

VENDOR PACKET



TEACH THE
CHILDREN

Homeschool Resource Center

Friday February 28 -
Saturday March 1, 2025

www.teachthechildren.net

Welcome Vendors

Come connect with hundreds of families!

Join **Teach the Children Homeschool Resource Center** February 28 - March 1, 2025, in the Tri-Cities (Richland, Pasco, and Kennewick, WA), and sell your products and services at the 2nd annual homeschool convention.

Recent data states that since 2019 there has been a 33% increase in homeschool families in Washington State and a 25% increase in private schoolers. Despite the increasing number of homeschool families in Washington State, as well as the Pacific Northwest, there remains a severe lack of support systems of these families. Countless parents would love an opportunity to gain the resources, wisdom, fortitude, and inspiration that a convention provides; however, this often means traveling to the nearest conventions in Southern California, Texas, and smaller ones at least three hours away - none in our local Tri-Cities area. There is a great need to provide an excellent local convention for the needs and good of local families.

The Exhibit Hall at the convention provides you with an opportunity to connect face-to-face with homeschool families in Washington, as well as Oregon and Idaho. **Teach the Children** believes exhibitors should have the opportunity to build personal relationships with their customers in order to gain the trust necessary for long-term loyalty.

Teach the Children wants exhibitors to be successful and we invite you to partner with us as we serve and reach these families. This is a fantastic opportunity to pour resources into the lives of amazing moms and dads, while also telling them about your business or ministry that is available to them.

Thank you so much for your consideration and contribution. Many families will be blessed because of your generosity!

Sincerely,

Laura Battles, Director
Teach the Children Homeschool Resource Center
www.teachthechildren.net
509-531-0095



General Information



Location:
First Baptist Church
1107 Wright Ave
Richland, WA
99354



Exhibitor Set-Up
Friday, February 28
4:00 - 6:00PM
*Exact times may vary
depending



2025 Exhibit Hall
Dates & Times
Friday, February 28
6:00 - 8:00PM
(VIP event)
Saturday, March 1
9AM - 5PM

**On Friday February 28, there will be a homeschool panel and one keynote speaker. The exhibit hall will open at 6:00PM for VIP guest.

TRAVEL INFORMATION AIRPORT

For those exhibitors traveling by air, utilize the Tri-City Airport (PSC), serviced by Alaska Airlines, Allegiant, American Airlines, Delta and United.

TRAVEL INFORMATION HOTEL

For those exhibitors needing a hotel room, a block of rooms will be set-up. More details in the coming weeks with specifics.

Simple 3-Step Application Process

Step 1

Application

Complete the 2025 Exhibitor application @
<https://forms.gle/pXitk77A6BCeQFsX7>

Step 2

Invitation

Teach the Children will notify you by email
once your application has been approved

Step 3

Payment

You will be invoiced for payment

Exhibitor Space Contents and Prices

*One 6' table

*One wastebasket

*Two folding chairs

*Admission for two representatives

*Listing in convention program and on convention website

**Extra chairs and admission for additional representatives are available for a fee

Payment Information and Details

Registration to participate in the **Teach the Children** convention as an exhibitor is a three-part process. **Step 1**, you will complete the online application form. **Step 2**, your application will be reviewed by **Teach the Children** and you will receive a notice by email indicating whether your application was approved or denied. If you are approved, on **Step 3** you will be provided with an invoice and payment instructions (this last part being the final step).

Teach the Children reserves the right to refuse any application without further explanation. Exhibitor spaces are reserved only after the application is reviewed, approved, and payment in full is received. Applications received after January 31, 2025 deadline may be accepted but due to printing deadlines, may not be included in the convention program.

Once your application is approved, you will be sent an invoice via PayPal. Payments need to be made within 10 business days after an invoice has been sent. If you need additional time to arrange payment because your company's accounts payable process takes longer, please notify **Teach the Children** at the time you receive your invoice. Your exhibitor registration is not complete until payment is received.

Exhibitor Space	Early Registration by January 31, 2025	Late Registration February 1, 2025 or later
Basic Registration	\$100.00	\$150.00
Additional Chair *4 chairs max per vendor	\$10.00	\$10.00
Additional Table *2 tables max per vendor	\$15.00	\$15.00
Admission per additional representative *2 additional representatives per vendor	\$20.00	\$20.00

*Returning vendors are eligible for a \$25.00 total discount.

Welcome Bags

TTC provides an opportunity for exhibitors and others to apply to advertise in our convention welcome bags, which are distributed to our convention attendee families. We will be assembling 400 bags for the 2025 TTC Convention. If you wish to participate in the welcome bags, you will submit a sample for review, pay the appropriate fee, and provide 400 copies of your insert item(s).

Single insert means a brochure, postcard, flier, DVD, or magazine/catalog 8 pages or less. **Multi-page inserts** must be stapled together or secured so that they may be easily picked up individually by the bag-stuffing volunteer team. Items such as magazines and catalogs that are more than 8 pages have a higher fee. Registered exhibitors may add welcome bag insert(s) to their exhibitor application at a discounted rate.

A SAMPLE OF EACH WELCOME BAG INSERT MUST BE REVIEWED

Please submit one sample of each item you would like to have inserted in the welcome bag ASAP. You do not need to wait to be invoiced before sending your sample.

MAIL sample(s) to TTC Convention, 10121 W. Clearwater Ave. Ste. 102, Kennewick, WA 99336 - or - **EMAIL** digital copy (pdf or jpg) to office@teachthechildren.net with subject line "Welcome Bag Sample"

WELCOME BAG FEE - Registered exhibitors receive a discounted rate for welcome bag advertising.

Advertiser Type	Single Insert	Magazine or Catalog
Registered Exhibitor Insert fee per lot of 400 of same item	\$20.00	\$45.00
Non-Exhibitor Insert fee per lot of 400 of same item	\$30.00	\$75.00

WELCOME BAG PARTICIPATION DEADLINES

Sample submission deadline: December 30, 2024
Shipping Instructions will be sent out: December 1, 2024
TTC must receive all inserts by: January 31, 2025

SHIP OR DELIVER INSERTS: January 1 - January 31, 2025

Please note: inserts will be shipped to a residence, for which the address will be provided starting December 1, 2024. Please plan to ship by UPS, FedEx, USPS or other similar shipping service that can be delivered to a residence. TTC will provide the address to approved welcome bag advertisers. You may also deliver your inserts to the residence in person.

Inserts that are not received by January 31, 2025 **will not be included** in the welcome bags. The fee is non-refundable.

Advertising Opportunities

The TTC Convention Program is a full-color booklet for convention attendees to use for notetaking during the weekend and to reference following the event. Advertising in the convention program is an effective way to let attendees know about your business, product service, or organization.

The opportunity to advertise in the convention program is open to registered exhibitors as well as non-exhibitors who are approved by TTC. Exhibitors can add a program advertisement to your exhibitor registration to be paid on the same invoice.

Ad Contract & Payment Deadline
Ad Copy Submission Deadline

December 31, 2024
January 31, 2025

Advertiser Type	1/3 Page	1/2 Page	Full Page
Registered Exhibitor	\$50.00	\$75.00	\$125.00
Non-Exhibitor	\$65.00	\$80.00	\$140.00

TTC includes a NOTES section in the center of the program. Ads immediately preceding or following the NOTES section are **first** reserved for our sponsors. Afterwards, it will be a on first-come, first-served basis.

Full page ad size 8.5 x 11
Half page ad size 4.25 x 5.5
Third page ad size 2.83 x 3.67

*NO BLEEDS, NO CROP MARKS

*COLOR CMYK and/or grayscale files are acceptable

*All resolutions should be 300 dpi

*PDF or JPEG

*No more than 20 MB max for email file, email to office@teachthechildren.net

Exhibitor Guidelines

Conditions of Participation

- Teach the Children reserves the right to reject or refuse any exhibitor with or without comment.
- Only one (1) regional sales representative will be allowed in the Exhibit Hall. The first such sales representative to complete an application and submit payment will be accepted. Individual book or product duplications are permitted. In the event of applications which involve duplicate product or service lines, Teach the Children shall have the discretion to approve any or all such applications. Teach the Children shall determine, at its sole discretion, what constitutes unacceptable duplication.
- Exhibitors may not share space with any other company or organization, or display materials for another company or organization without the consent of Teach the Children.
- If the location or date of the convention changes, Teach the Children will undertake to provide advance notice for exhibitors to withdraw or reschedule.
- Subject to these exhibitor guidelines, your application will only be deemed complete when it has been reviewed, an invitation is extended by Teach the Children, and payment has been received.

Convention Hours

- All exhibitor spaces must be manned for the entire time the Exhibit Hall is open. The Exhibit Hall will be open for business from 6:00pm to 8:00pm on Friday February 28 and 9:00am to 5:00pm on Saturday March 1, 2025.

Installation/Dismantling

- Exhibitors will be able to install exhibits between 4:00pm -6:00pm on Friday, February 28. If you have a large display that requires additional time for setup, please email office@teachthechildren.net to make possible arrangements.
- No dismantling of exhibits or removal of product is allowed prior to 5:00pm on Saturday, March 1. Exhibitors will remove exhibits before 6:30pm on Saturday.

Damages

- Each exhibitor is liable for any damage caused by such exhibitor to the building, the furnishings and equipment supplied to the exhibitor by Teach the Children, or to the property of any other exhibitor.

Exhibitor Guidelines

Compliance

- Teach the Children reserves the right to reject, eject, or prohibit in whole or in part, any exhibitor or its representatives, with or without cause. If an exhibitor is ejected for violation of these guidelines, or for any other stated reasons, no return of rental fees shall be made.

Unoccupied Space

- If the exhibitor fails to occupy contracted space by the opening of the convention or otherwise fails to comply with these rules or the application, Teach the Children shall have the right to use such space in any manner.

Rules of Decorum

- Exhibitors shall not criticize other exhibitors, convention speakers, attendees, the convention, or Teach the Children, except to a Teach the Children Board Member.
- Exhibitors will conduct themselves in a professional manner at all times and refrain from conduct or language which could discredit the convention, Teach the Children or home education.
- Exhibitors may not move their display outside the area of their space or stand in the aisle to hand out material. Exhibitors may place brochures, advertising or other promotional literature in their spaces, but not in any other part of the convention facility.
- Custom display racks and counters may be used as long as they do not interfere with the visibility or operation of adjoining exhibitors' spaces.
- No helium-filled, air-filled, or empty balloons allowed in the convention facility.
- Children under the age of twelve are only permitted to assist in an exhibitor space with prior permission from Teach the Children. A responsible adult must accompany children at all times.
- Names tags must be worn for admittance to the convention and at all times while in your exhibitor space. You will be allowed two name tags for each exhibitor space. Additional attendants may be added for a fee.
- Exhibitors are responsible for collecting, reporting and paying sales tax on sales made at the convention.

Exhibitor Guidelines

Refunds

- Cancellations before 90 days (December 1, 2024) of the event will receive a 100% refund of space monies paid.
- Cancellations before 60 days (January 1, 2025) of the event will receive a 50% refund of space monies paid.
- After 60 days, no refunds will be issued for any reason.
- All requests must be made in writing.

Limitations

- Teach the Children or its representatives will not mediate any disputes between exhibitors.
- Distribution of printed materials, souvenirs, or other articles is restricted to the immediate space of the exhibit.
- NO individual public address system of any kind nor any music or audiovisual sound audible for more than 2' from the exhibitor space is permissible.
- Smoking, live or open flames and highly flammable material are not permitted on the property except where permitted by law.

Liability

- Teach the Children assumes no responsibility for speaker/exhibitor inventory, materials, or equipment on the site of the convention. Speakers/exhibitors agree to hold Teach the Children harmless from any and all liabilities from any cause; agree that Teach the Children shall not be responsible for any loss, damage, or injury that may occur to the exhibitor, their volunteers, employees, or property from any cause whatsoever, prior to, during, or subsequent to the period covered by this contract. The speaker/exhibitor, on signing the contract, expressly releases Teach the Children from, and agrees to indemnify same, against any and all claims for such loss, damage, or injury.

Contact Info

Laura Battles

DIRECTOR



509-531-0095



office@teachthechildren.net

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