



February 18, 2010

Dear Exhibitor:

We are writing to advise you of an exciting exhibitor opportunity available to you this year. The third annual Eastern Panhandle Home School Conference near scenic Shepherdstown, West Virginia is scheduled for July 17, 2010. The success of this conference is that it features not only resources like you, but speakers who can encourage and inform area homeschoolers.

Our goal is to showcase a variety of exhibitors who can supply valuable tools and information to homeschoolers in our area. Please accept this letter as your invitation to participate in the third annual Eastern Panhandle Home School Conference. Cost for you to participate in this fair is just \$35.00 per 8X10 ft. space.

Please complete the registration page and return it with your payment to the address shown under event information.

The Exhibit Hall schedule will most likely resemble the below:

6:30 a.m. – 9:00 a.m.	Exhibit hall open for set up
9:30 a.m. – 6:00 p.m.	Exhibit hall open to attendees
6:00 p.m. – 7:00 p.m.	Exhibit hall closed and tear down

The Exhibit Hall will be open during the lunch hour even though we have scheduled a general session with a keynote speaker. Traffic during the lunch hour may be light.

We will also be hosting our second annual used curriculum fair during the conference. The used curriculum sale will be in the Exhibit Hall but will be in a separate area.

There are three sponsorship opportunities available to you as an Exhibitor:

- To support the EPHSC and its attendees, you may choose to donate a door prize. Door prizes are awarded in the Exhibit Hall. Indicate this choice and the item you are donating on the registration form. Door prize donors are advertised in our conference booklet.

- To ensure that all attendees are aware of your product or services, you may elect to provide a small giveaway item (keychain, pencil, ruler, etc.) with your logo or a product brochure to be included in the attendee packet. Please indicate that on the Registration Form and include the fee as appropriate.
- To benefit homeschoolers and the area educational community, you may elect to be a sponsor of the EPHSC. In return for a minimum sponsorship of \$100.00, we can offer *free* Exhibitor space. Your business would also be featured in the conference program and will be featured on a sponsorship banner.

If needed, there are a number of lodging options in Shepherdstown including the Clarion Inn, The Bavarian Inn, and the Comfort Inn. Dining options range from fast food to fine dining.

Our goal is to provide an educational and resourceful event for conference attendees. Because of our convenient location, we'll be able to draw home schooling families from Virginia, West Virginia, Maryland, and Pennsylvania. Thank you for supporting this event. We are looking forward to a successful conference.

Sincerely,

Donna Bent
Conference Chairman

Eastern Panhandle Home School Conference 2010 Exhibitor Registration

Exhibitor Information	Event Information
Company:	Eastern Panhandle Home School Conference
Contact:	Donna Bent
Phone:	304-876-8535
E-mail:	dcbent@frontiernet.net Ephsc.org
Address:	1326 Billmyer Mill Road Shepherdstown, WV 25443
Representative Onsite:	
Representative Phone:	
Type of Display: <input type="checkbox"/> Table-top <input type="checkbox"/> Stand Alone Do you need electricity for your display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Event Covenant Church Rte. 230 / Flowing Springs Road 7485 Shepherdstown Pike Shepherdstown, WV 25443

Description	Quantity	X	Price each space	Total Price
1 booth space (size 8'x10') with: <input type="checkbox"/> 1 table or <input type="checkbox"/> 2 tables and <input type="checkbox"/> 2 Chairs or <input type="checkbox"/> 4 Chairs		X	\$35.00	
Catered lunch		X	\$ 10.00	
Attendee Packet giveaway (you provide the item, we'll include it in the attendee packet—price is per item type, not per piece)			\$25.00	
EPHSC sponsorship:				
Total due:				\$

Make check payable to: Eastern Panhandle Home School Conference.

Would your company like to donate a door prize to be awarded at the conference?

_____ Yes _____ No

If so, what is the item? _____ Give a brief description of the item:

_____ Approximate value: \$ _____

As an Exhibitor in the EPHSC, you agree to the following terms:

- To remain set up and open for the duration of the conference
- All items for sale must be conspicuously priced
- At least one person will attend the booth at all times except in the instance that only one person is in attendance and that person needs a restroom break.

With my signature below, I agree that I have read, understood, and agree to abide by the above terms. I realize that failure to comply may result in my being asked to withdraw from the conference and that I would forfeit all fees. I understand that I am fully responsible for my own space, materials, insurance, licenses, and permits.

Date: _____ Signed: _____
