-cultural curriculum (promoting lifestyles contrary to the biblical interpretation), fantasy or role playing games or curriculum, or any material that demeans the Bible, Christianity, or Christian values, or presents these as untrue or one among many equal religions. CHEF reserves the right, at the Convention, to exclude specific items or entire displays which, in CHEF's opinion, would be inappropriate for display. Exhibitors who refuse to remove items deemed inappropriate by CHEF will be asked to leave

without a refund. Participation at the Convention implies an understanding of and agreement to these conditions and releases CHEF from any financial or other liability related to such exclusion.

- If you send representatives in your place, it is your responsibility to make sure they understand all these policies.
- A website link will be posted on CHEF of AL website at www.chefofalabama.org for all approved vendors.
- For new exhibitors please enclose a detailed and accurate description of your complete line of product(s) or service(s) and a company brochure or catalog.
- Space is limited, so please don't delay with your application.
- Hotel information and lunch arrangements will be emailed to you closer to convention time.
- You may also apply on our website under the *Vendor Information* tab.

CONTACT INFORMATION

If you have questions about the convention please contact the Exhibit Hall Coordinators – Anthony & Debbie Swartzendruber
exhibit@chefofalabama.org
Home phone 251-368-1275

LOCATION

Gardendale First Baptist Church - South Campus
940 Main Street
Gardendale, AL 35071

Vendor Application

Thursday & Friday, June 18 & 19, 2015 at Gardendale First Baptist Church-South Campus,

Make checks payable to CHEF of Alabama

Send all forms (Vendor Application, Workshop Request & Program Advertising) with payment to:

CHEF of Alabama
P. O. Box 20208
Montgomery, Alabama 36120-0208

Must be postmarked by March 31st, 2015 to avoid price increase! Form MUST be typed or printed legibly.
The information listed below will be in the program.

Company Name:		Website	
Street Address	City	State	Zip Code
Contact Person	E-mail	Phone	
Name of Representative	E-mail	Phone	
Description of Products or Service			

Exhibit Space	**Price**	**QTY**	**Total**
10' x 10' booth space, includes pipe & drape, 8' skirted table, 2 chairs, ID sign and waste basket (Postmarked on or before March 31, 2015)	$230		
10' x 10' booth space, includes pipe & drape, 8' skirted table, 2 chairs, ID sign and waste basket. (Postmarked after March 31, 2015)	$280		
Corner booth, additional fee. We have a limited number and will be accepted in the order they are receive.	$25		
Electricity	$20		
Extra 8' skirted table	$25		
Vendor Workshop, ☐ Yes (Please include completed workshop form)	$30 each workshop		
Advertising: Convention Program ☐ Yes (Please include completed advertising form)	Size and Price varies		
No refunds will be given after March 31, 2015	Make checks payable to CHEF of AL	TOTAL	

For CHEF Use Only					Booth #
Postmarked		Received		Check #	Amount
Deposited		Confirmed email		Name on Check	
10x10 booths	Extra table	Electricity	Program Advertising	Workshop Thursday Time	Friday Room
Notes					

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Vendor Workshop Request Form

Workshops are available as an avenue for you to describe your company's products and/or service. Complete the application form below and return it with your Vendor Application and payment. Please TYPE or PRINT CLEARLY.

- You may apply for up to two (2) workshops
- The cost of each workshop is $30
- Cannot exceed 45 minutes
- Workshops are subject to CHEF of AL approval
- A 6' table and chairs for 35 people are provided in each room
- Whiteboards available in most rooms, if needed for presenter's projector (projectors not provided).

Name of Company _____ Phone _____

Email _____ Website _____

Workshop Title _____

Presenter's Name _____

Brief Description (three sentence maximum) for Conference Program:

_____

_____

_____

_____

_____

_____

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Convention Program Advertising

This order form is for advertising space in our conference program ONLY.

Our on-site 8.5" x 11" black and white program includes speaker bios, convention schedule and vendor workshop descriptions among other important information which our attendees rely on. The program is handed out to convention attendees, and it provides an excellent visibility for your product or service.

Name of Company _____ Exhibiting? Yes No

Contact Person _____ Phone_____

Email _____ Website _____

Advertising Fees

Ad Size/Location	**Dimensions**	**Cost**
_____ Full Page, Back of Convention Program (1 available)		$375.00
_____ Full Page, inside front or back cover (2 available)		$350.00
_____ Full Page	7 ½" by 10" portrait printable space	$325.00
_____ Half Page	7 ½" by 4 ¾" landscape printable space	$175.00
_____ Quarter Page	3 ½" by 4 ¾" portrait printable space	$100.00
_____ Business Card		$40.00

Total _____