



October 21, 2011

Dear Exhibitor:

The Eastern Panhandle Home School Conference is just around the corner and is scheduled for March 24, 2012. The opportunity for you to participate with us is being extended to you through this invitation. The EPHSC in 2011 was well received at the early spring date so we are following suit again next year. The early spring date allows you to provide resources for teachers who plan ahead, as well as provide last-minute resources for teachers who are still working through the current school year.

One of our goals is to showcase a variety of exhibitors who can supply valuable tools and information to homeschoolers in our area. Cost for you to participate in this fair is just \$40.00 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 will schedule a general session with a keynote speaker. Traffic during the lunch hour may be light. In addition, there are blocks of time specifically scheduled for the attendees to visit the Exhibit Hall with no competing sessions. Early set up Friday evening may be arranged.

We will also be hosting our third annual used curriculum fair during the conference. The used curriculum sale will be housed in a separate area of the facility.

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 overall 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*

Donna Bent  
Conference Chairman

## Eastern Panhandle Home School Conference 2012 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:	<b>Location of Event</b>
Onsite Rep.'s e-mail:	Covenant Church Rte. 230 / Flowing Springs Road 7485 Shepherdstown Pike Shepherdstown, WV 2544
Representative Phone:	
Type of Display: _____ Table-top    _____ Stand Alone	Do you need electricity for your display? _____ Yes                      _____ No

Description	Quantity	X	Price each space	Total Price
1 booth space (size 8'x10') with: _____ 1 table    or    _____ 2 tables _____ 2 Chairs    or    _____ 4 Chairs		X	\$40.00	
Catered lunch (includes afternoon snack break) *please indicate if you have either special dietary need: _____ Vegetarian    _____ Gluten free		X	\$ 12.00	
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:				
<b>Total due:</b>				<b>\$</b>

Make check payable to: Eastern Panhandle Home School Conference.

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Would your company like to donate a gift certificate to be awarded at the conference?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If so, what is the amount? \_\_\_\_\_ Awarding a gift certificate ensures that the recipient receives an item that is relevant to him or her by allowing him to select something from your booth. You may limit the options

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

- To remain set up and open for the duration of the conference
- To conspicuously price all items for sale
- To attend the booth at all times except in the instance that only one person is in attendance and that person needs a restroom break or to conduct a session.

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: \_\_\_\_\_

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