

2012

CHAP HOMESCHOOL CONVENTION

You are cordially invited to be a Vendor at the
**26th Annual
CHAP Homeschool Convention**
Friday and Saturday May 11 & 12, 2012
Register Online Today
convention.chaponline.com/vendors

Location

Pennsylvania Farm Show Complex
2300 North Cameron Street
Harrisburg, PA 17110-9408

Directions

To arrive at the Farm Show Complex take Exit 67A off I-81 (Cameron Street) and proceed approximately one mile to the first traffic light. Turn right onto Wildwood Park Drive, and then turn left into the Farm Show Complex vendor designated parking lot.

Convention Contact

Vendor Co-ordinators
1-717-489-1454
email: vendorreg@chaponline.com

Convention Hours

Friday, May 11
7:00 AM Doors Open to Vendors
8:00 AM - 5:00 PM Open to Registered Attendees
Saturday, May 12
7:00 AM Doors Open to Vendors
8:00 AM - 5:00 PM Open to Registered Attendees

Shopping Hours

The Vendor Hall will be open continuously throughout the Convention.

Registration Deadline to be included in the Convention program is April 1, 2012

He will keep you strong to the end...
I Corinthians 1:8



**CHRISTIAN HOMESCHOOL ASSOCIATION OF
PENNSYLVANIA**

Pennsylvania's trusted advocate for Christ-centered homeschooling

*****NEW THIS YEAR*****

ENTREPRENEUR SECTION

New for this year: CHAP is providing an opportunity for first time entrepreneurs (ages 12-20) to take part in the convention as a vendor.

Eligibility: Entrepreneurs must be between the ages of 12 and 20 at the time of the convention. The entrepreneur must be the sole proprietor of the business (i.e. started by the teen and not a family business). All businesses must be reviewed and approved by the Vendor Coordinator. CHAP reserves the right to refuse any vendor in part or in whole without comment. All decisions made by CHAP are final.

Exhibit Space: Each entrepreneur space will include one 4' skirted table and 2 chairs. Only 1 table may be reserved per business. There will not be side drape divider panels between tables. Entrepreneurs will be expected to be respectful of each space. Their will be space for 20 entrepreneurs.

Representatives: Each entrepreneur space is allotted 2 representative passes. One for the entrepreneur and one for a helper. Parents are not included in the representative count. Each entrepreneur is responsible to notify the vendor coordinator of the representatives' names. Any extra reps must also be identified and must receive their name badge at the Vendor Booth after they have registered for the Convention. No extra reps will be allowed in without the registration wristband.

Set up and Tear Down: Entrepreneurs may setup on Friday, May 11th from 10:30 - 12:00. Tear down will occur on Saturday, May 12th from 1:00 - 3:00. See below for more information regarding setup and tear down procedures.

Hours: The Entrepreneur section will be open Friday 12:00 - 5:00 and Saturday 8:00 - 1:00.

Cost: The cost of exhibit space for the entrepreneur section is \$50.00

Payment: Payment must be made in full via credit card, money order or check. All checks must be RECEIVED by April 1st. No checks will be accepted after April 1st. Any payment made after April 1st must be made by credit card, money order or certified check.

Please refer to the vendor brochure below for further responsibilities and requirements.

*****NEW THIS YEAR*****

Mini booths are being offered this year. These booths

will be available to any home or non-profit vendor. The booths will be 10' wide and 6' deep. They will come with one 6' topped and skirted table, two chairs, and a professionally lettered sign displaying your company name. Only one mini booth may be rented per business. No other booths may be rented (i.e. a vendor cannot rent a regular business corner and a mini booth, nor can a vendor rent a regular, home or non-profit booth and a mini booth). Booths will be draped on the sides (30 in.) and in the back (8 ft). There will be a very limited amount of corner mini booths available as well as regular mini booths. These booths will still include electricity. Please refer to the remainder of the vendor brochure for further responsibilities and requirements.

Booths

Description: Each 10 ft. deep and 12 ft. wide booth is backed by an 8 ft. back drape and a 30 in. side drape. The booth includes one (1) 8 ft. topped and skirted table, two chairs and a professionally lettered sign displaying your company name. Each booth can accommodate up to two (2) tables. Additional tables and fixtures are available for an additional cost by ordering directly from our contracted decorator, **General Exposition Service (877.436.8866)**. If you desire to bring your own tables and chairs, this is permissible. No display materials, including additional signage, may be attached directly to the draping. Display hooks will be available at the General Exposition Services booth during setup. The Vendor Hall configuration provides all vendors with excellent customer traffic. **In an effort to have a balanced vendor area, all booth placement is at the discretion of CHAP, without regard to the date registration is received.** Displays, including stationary and revolving racks, must fit within the confines of the contracted booth(s). Vendors whose display extends beyond the booth dimensions will be asked to reconfigure their display. It is in your best interest to carefully lay out the space you will need.

Business Corner	Early Bird \$625 Regular \$675
Business Regular	Early Bird \$500 Regular \$550
Home/Non-Profit	Early Bird \$375 Regular \$400
<i>(note that home and non-profit booth prices reflect a regular booth and not a corner)</i>	
Mini Regular	Early Bird \$200 Regular \$250
Mini Corner	Early Bird \$275 Regular \$325
Demonstration	\$200

Vendor Hall Setup

Thursday, May 10, 2012 -- 10:00 AM - 8:00 PM

The Vendor Hall is located at ground level with full-sized warehouse doors for easy hand truck and rolling cart access. A limited number of rolling carts will be available on a first-come, first-served basis. Calculate your setup time carefully in order to construct your display within the time frame given. No one will be permitted to begin setup prior to 10:00 AM on Thursday morning. No product or supplies may be brought into the building or

left on the loading docks prior to Thursday morning. All booths must be completely setup by 7:30 AM on Friday, May 11. Vendors who have not made prior arrangements, and have not checked into the Vendor Information Area by 7:00 PM on Thursday, May 10, will forfeit their booth(s) with no refund. Vendors who have made arrangements for Friday morning setup must have their booth(s) completely set by 7:30 AM as well. An information packet, including vendor name tags, parking pass and other pertinent information, should be picked up at the Vendor Registration Booth as soon as possible upon arrival.

Parking

Vendor parking is located outside the Vendor Hall. All vendors automatically receive one parking pass per registered booth.

Vendor Hall Problems

If you have problems with your booth(s), tables, chairs, draping, etc., during setup on Thursday or throughout the Convention, do not reconfigure your booth(s) on your own or get your own tables and chairs. Please notify Convention staff at the Vendor Information Area of any problems and they will work with the decorating company to take care of them.

Vendor Hall Tear Down

Saturday, May 12 -- 5:00 - 10:00 PM

The facility has been rented from 12:01 AM on Thursday, May 10, 2012, through 11:59 PM on Saturday, May 12, 2012. If we have not vacated the premises by 11:59 PM May 12, 2012, 100% of the daily rental fee will be incurred. It is important to tear down quickly. If Convention staff sees you are having difficulty in meeting the tear down deadline, workers will be assigned to you at the rate of \$20 per hour per person to help you repack your inventory. Adherence to the setup and tear down guidelines is vital. Vendors who do not adhere to the time frame will jeopardize their future participation in the Convention.

Representatives

Representatives are those individuals age 13 and over who will be manning a booth. It is up to the parent's discretion to allow their children under the age of 13 to represent their booth. Each rented booth includes two (2) complimentary name badges which cover admission to the basic Convention. Badges are printed with the name of your company. If there will be more than two (2) representatives per booth, or a representative is added to your registration after it has been confirmed, please contact the Vendor Coordinator at vendorreg@chaponline.com to insure that the correct amount of name tags are included in the vendor packet. If a vendor representative will be coming mid-day on Friday or Saturday and does not already have their name badge, they will need to pick up their name badge at the Will Call Desk. An email requesting the correct name of the vendor attending will be sent out closer to the convention time. Vendor reps need to be at the booth working a minimum of 3 hours. People desiring to visit or gain free admission, are not considered reps (unless they are working the allotted time) and need to register as a regular attendee.

Electricity

Electric will be provided to all vendors at no additional cost.

Prize Drawings

Drawings are permitted if CHAP is notified in advance. In order to contact winners we encourage you to request sufficient information to notify them after the Convention should they not be present at the drawing. We have been asked what amount, and the answer is whatever you wish. We have seen some in the \$50-\$100 range. Vendors set their own drawing time, and bring the announcement form to the Speaker Booth with the name of their booth and the winner of the prize. The Speaker Booth Volunteer will announce the winner as soon as it is possible, but only when there are no speaker sessions in progress. No other announcements such as specials, sales, or otherwise will be made for vendors.

Vendor Advertising Opportunities

Registered companies will have several opportunities to "get the word out" about their products and services at the CHAP Convention. The following is a list of possible advertising venues: Demonstration booth, Vendor workshops, Advertising Sponsorship packages, Electronic freebie on a CD given to attendees, inserts placed in the Alliance bags given to attendees, E-news advertising, CHAP Website or Print advertising in the CHAP magazine and/or the Convention Brochure. See details below.

Demonstration Booth:

Registered companies may reserve an adjacent Demonstration Booth which provides the option to conduct mini-demonstrations of vendor products during the Convention. Each booth can accommodate 10 chairs and a 4 ft. presentation table. Demonstrations may be conducted as often as the vendor desires over the duration of the Convention. Demonstration Booths may not be used as sales space and must be staffed utilizing sales booth representatives. No personal public address systems may be used. Demonstration booths cannot be purchased separately.

Vendor Workshop:

Registered companies may sign-up on a first-come, first-served basis for a workshop slot when registering for the Convention. They will be comprised of 50 chairs, one 4 ft. table, and a screen. Each vendor may set up their own LCD projector and laptop if they wish to do a visual presentation, but there will only be 15 minutes between sessions so this must be accomplished quickly. CHAP will not provide the computer, the LCD projector or the technician to set them up. The vendor workshop schedule will be noted on the Convention workshop master schedule so people will know when each vendor is speaking and the topic title with a summary. These workshops are intended to give you, the vendor, the opportunity to explain your product or service to interested shoppers. No personal public address systems or any amplifications may be used.

Advertising Sponsorship Packages

Vendors and businesses have the opportunity to help sponsor the CHAP Convention through one of the Sponsorship Packages. The

sponsorship packages are detailed and give the vendor or business the opportunity to demonstrate their support of CHAP and home-schooling. They also provide several avenues (banners, signs, webpage links, etc. depending on the package) to get your company or organization's name before the homeschoolers attending the convention and visiting the CHAP website. If you choose to be a sponsor, there is a special form where you must register and pay separately after you register as a vendor.

Freebie CD

Please visit <http://americanhomeeducation.org/ad-opportunities/> for more information

Alliance Bags

Vendors and businesses have the opportunity to place inserts into bags that are handed to our attendees. To learn more and to register, please visit, www.alliancebags.com.

E-News Alerts and CHAP Website Advertising

Vendors and businesses have the opportunity to place advertisements in the CHAP email news blasts and on the CHAP website. Please visit <http://www.chaponline.com/media/advertising/> for more information.

Print Advertising

Advertising space is available in the Convention Program. While supplies last, a program is distributed to adult attendees. 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.** Art work needs to be an electronic file in either JPEG, TIFF or PDF high quality format. If sending a PDF file, include all fonts used within the ad. Ad size must be exact, and contain a border. Poor quality ads will be returned. Ads are published on a space available, first-come, first-served basis and are subject to CHAP Board approval. If you choose to submit print advertising, there is a special form where you must register, pay and upload your ad separately after you register as a vendor. If you wish to place an ad and are not registering as a vendor you may find the registration for ads here. No ad will be accepted later than April 1, 2012.

Cost:

1/12 page	\$70	2.25" h x 2.25" w
1/6 page	\$125	2.25" h x 4.75" w
1/2 page	\$305	7.50" h x 4.75" w
1 page	\$475	9.75" h x 7.50" w

If you would like to place an ad in our full-color statewide magazine, please visit www.chapmag.com/ads for more information. Pre-convention issue deadline is February 1.

Food

Information for food services this year will be forthcoming in an email closer to the date of the Convention.

Accommodations

Blocks of rooms have been reserved at various local hotels that awarded us reduced rates. Please make all reservations either at www.hersheyharrisburghotels.com or by calling 800.262.9974 (mention the 2012 CHAP reduced rate).

Another option available this year is lodging and meals at Camp Hebron. The camp is located 15-20 minutes from the Farm Show and offers motel style lodging to cabins to RV hookups. They also have reasonably priced meals for your convenience. Please contact them directly at (800) 864-7747 and ask for Joel Lengel or email him at reservations@camphebron.org. Please contact them about availability and pricing for rooms and meals. The following types of rooms are available.

Hotel Rooms - Up to 4 people can fit in a room. The price would stay the same for 1-4 people.

Breezewood cabins - for multiple individuals or family.

Breezewood Shelters - for multiple individuals or family.

Cottages - We can't give a rate to reserve an entire cottage due to the fact that we do not own the cottages. (the cottages may or may not be available)

The Staybridge Suites, adjacent to the Farm Show Complex, has offered a reduced rate of \$124 per night. You must call the hotel directly to make this reservation. 717-233-3304

Children of Vendors

Vendors' children may enter at no extra charge.

In order to maintain the privilege of having children in the Vendor Hall, we ask your help in observing the following rules:

- *Children 12 and under must remain with their parent(s)
- *All children over age 3 must have a vendor badge identifying them as members of a vendor family.

Pennsylvania Sales Tax

Vendors are responsible for proper collection and payment of Pennsylvania sales tax. The state of Pennsylvania requires both in-state and out-of-state vendors to have a permanent Pennsylvania sales tax license. Space is provided on the registration form for your sales tax license number. If you do not currently hold a Pennsylvania tax license, please visit the PA Department of Revenue website www.pa100.online.com or write to: Pennsylvania Department of Revenue, Bureau of Collections and Taxpayer Services, First Floor Lobby, Strawberry Square, Harrisburg, PA 17128-0101. If you are applying for a license for the first time, check off the "applied for" box on the Convention registration form. **You may continue your vendor registration once you have applied for the sales tax license. Once you have received your license number you may just email it to the Vendor Coordinator.** The Pennsylvania sales tax rate is 6%. Tax information must be received by April 1. CHAP is required to submit a list of all our vendors to the PA Dept. of Revenue with their tax number **AND their complete contact information.** Non-profit vendors that sell items at their booth must also submit a tax number.

Registration and Contract

Vendors for the CHAP Convention are by invitation only. We ask that you do not forward this information on to another company. Only invited vendors can register online at <http://convention.chaponline.com/vendors/> or by using the attached registration form. All others will be refused. To register, read the Rules & Regulations section of this invitation. You can register online using Visa or Mastercard, or by mailing your registration to CHAP along with either a check or money order. If registering by mail, please include a signed copy of the attached contract.

Mail to:

CHAP Vendor Registration
231 N. Chestnut St.
Palmyra, PA 17078

If payment is made in full via credit card at the time of registration, you will receive a confirmation by email that your registration is complete. If payment is not made in full, your confirmation will be pending until full payment is made via check, credit card or money order. **Placement in the Vendor Hall is not made until full payment has been received.** Upon receipt of payment an email confirmation will be sent to you. Please print this out for your records. **Checks must be received by April 1st. No check will be accepted after April 1st. Payments made after April 1st must be made by credit card, money order or certified check.**

Registrations are accepted on a first-come, first-served basis. Registration by April 1, 2012 ensures your company listing in the Convention Program, which includes a map of the Vendor Hall and each vendor booth number and address. If you register after this date, your information will be posted on a large bulletin board near the Convention Information/Speaker/Vendor Booths; a note in the Convention Program will inform attendees to check this board for late vendor additions.

A vendor who sets up an account online can make any change he/she wants to at anytime with the exception of adding or taking away a booth. To do this you must contact the Vendor Coordinator. Changes that will affect the printed program must be made in advance of April 1. If a vendor makes changes that require additional payments, he/she can use a credit card to make those payments. Then the changes will be processed automatically. If payment for the changes is NOT made by using a credit card, the changes will revert the vendor's record back to 'pending' status. It will stay there until CHAP receives payment for those changes and the CHAP Administrator adds this information to the system. If a vendor mails in his/her original application, the CHAP Administrator will have added this to the system. If they need to make changes, the vendor will have to contact CHAP and ask for an online login for his/her account. A vendor can use this to make any changes - but if payment is required, he/she will need to either pay by credit card or be bumped back to 'pending' status until his/her check arrives.

Any vendor with an online login, whether created by him/herself or a CHAP Administrator, will be able to make changes that DON'T require a payment at any time. This ability to change the vendor application does not apply to refunds.

WIFI

Although the Farm Show Complex does offer free Wifi, it is not secure or guaranteed. Further information concerning wifi and other ways of obtaining it will be sent in a future email.

Rules and Regulations

1. Space

1. Regular booth: Each regular booth space (10 ft. deep x 12 ft. wide) is provided with one (1) 8 ft. topped and skirted table, two chairs, and a professionally lettered sign displaying company name. Booths are draped on the sides (30 in.) and in the back (8 ft.). **2. Corner booth:** A corner booth is a booth that at the end of a row with two outward facing sides. **3. Mini regular booth:** A mini regular booth (6 ft. deep and 10 ft. wide) is provided with one 6 ft. topped and skirted table, two chairs and a professionally lettered sign displaying the company name. Booths are draped on the sides (30 in.) and in the back (8 ft.). Mini booths may only be rented by home and non-profit vendors. They may not be rented in conjunction with any other booth type. **4. Mini corner booth:** A mini corner booth (6 ft. deep and 10 ft. wide) is a booth at the end of a row of mini booths with two outward facing sides. Mini corner booths may only be rented by home and non-profit vendors. They may not be rented in conjunction with any other booth type.

Vendors using multiple spaces will have the side drape divider section between booths deleted, unless CHAP is notified in advance. No vendor is permitted to extend outside the designated booth area, and any vendor signage *hanging* above the 8ft. limit will be required to pay a \$200 service charge. Stand alone signs that extend above 8 feet are permissible.

CHAP reserves the right to refuse any vendor in whole or in part without comment, and all decisions made by CHAP are final. Duplication of major product lines or curriculum publishers will not be accepted. Individual book or product duplications will be permitted. (i.e., two bookstores carrying some of the same titles). The decision as to what constitutes unacceptable materials will be made by CHAP.

Vendors shall not share booth space with any other company or organization or display materials, including catalogs, brochures, and fliers from another company or organization. No printed matter including catalogs, brochures, fliers, pens, clothing, etc may be distributed in the Complex other than at your reserved booth space or outside the Complex in the parking areas or sidewalks. All booths are to conform to double aisle design as noted on the map on the web page.

2. Assignment of Space

In an effort to have a balanced vendor area, all booth placements are at the discretion of CHAP, without regard to the date your registration is received. In the event that there are registrations for

booths at the end that would only face the back wall, CHAP will place those vendors on hold until such time that a whole row can be created, so that no vendor must face the back of the Vendor Hall. CHAP reserves the right to alter locations of vendors' booths as listed in the confirmation packet official floor plan, if deemed advisable, and in the best interest of the Convention. Please consult the Complex and Vendor Hall maps to familiarize yourself with the facility.

3. Payment

Payment in full must be made online or accompany the signed contract and registration form mailed to CHAP via the United States Postal Service. If you use the "Pay by Check" option contained in the online registration, your registration **will not** be confirmed until full payment is received and your check has cleared. The contract will be complete and in effect when full payment is received. Your earliest response cannot be over-emphasized based on a first-come, first-served principle. Checks must be received by April 1st. No checks will be accepted after April 1st. Payments made after April 1st must be made by credit card, money order or certified check.

4. Rules of Decorum

All vendors need to be acceptable to Christian homeschooling parents. Vendors agree that no criticism will be made of other vendors, attendees, the Convention or CHAP except to a CHAP Board member. Vendor children must be adequately supervised at all times. Children left wandering unsupervised throughout the facility will be returned to their parents with a verbal warning. After three verbal warnings from CHAP, the vendor will be asked to remove the children from the premises and will jeopardize future involvement in the Convention.

5. Refund Policy

100% of monies (minus a \$25 handling fee) paid for booth space, equipment, and advertising will be refunded upon request anytime before April 1, 2012. Vendor cancellations of signed, paid contracts after April 1, 2012, but before May 1, 2012, will receive a 50% refund of monies paid. NO refunds will be made after May 1, 2012. Cancellations of advertising space in the Convention Program will receive a 75% refund if such request is received by April 1, 2012. No refunds will be issued for cancellation of ad space for any reason after April 1, 2012 (except as outlined under "Eventualities" in the Vendor Contract).

6. Care of Vendor Space

Aisles will be swept by Farm Show Complex personnel, but each vendor must keep his/her booth clean, manned, and in good order. All vendors must be ready for display by 7:30 AM Friday, May 11, 2012. Please indicate on your registration if you are planning a Friday morning setup. After dismantling of the booth on Saturday, May 12, 2012, the booth area should be left in order. All cardboard boxes shall be broken down and all refuse cleared and put in as few boxes as possible.

7. Damages

Vendors are liable for any damage caused to the building floors, walls, curtains, drapes, to standard booth equipment, or to another vendor's property. All vendors and supplies moved in or out of the

Farm Show Complex shall be moved or placed so as to protect the floor covering from cuts, dents, spills, or other damage. Vendors shall not apply adhesive to the building floors, walls or to standard booth equipment. Vendors shall not nail, tack, screw, bolt or attach any materials directly to the draping or to any part of the Farm Show Complex. Such action shall be considered unrepairable damage and the vendor held liable.

8. Unoccupied Space

If the vendor fails to occupy space contracted by 7:00 PM, Thursday, May 10, 2012, or fails to comply in any respect with the terms of this agreement without prior permission from CHAP, then CHAP shall have the right to use such space in any manner without releasing the vendor from paying the sum agreed upon in this contract.

9. Limitations

Distribution of printed matter, souvenirs, or other articles shall be restricted to the space of the vendor.

No individual public address system or highly flammable material will be permitted.

Music or audiovisual sound must not be audible more than 8 ft. from contracted booth space.

Smoking, balloons, stickers, stick ons, or any adhesive backed tags are not permitted inside the Pennsylvania Farm Show Complex.

Centerplate is the only licensee authorized by the Farm Show Complex to sell and serve food and beverages on the premises.

10. Furniture and Drape Color

Each booth is provided with one (1) 8 ft. topped and skirted table and two chairs. We anticipate the draping dividing the booths and around the tables to be royal blue and gold.

11. Signs

All vendors will be supplied with a professional sign displaying their company name. If you will be using additional signs or display materials, please be advised that nothing may be directly attached to the drape surrounding your booth. Signs, with holes punched in the top, may be suspended by string and/or display hooks (S hooks) from the drape piping. String is the responsibility of the vendor. Display hooks will be provided by General Exposition Services and can be picked up at their booth. Balloons are not permitted by order of the Pennsylvania Farm Show Complex.

Only signs hung by the Farm Show staff can be hung above the 8 foot level. There is a \$200 fee for hanging these. They must be provided by the vendor and available to the Farm Show staff by 1:00 PM on Thursday. The fee must be paid to CHAP prior to the hanging of the banner on Thursday, May 10, 2012 at the Vendor Registration Area by check, money order, or credit card (Visa or Master Card). Stand alone signs that extend above 8 feet are permissible.

12. Vendor Hall Hours

Vendor Hall hours: Friday, May 11, 8:00 AM - 5:00 PM, and Sat-

urday, May 12, 8:00 AM - 5:00 PM. All booths must be manned during these hours.

13. Electricity

Electric is provided to all vendors at no additional charge. Each electrical drop consists of one duplex receptacle. Vendors are responsible to provide extension cords which are needed to extend the electricity from the drop site to where it will be utilized. A heavy duty extension cord is recommended along with a power strip.

14. Shipping and Storage (Drayage)

The Pennsylvania Farm Show Complex will be open to accept drop shipments of vendor materials only on Thursday, May 10, 2012, between the hours of 11:00 AM and 3:00 PM. Shipments arriving before or after this window, or arriving with payment due will be refused. Each box of the delivery must be identified: event name, booth number, name of contact person, and company name.

Materials should be sent to:

Pennsylvania Farm Show Complex
ATTN: CHAP Convention
2301 North Cameron Street
Harrisburg, PA 17110-9408

Shipments arriving before or after this window, or arriving C.O.D., will be refused. If you are unable to time the delivery of your materials to fit this time frame, shipping arrangements will need to be made through our decorating company, General Exposition Services, or the shipping company of your choice. General Exposition Services can provide complete drayage services which include receiving, storing, and then delivering your materials to your booth at the designated time for vendor setup. Arrangements can also be made with them for outbound shipments after the Convention. General Exposition Services can also meet your additional needs for carpet, stools, raised tables, etc. Please refer to General Exposition Services' forms or contact Jason at jgross@generalexposition.com or (717) 540.8866.

15. Setup and Tear Down

The Vendor Hall will be available for setup on Thursday, May 10, 2012, from 10:00 AM until 8:00 PM. No one will be permitted to begin setup prior to 10:00 AM on Thursday morning. Product may not be brought into the building or left on the loading dock at any time prior to Thursday at 10:00 AM. All booths must be completely set up by 7:30 AM on Friday, May 11. Please indicate on your registration if you are planning a Friday morning setup. Vendors who have not checked in at the Vendor Information Area on Thursday by 7:00 PM will forfeit their booths with no refund, unless prior arrangements have been made. Arrangements may be made for Friday morning set up. The Convention ends at 5:00 PM on Saturday, May 12, 2012. Tear down must be completed by 10:00 PM. Vendors who begin to dismantle their booths prior to 5:00 PM on Saturday forfeit their preferred status when applying for vendor space the following year.

16. Compliance

The Vendor agrees that his/her representative shall be admitted and shall remain from day to day solely in strict compliance with the rules herein laid down. CHAP reserves the right to reject, eject or prohibit any vendor in whole or in part, or any vendor or their representatives, with or without giving cause. If cause is not given,

liability shall not exceed the return to the vendor of the amount of rental unearned at the time of ejection. If a vendor or exhibit is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

17. Liability

CHAP shall not guarantee vendor against loss or damage of any kind. Space is leased with the understanding that the vendors will hold CHAP and the Pennsylvania Farm Show Complex harmless from any and all liabilities from any cause. CHAP and the Pennsylvania Farm Show Complex shall not be responsible for any loss, damage or injury that may occur to the vendors, their families, their employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the vendor contract, and the vendor, upon signing the contract, expressly releases CHAP from, and agrees to indemnify same, against any and all claims for such loss, damage or injury.

18. Eventualities

In case the Pennsylvania Farm Show Complex shall be partly or totally destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for the Farm Show Complex management to permit the contracted space to be occupied by CHAP, then this contract shall be terminated and the vendor shall waive any claim for damages or compensations except the prorated return of the amount paid for space rented.

19. Driving Vehicles into the Farm Show Building

Per the Farm Show Complex rules, **please refrain from driving vehicles into the Farm Show building** when setting up and tearing down. If you have an extremely large item, like a climbing structure, we will allow a vehicle in the Farm Show building for loading and unloading. Please notify the Vendor Coordinator Assistant by leaving a phone message at 717-489-1454, or by emailing vendorreg@chaponline.com

20. Cyber and Charter Schools

As CHAP and Christian home education organizations around the nation and world, many associated with the Alliance for Christian Home Education Leadership (beginninghomeschooling.com), are attempting to establish a definition of Christian homeschooling as a family based, Biblically centered, and private education, please refrain from endorsing, advertising or promoting at your booth, government schools at home. This includes, but is not limited to, charter and cyber schools.

21. Public Policy

Please refrain from publicly sharing issues you may have with CHAP or other vendors regarding policies or items they sell. The CHAP board will be happy to try to deal with any issues of concern if such issues are brought to the board.

IMPORTANT NOTICES

It is impossible for CHAP to preview every item which might be displayed in the Vendor Hall. Please review your materials for items which might be offensive to our primarily Christian attendees, or are restricted by CHAP, and eliminate them from your display. Such items would include: stories or art work containing immodesty or occult material; New Age or overtly humanistic material: "Values Clarification" curriculum; "Multi-Cultural" curriculum (material which treats all cultures and religions as equal with Biblical values); fantasy role-playing games or curriculum; or any material that portrays the Bible as merely mythological, or Christianity as untrue or as one among many equal religions. Display and sales of vitamins, herbal supplements, other medically-oriented products or services, or downline marketing ventures are prohibited.

Early Bird Pricing Available only through JANUARY 31, 2012

Take advantage of lower prices by

PAYING IN FULL

by January 31, 2012.

Any payment by check must be
postmarked
by January 31, 2012

If mailing in the form, please choose the proper form. Note the date on the top. If registering online, the form will automatically take care of the price discount.

Though you are approved to take part in the Convention as you have received this invitation, your place is NOT secured until you make full payment. This is true even if you have registered online, but not yet paid.

Vendor Checklist

1. I have read the Vendor Registration booklet.
2. I understand the deadline for registration is January 31, 2012 to receive the discount.
3. I have read the Rules & Regulations section of this brochure.
4. I have signed and enclosed the Contract for Vendor Space, **or** completed this online.
5. I have included sales tax information.

6. I have paid online in full via credit card or through mail by money order or check made payable to CHAP.

7. Print out your confirmation letter for your records.

Contract for Vendor Space

This agreement covers the rental of vendor space at the CHAP 2012 Homeschool Convention
to be held at the Pennsylvania Farm Show Complex
May 11-12, 2012
Vendor Space Rental
10 ft. x 12 ft.

Business Corner Early Bird \$625 Regular \$675

Business Regular Early Bird \$500 Regular \$550

Home/Non-profit Early Bird \$375 Regular \$400

*(Home and Non-profit pricing reflects a regular booth, not a corner.
In order to have a corner you must pay the full Business Corner price)*

Mini Corner Early Bird \$275 Regular \$325

Mini Regular Early Bird \$200 Regular \$250

Entrepreneur Exhibit Space \$50

Demonstration Booth \$200

Vendor Workshop \$150

Vendor Hall Hours

Friday, May 11 -- 8:00 AM to 5:00 PM

Saturday, May 12 -- 8:00 AM to 5:00 PM

We hereby agree to lease booth space, to be used for display and sales purposes at the Christian Homeschool Association of Pennsylvania 2012 Homeschool Convention, Pennsylvania Farm Show Complex, Harrisburg, Pennsylvania, May 11-12, 2012

We have read the Rules and Regulations of the Convention, as set forth on the preceding pages as part of this contract and they are acceptable to us and we agree to comply with said rules.

It is further understood that in an effort to have a balanced vendor area, all booth placements are at the discretion of CHAP regardless of the date registration is received. CHAP may refuse any vendor registration for any reason.

In consideration of payment of rental amount and covenant of vendor hereunder, CHAP agrees to provide designated booth space to be used by the vendor signing this contract, for the aforesaid purpose and time. CHAP further agrees to the terms and conditions set forth in this contract.

ALL BOOTHS MUST BE MANNED FRIDAY AND SATURDAY DURING THE HOURS THE VENDOR HALL IS OPEN. CHAP and the Pennsylvania Farm Show Complex shall not be held responsible for contents of booth on premises.

The Convention ends at 5:00 PM on Saturday, May 12, 2011, at which time vendors may remove items until 10:00 PM. No dismantling of booths or removing of product will be allowed prior to 5:00 PM on Saturday. Noncompliance with this contract will result in forfeiting of vendor's preferred status when applying for vendor space the following year.

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration, in accordance with the Rules of Procedure of the Institute for Christian Conciliation, a division of Peacemaker Ministries. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Read Rules and Regulations Section Before Completing

Company Name (Please Print) _____

Company name as it should appear in program if different than above _____

Authorized Home Office Company Representative Signature _____

Primary Attending Company Representative Signature _____ Date _____

**REGISTER ONLINE OR FILL OUT THE ENCLOSED VENDOR REGISTRATION
FORM AND RETURN WITH FULL PAYMENT AND THIS SIGNED CONTRACT. (You do not need to do both.)
Please print out for your records**

CHAP Convention Vendor Registration (Prices BEFORE January 31, 2012)

2012 Christian Homeschool Association of Pennsylvania Homeschool Convention
May 11-12, 2012

**Complete this registration form online at <http://convention.chaponline.com/vendors/>
or mail along with signed contract and payment to: CHAP 231 N. Chestnut St., Palmyra, PA 17078**

Date	Name of Company	Name of Home Office Contact	
Street Address or Box Number		City	State & Zip + 4
Telephone Number	Fax Number	Email Address	Web Address
Pennsylvania Sales Tax: <input type="checkbox"/> Tax # _____ <input type="checkbox"/> Applied for Pennsylvania Sales Tax License on _____			
Registration Deadline: January 31, 2012 for early bird pricing		Total	Official Use
Business Corner	<input type="checkbox"/> 1 <input type="checkbox"/> 2 x \$625		
Business Regular	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 x \$500		
Home Booth:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 x \$375		
Non-Profit Organization:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 x \$375 Please attach proof of non-profit status.		
Mini Corner	<input type="checkbox"/> 1 x \$275		
Mini Regular	<input type="checkbox"/> 1 x \$200		
Demonstration Booth:	<input type="checkbox"/> 1 x \$200 Includes 10 chairs & 4 foot table for demonstration of product or service. A Demo booth can only be ordered with a sales booth and does not include a representative.		
Electricity		\$0	
Conducting a Prize Drawing:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Request Friday morning setup:	<input type="checkbox"/> Yes, and I will be set by 7:30 am		
Representatives:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	\$0	
Children	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	\$0	
Check Number _____ Amount _____		TOTAL	
Type of Display: Please check UP TO 3 which best describes your company's focus.			
<input type="checkbox"/> Apparel <input type="checkbox"/> Art <input type="checkbox"/> Art Curriculum <input type="checkbox"/> Art Supplies <input type="checkbox"/> Bible <input type="checkbox"/> Bible Resources <input type="checkbox"/> Book Check Station <input type="checkbox"/> Camp <input type="checkbox"/> Character <input type="checkbox"/> Charlotte Mason <input type="checkbox"/> Chess <input type="checkbox"/> Children's Books <input type="checkbox"/> Christian Books & Gifts <input type="checkbox"/> College <input type="checkbox"/> College Planning <input type="checkbox"/> Audio CDs and DVDs <input type="checkbox"/> Computer/Software <input type="checkbox"/> Creation Science <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Diploma Program <input type="checkbox"/> Discipleship <input type="checkbox"/> Driver Education <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Educational Games <input type="checkbox"/> Encyclopedia <input type="checkbox"/> Family Life <input type="checkbox"/> Field Trips <input type="checkbox"/> Financial Services <input type="checkbox"/> Flannel Graphs <input type="checkbox"/> Foreign Language <input type="checkbox"/> Geography <input type="checkbox"/> Government <input type="checkbox"/> Handwriting <input type="checkbox"/> History <input type="checkbox"/> Home Economics <input type="checkbox"/> Homeschool Supplier <input type="checkbox"/> Homeschool Organization <input type="checkbox"/> International Home Stay Placement <input type="checkbox"/> Jr/Sr High Math <input type="checkbox"/> Jr/Sr High Science <input type="checkbox"/> K-12 Curriculum <input type="checkbox"/> Keepsake Art <input type="checkbox"/> Language Arts <input type="checkbox"/> Leadership <input type="checkbox"/> Life Skills/Social Skills <input type="checkbox"/> Magazine <input type="checkbox"/> Math Media Literacy <input type="checkbox"/> Ministry <input type="checkbox"/> Missions <input type="checkbox"/> Motivation <input type="checkbox"/> Music <input type="checkbox"/> Parenting <input type="checkbox"/> PA Studies <input type="checkbox"/> Photography <input type="checkbox"/> Planning and Record Keeping <input type="checkbox"/> Purity <input type="checkbox"/> Reading <input type="checkbox"/> Reading Books <input type="checkbox"/> Service Opportunity <input type="checkbox"/> Science <input type="checkbox"/> Special Needs <input type="checkbox"/> State History <input type="checkbox"/> Test Prep <input type="checkbox"/> Textbook Co. <input type="checkbox"/> Tourism <input type="checkbox"/> Toys/Ed. Games <input type="checkbox"/> Unit Studies <input type="checkbox"/> Used Books/Curriculum <input type="checkbox"/> Woodworking <input type="checkbox"/> Worldview <input type="checkbox"/> Writing <input type="checkbox"/> Other: _____			

2011 Christian Homeschool Association of Pennsylvania Homeschool Convention
 May 11-12, 2012

**Complete this registration form online at <http://convention.chaponline.com/vendors/>
 or mail along with signed contract and payment to: CHAP 231 N. Chestnut St., Palmyra, PA 17078
 CHAP Convention Vendor Registration (Prices AFTER January 31, 2012)**

Date	Name of Company	Name of Home Office Contact	
Street Address or Box Number	City	State & Zip + 4	
Telephone Number	Fax Number	Email Address	Web Address
Pennsylvania Sales Tax: <input type="checkbox"/> Tax # _____ <input type="checkbox"/> Applied for Pennsylvania Sales Tax License on _____			
Registration Deadline:	April 1, 2012	Total	Official Use
Business Corner Booth:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 x \$675		
Business Corner:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 x \$550		
Home Booth:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 x \$400		
Non-Profit Organization:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 x \$400 Please attach proof of non-profit status.		
Mini Corner	<input type="checkbox"/> 1 x \$325		
Mini Regular	<input type="checkbox"/> 1 x \$250		
Demonstration Booth:	<input type="checkbox"/> 1 x \$200 Includes 10 chairs & 4 foot table for demonstration of product or service. A Demo booth can only be ordered with a sales booth and does not include a representative.		
Electricity		\$0	
Conducting a Prize Drawing:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Request Friday morning setup:	<input type="checkbox"/> Yes, and I will be set by 7:30 am		
Representatives:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 or _____	\$0	
Children over age 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	\$0	
Check Number _____	Amount _____	TOTAL	
Type of Display: Please check UP TO 3 which best describes your company's focus. <input type="checkbox"/> Apparel <input type="checkbox"/> Art <input type="checkbox"/> Art Curriculum <input type="checkbox"/> Art Supplies <input type="checkbox"/> Bible <input type="checkbox"/> Bible Resources <input type="checkbox"/> Book Check Station <input type="checkbox"/> Camp <input type="checkbox"/> Character <input type="checkbox"/> Charlotte Mason <input type="checkbox"/> Chess <input type="checkbox"/> Children's Books <input type="checkbox"/> Christian Books & Gifts <input type="checkbox"/> College <input type="checkbox"/> College Planning <input type="checkbox"/> Audio CDs and DVDs <input type="checkbox"/> Computer/Software <input type="checkbox"/> Creation Science <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Diploma Program <input type="checkbox"/> Discipleship <input type="checkbox"/> Driver Education <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Educational Games <input type="checkbox"/> Encyclopedia <input type="checkbox"/> Family Life <input type="checkbox"/> Field Trips <input type="checkbox"/> Financial Services <input type="checkbox"/> Flannel Graphs <input type="checkbox"/> Foreign Language <input type="checkbox"/> Geography <input type="checkbox"/> Government <input type="checkbox"/> Handwriting <input type="checkbox"/> History <input type="checkbox"/> Home Economics <input type="checkbox"/> Homeschool Supplier <input type="checkbox"/> Homeschool Organization <input type="checkbox"/> International Home Stay Placement <input type="checkbox"/> Jr/Sr High Math <input type="checkbox"/> Jr/Sr High Science <input type="checkbox"/> K-12 Curriculum <input type="checkbox"/> Keepsake Art <input type="checkbox"/> Language Arts <input type="checkbox"/> Leadership <input type="checkbox"/> Life Skills/Social Skills <input type="checkbox"/> Magazine <input type="checkbox"/> Math Media Literacy <input type="checkbox"/> Ministry <input type="checkbox"/> Missions <input type="checkbox"/> Motivation <input type="checkbox"/> Music <input type="checkbox"/> Parenting <input type="checkbox"/> PA Studies <input type="checkbox"/> Photography <input type="checkbox"/> Planning and Record Keeping <input type="checkbox"/> Purity <input type="checkbox"/> Reading <input type="checkbox"/> Reading Books <input type="checkbox"/> Service Opportunity <input type="checkbox"/> Science <input type="checkbox"/> Special Needs <input type="checkbox"/> State History <input type="checkbox"/> Test Prep <input type="checkbox"/> Textbook Co. <input type="checkbox"/> Tourism <input type="checkbox"/> Toys/Ed. Games <input type="checkbox"/> Unit Studies <input type="checkbox"/> Used Books/Curriculum <input type="checkbox"/> Woodworking <input type="checkbox"/> Worldview <input type="checkbox"/> Writing <input type="checkbox"/> Other: _____			



CHAP

*Christian Homeschool Association of Pennsylvania
Serving homeschool families all year long!*

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Lancaster, PA
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CHAP Convention

231 N. Chestnut St., Palmyra, PA 17078

717-489-1454 Vendor questions

717-838-0980 Tele/Fax for other
convention questions and fax

Email: vendorreg@chaponline.com

26th Annual CHAP Homeschool Convention

Friday and Saturday
May 11 & 12, 2012

Register Online Today

convention.chaponline.com/vendors



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