

2024 College & Career Fair Exhibitor Agreement

The College & Career Fair is an annual college & career fair for high school home educators. It connects colleges, trade schools, and service providers with interested homeschooling families in a live, in-person format. Many homeschoolers have a strong desire to engage with and ask questions about college and trade school admittance procedures and requirements prior to committing time and funding. This event offers the opportunity to connect with families as they begin to make post high school decisions for the upcoming school year.

The College & Career Fair is an inclusive event that is supportive of all homeschooling styles and philosophies. Secular, neutral, and religious homeschool resources are all encouraged to participate. Discriminatory, offensive, or inappropriate exhibitors will not be permitted (as determined by event producer Texas Home Educators).

Event Details: South Houston

October 19, 2024 from 10AM-4PM
Vendors 9AM to 5PM

San Jac College
13735 Beamer Road,
Houston, TX 77089

Free Parking
Free Attendance

Event Details: North Houston

October 12, 2024 from 10AM-4Pm
Vendors 9AM to 5PM

Lone Star College – University Park Conference Center
20515 Tomball Pkwy,
Houston, TX 77070

Free Parking
Free Attendance

Exhibitor Benefits

All participating exhibitors are valued and appreciated, and will enjoy the following benefits:

- # Access to the Exhibitor Lounge
- # Listing on the event website with company name, logo, and a link to your website
- # Listing on the event program with company name and booth location

Exhibitor Lounge (Green Room)

All Exhibitors will have access to the Exhibitor Lounge (Green Room), a dedicated space inside the venue featuring dining space, outlets for device charging, and complimentary water/packaged snacks.

E-Newsletter

The Texas Home Educators produces a weekly e-newsletter featuring articles, curriculum and co- op spotlights, and a list of upcoming events that appeal to homeschoolers. Partner and Featured Sponsors will have the ability to provide 1-2 digital ads for inclusion in the e-newsletter.

Payment

Full payment of the exhibitor fee and any additional add-ons is due not more than 30 days following invoicing. Payment may be issued by company check, cashier's check, or money order made payable to the event producer, Texas Home Educators. Exhibitors will be charged \$35 for returned checks. No benefits shall be issued until full payment is received. Credit card payment is available through the Vendor form using either PayPal or a credit card.

Cancellation & Refund Policy

All cancellations by the exhibitor must be made in writing and received no later than September 1, 2024. A full refund will be issued for requests received by this deadline. No refunds shall be issued for requests received after September 1, 2024.

Either party will not be considered in breach or in default because of, and will not be liable to, the other party for, any delay or failure to perform or appear by reason of fire, casualty, strikes, lockouts, labor trouble, inability to procure materials or supplies, failure of power, governmental authority (including restrictions or mandates), inclement weather, war or terrorism or the potential or actual threat thereof, public safety or public welfare considerations, riots, strikes, local, national or international emergencies, act of God, or other reason of like nature beyond the control of either party which prevents or renders execution of the event or participation in the event infeasible or unsafe (each a "Force Majeure Event"). If the event is cancelled due to force majeure, the exhibitor shall receive a full refund.

The event producer reserves the right to reject, eject, or prohibit any exhibitor and/or exhibitor representative with or without cause. If no cause is given, the exhibitor will receive a full refund (if the event has already begun, the exhibitor shall receive a prorated refund). If an exhibitor and/or exhibitor representative is ejected for violation of rules or any other stated reason, no refund shall be issued.

Any exhibitor who is not set up in its designated space at the start of the event will be assumed absent and its space will be automatically and immediately

forfeited with no refund.

Booth Assignment & Subletting

Sponsors are provided with prime booth placement. The order of selection shall be based on sponsorship level and executed sponsorship agreement date. All other exhibitors will be placed at the discretion of the event producer. Placement will be assigned to best benefit the event and all participants as determined by the event producer. No changes to booth location will be made onsite.

Exhibitors are prohibited from selling merchandise, distributing literature, or performing any business activity from a location other than their assigned space (this includes common areas, walkways, and other spaces outside of the exhibitor's defined area). Violation of this rule will result in immediate forfeiture of booth space and removal from the event without refund.

Exhibitors may not assign or sublet any part of their space at the event and may not allow representatives of other businesses to solicit or conduct business activity from their space at the event.

Onsite Operations

Exhibitors may load-in and set up their designated space during the established load-in times. Exhibitors shall use designated entrances and loading bays only and shall park in permitted spaces or be subject to ticketing and/or towing at the vehicle owner's expense.

During the event, the exhibitor shall maintain its space in a clean and sanitary condition. The exhibitor's activities shall be conducted in accordance with all applicable laws and regulations. All trash must be disposed of in proper waste receptacles. No music or sound may be played in exhibitor booth spaces that can be heard more than 4 feet from the exhibitor's space.

Upon the conclusion of the event, the exhibitor shall deliver the booth space and provided furnishings or equipment to the event producer in a condition as good as that which existed upon the exhibitor's arrival, except for ordinary wear and tear.

Booth Staff

The exhibitor's booth must be staffed during all public event hours of the event. The exhibitor agrees that its representatives working at the event shall not drink any alcoholic beverage or be found publicly intoxicated while in performance of their duties at the event. Smoking and/or vaping are prohibited inside the venue.

The exhibitor's representatives shall refrain from conduct and/or language that may be considered profane, explicit, or inappropriate by the event producer.

Signage/Décor

Each exhibitor is permitted to decorate its space as it pleases, within these stated guidelines. No staples, nails, or adhesives may be used on provided furnishings. Additional signage and/or décor is permitted so long as it fits within the exhibitors assigned space; banners and displays may not extend beyond booth space. Any signs, banners, or displays that feature any kind of violence, mature content, or inappropriate messaging, as determined by the event producer, are prohibited. The event producer reserves the right to require modifications to any such signage or display, including removal.

Merchandise Sales

Each exhibitor selling, distributing, or taking orders for merchandise or taxable services agrees to promptly pay all applicable taxes and fees, and to obtain all necessary permits and licenses required for the sale or distribution of such merchandise or services in the city of Houston and the state of Texas.

The exhibitor agrees to furnish the event producer, upon request, proof of current permits and licenses, including but not limited to a Texas sales tax permit.

Hold Harmless Clause

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising from exhibitor's activities at the event venue and hereby agrees to protect, indemnify, defend, and hold the event producer and its agents and employees harmless against all claims, losses, and damages to persons or property, governmental charges, or fines and attorneys' fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy, or use of the venue, excluding any such liability caused by the sole negligence of the event producer. Additionally, the exhibitor acknowledges that the event producer does not maintain insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to maintain insurance covering such losses by the exhibitor.

Event Producer The College & Career Fair is produced by Texas Home Educators, a Texas-based 501c3 corporation run by volunteers.