

# YOUNG ENTREPRENEURS

AFHE Convention  
July 14-15, 2023



## Young Entrepreneur Information

FRIDAY, JULY 14 and SATURDAY, JULY 15, 2023

Phoenix Convention Center South Building  
33 South 3rd Street  
Phoenix, Arizona 85004

### EXHIBIT HALL HOURS

Friday 10:00 AM—6:30 PM  
Saturday 10:00 AM—6:00 PM



**ARIZONA FAMILIES FOR HOME EDUCATION**

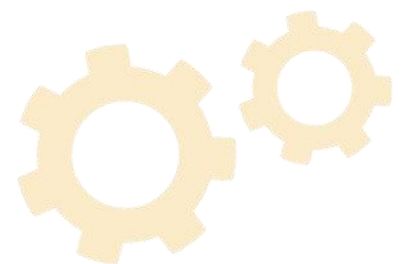
vendors@afhe.org | 480-304-5667 | AFHE Exhibit Hall | P.O. Box 2035, Chandler, AZ 85244-2035



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## INVITATION TO APPLY

The AFHE Young Entrepreneurs (YE) program is an opportunity for Arizona homeschooled students and graduates to have booth space at the AFHE Convention to display, promote, and sell products they have created, built, or developed themselves or services they offer utilizing their own skills.

The AFHE Convention is an event that focuses on encouraging, equipping, and inspiring parents as they endeavor to teach their children at home.

Convention exhibitors and convention program advertisers must support AFHE's philosophy and mission of promoting and supporting parent-directed home-based education, and should not conflict with a biblical worldview.

Participation in this event is by invitation only. AFHE reserves the right to decline any application without further explanation. Please see PARTICIPATION ELIGIBILITY on page 4.



# DATES, TIMES, LOCATION

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**CONVENTION DATES** Friday, July 14 and Saturday, July 15, 2023

**VENUE** Phoenix Convention Center South Building  
33 South 3rd Street | Phoenix, AZ 85004

**EXHIBIT HALL HOURS** Friday 10:00 AM - 6:30 PM  
Saturday 10:00 AM - 6:00 PM

**BOOTHS MUST BE STAFFED DURING ALL EXHIBIT HALL HOURS**

**YE EXHIBITOR SET-UP TIMES**  
(anticipated)

Thursday, July 13	3:00 - 6:00 PM
Friday, July 14	7:30 - 9:00 AM
Saturday, July 15	7:30 - 9:30 AM

**STAGING AREA THURSDAY** East Garage, 601 E. Washington St., Phoenix

**TEAR DOWN / MOVE OUT** Saturday, July 15 6:00 - 9:30 PM

**TEAR DOWN BEFORE 6:00 PM SATURDAY  
IS NOT PERMITTED**



# 2023 Young Entrepreneurs Info

## PARTICIPATION ELIGIBILITY

Students who are currently being taught at home by their parents in accordance with Arizona Revised Statutes §15-802\* are invited to participate in the AFHE Young Entrepreneurs program. Students must be a minimum age of 11 by July 14, 2023. Homeschool graduates who are age 24 or younger are also eligible to participate.

*\*ARS §15-802 defines a homeschool as “a nonpublic school conducted primarily by the parent, guardian, or other person who has custody of the child or nonpublic instruction provided in the child’s home.”*

Students enrolled in a public school, private school, charter school, virtual charter school, or micro school are ineligible to participate as Young Entrepreneurs at the AFHE Convention.

**ESA STUDENTS TAUGHT AT HOME:** Although a different student classification in state statute than homeschoolers, ESA (Empowerment Scholarship Account) Contract Students taught at home may participate provided they identify themselves as ESA contract students in the application and if space is available. ESA contract students enrolled in a private school are not eligible to participate.

Young Entrepreneur businesses must be owned, managed, and operated by the students only. Businesses owned and operated or directed by parents or others with assistance from students are not eligible. In addition, multi-level marketing, distributorship, franchise-model businesses, or businesses where students are reselling someone else’s products are not permitted.

There are a limited number of YE booths available and each entrepreneur is limited to one booth. Until you receive confirmation of approval and submit your payment, your booth reservation is not complete or guaranteed. If space is still available, additional applications will be accepted after April 10, but will not be listed in the convention program due to the publishing/printing schedule.

**Participation is by invitation only and space is limited.** AFHE reserves the right to decline a Young Entrepreneur application without further comment.

## BOOTHS MUST BE STAFFED DURING EXHIBIT HALL HOURS

All Young Entrepreneur booths must be open and staffed during the entire time the exhibit hall is open. Early tear down/departure is not permitted, **even if your booth runs out of inventory. Please plan accordingly.**

Exhibit Hall hours: **Friday, 10:00 AM—6:30 PM**  
**Saturday, 10:00 AM—6:00 PM**

## EXHIBITOR GUIDELINES AND INSTRUCTIONS

Young Entrepreneurs must follow all guidelines and instructions provided to all exhibitors at the AFHE Convention. An email will be sent to exhibitors and Young Entrepreneurs prior to the convention with final instructions and information.

**See pages 14-17 in this information packet for complete exhibitor guidelines.**



# IMPORTANT DATES AT A GLANCE

## APRIL 2023

Su	Mo	Tu	We	Th	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

## MAY 2023

Su	Mo	Tu	We	Th	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE 2023

Su	Mo	Tu	We	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY 2023

Su	Mo	Tu	We	Th	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

## EXHIBITOR APPLICATION

- February 2023** YE Exhibitor Application Opens
- April 12 2023** Deadline to be included in the program
- April 12 2023** Exhibitor Booth Fees Increase
- June 1 2023** Last day to apply as an exhibitor
- June 24 2023** Deadline to submit names for badges

## WELCOME BAG ADVERTISING

- May 18 2023** Shipping address for welcome bag insert will be provided to advertisers
- May 26 2023** Deadline to complete a welcome bag application
- June 15 2023** Welcome bag inserts must be delivered by this date to address provided

## CONVENTION PROGRAM ADVERTISING

- April 10 2023** Advertising contract submission deadline
- April 30 2023** All program ads must be received

## BOOTH ASSIGNMENTS

- May 8 2023** Booth assignments will be emailed to exhibitors

## ATTENDEE REGISTRATION

- April 4 2023** Pre-registration opens for attendees
- June 23 2023** Pre-registration closes for attendees  
On-site registration available at the door

## CONVENTION DATES

- July 13 2023** Exhibitor load-in and set-up
- July 14-15 2023** AFHE Homeschool Convention



# SCHEDULE OVERVIEW

## THURSDAY, JULY 13, 2023

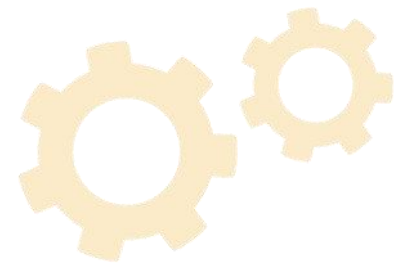
11:00 AM	Estimated time for staging to begin with large vehicles
3:00 - 6:00 PM	<b>YOUNG ENTREPRENEUR LOAD-IN AND SET UP</b>
11:00 AM - 4:00 PM (estimated)	<b>Reaching Higher Education Fair</b>
9:30 - 12:30 PM	<b>You Can Homeschool!</b> New Homeschooler Mini-Conference
2:00 - 5:00 PM	Getting Started Homeschooling with Special Needs Mini-Conference

## FRIDAY, JULY 14, 2023

<b>Exhibit Hall Hours</b>	<b>10:00 AM - 6:30 PM</b>
8:50 - 10:00 AM	Keynote General Session (worship 8:30-8:50 AM)
10:30 - 11:30 AM	Featured and Exhibitor Workshops
11:30 AM - 1:00 PM	Shopping and Lunch
1:00 - 2:00 PM	Featured and Exhibitor Workshops
2:30 - 3:30 PM	Featured and Exhibitor Workshops
4:00 - 5:00 PM	Featured and Exhibitor Workshops
5:00 - 6:30 PM	Shopping
7:00 - 8:30 PM (tentative)	“Moms Night Out” Friday Night Event

## SATURDAY, JULY 15, 2023

<b>Exhibit Hall Hours</b>	<b>10:00 AM - 6:00 PM</b>
8:50 - 10:15 AM	Keynote General Session (worship 8:30-8:50 AM)
10:30 - 11:30 AM	Featured and Exhibitor Workshops
11:30 AM - 1:00 PM	Shopping and Lunch
1:00 - 2:00 PM	Featured and Exhibitor Workshops
2:30 - 3:30 PM	Featured and Exhibitor Workshops
4:00 - 5:00 PM	Featured and Exhibitor Workshops
5:00 - 6:00 PM	Shopping
5:45 - 6:15 PM	Buy It Here prize drawing (Ballroom)
6:00 - 9:30 PM	Exhibitor Teardown and Load-Out





# BOOTH INFORMATION & PRICING

The venue for our 2023 Convention is the Phoenix Convention Center.

The Young Entrepreneur booths will be arranged in a mini-mall area to the left of the exhibit hall entrance, with about 25 booths available. Please refer to the draft layout map at [afhe.org/exhibitor-portal](http://afhe.org/exhibitor-portal). All exhibit hall booth assignments are made at the discretion of the AFHE Convention Director and Exhibit Hall Coordinators.

Ordering electricity or wifi for the booth is up to the exhibitor; please refer to page 11 of this packet for details. You may wish to provide your own power packs for a phone or other electronic device needed in your booth. Additional chairs, tables, or other booth furnishings may be ordered in June through our expo service provider, Modern Expo & Events. You may bring your own tables if you need more than the one that is included in your booth kit; plan your 8'x8' space carefully. You may wish to bring your own tablecloth.

Note: AFHE and Modern Expo do not permit the transfer of booth contents from one exhibitor to another.

## YOUNG ENTREPRENEUR BOOTH SPACE

The dimensions and arrangement of Young Entrepreneur booths have been determined by the available space and fire safety requirements. Booth configurations and placement may be viewed on the AFHE website.

The booth kit for each booth type will include the following:

- ◇ **PIPE & DRAPE:** 8' tall draped backdrop and 3' tall draped side rails, defining an 8'x8' booth space
- ◇ **TABLE:** One 6'x24" skirted and covered table
- ◇ **CHAIRS:** Two chairs
- ◇ **WASTEBASKET:** One small wastebasket
- ◇ **COMPANY NAME SIGN:** One 7"x44" sign stating your company name and booth number. You are welcome to bring your own banner/signage.

## NAME BADGES

**ONE NON-TRANSFERABLE BADGE** is included with your booth rental. Additional name badges may be purchased for \$10 each for siblings or friends who will be assisting you at your booth. If your assistants will also be attending the convention and/or participating in the Teen Program, they must register and pay through the convention registration system.

***An exhibitor badge is not a convention admission badge. Admission to the Convention is not included for parents or siblings of Young Entrepreneur participants. Adults, youth, and children attending the convention must register through normal registration procedures.***

<b>BOOTH PRICING</b>	<b>EARLY REGISTRATION</b> Received by <b>APRIL 10, 2023</b>	<b>LATE REGISTRATION</b> Received <b>APRIL 11 or later</b>
<b>All space is subject to availability.</b>		
<b>SINGLE YOUNG ENTREPRENEUR BOOTH</b> — 8'x8', with 6'x24" table	<b>\$80</b>	<b>\$90</b>
<b>ADDITIONAL BADGES</b>		
<b>YOUTH &amp; YOUNG ADULT</b> Sibling or friend (age 11-24) assisting in your booth.	<b>\$10</b>	<b>\$10</b>



# APPLICATION & PAYMENT

Booth spaces are reserved once the application is reviewed and approved, and payment in full is received.

Applications received after the April 10, 2023 early application deadline may be accepted as space permits, but will not be included in the convention program. Please note, booth assignments will be confirmed after the early application deadline and will be communicated to registered exhibitors May 8, 2023.

## APPLY ONLINE

Application to participate in the AFHE Convention as a Young Entrepreneur exhibitor is a two-step process.

### STEP ONE: COMPLETE THE APPLICATION

Complete the online application form and our team will review it as quickly as possible after it is received.

### STEP TWO: MAKE PAYMENT ONCE APPROVED

Once approved, you will be notified by email and provided with an invoice and payment instructions. Booth space is not reserved until payment in full is received.

If your application is declined, you will be notified by email. AFHE reserves the right to decline any application without further explanation or comment.

## PAYMENT INSTRUCTIONS

### PAY BY CHECK

Make check payable to **AFHE**

### PAY BY CREDIT CARD

An online payment link will be provided to Young Entrepreneurs who wish to pay by credit card. This link will be on your invoice. Do not make a payment before receiving your approval and invoice.

### PAYMENT DEADLINE

Payment is expected within two weeks of approval and invoice date and must be received by April 10 for your listing to be included in the convention program.

Your exhibitor registration is not complete until payment is received.

### MAILING ADDRESS

AFHE  
Attn: Exhibit Hall Coordinator  
P.O. Box 2035  
Chandler, AZ 85244-2035





# CANCELLATION POLICY

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## CANCELLATION POLICY (Exhibitors)

If you must cancel and do so on or before April 10, 2023, we will refund 50% of your paid fees. No refund will be issued for an exhibitor-initiated cancellation after April 12.

**CANCEL ON OR BEFORE APRIL 10, 2023**                      **50% refund**

**CANCEL ON OR AFTER APRIL 11, 2023**                      **No refund**

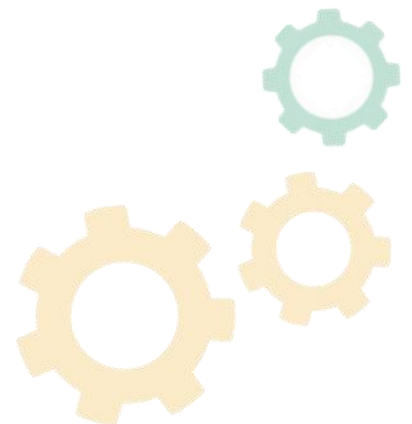
If you need to cancel, your exhibitor fees may **not** be transferred to another Young Entrepreneur to take your place. Each exhibitor must apply independently, go through the approval process, and pay any related fees.

If government or facility restrictions due to COVID-19 prevent AFHE or the Phoenix Convention Center from proceeding with the 2023 convention, Young Entrepreneurs will be issued a full refund.

## CANCELLATION POLICY (Mutual Hold Harmless)

AFHE recognizes the need to provide a clear cancellation policy for the sake of our exhibitors—our valued partners in serving the homeschool community—in the case of continued business disruptions caused by COVID-19 mitigation measures which may be taken by various levels of government and other vital services. The statement below is the policy you will be asked to acknowledge in the exhibitor application on the AFHE website:

In no event shall AFHE or approved AFHE Convention Exhibitors be liable for failure to perform or delay in performing any obligation under this Agreement if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of government restrictions or pandemics, including (without limitation) restrictions related to COVID-19.





# WELCOME BAGS

Young Entrepreneurs have an opportunity to advertise in our convention welcome bags, which are distributed at check-in to attendees. We will be assembling 1,500 bags for the 2023 AFHE Convention. If you wish to participate in the welcome bags, you will order this option on your application, pay the appropriate fee, submit an application and a sample for review, and provide 1,500 copies of your insert item(s).

Single insert means a brochure, postcard, flier, DVD, or magazine/catalog 8 pages or less. Multiple-page inserts must be stapled together or secured so that they may be easily picked up individually by the bag-stuffing team. Magazines and catalogs that are more than 8 pages have a higher fee.

## 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 after submitting your application. You do not need to wait to be invoiced before sending your sample.

**MAIL** sample(s) to AFHE Exhibit Hall, P.O. Box 2035, Chandler, AZ 85244-2035 - OR -

**EMAIL** digital copy (pdf or jpg) to [vendors@afhe.org](mailto:vendors@afhe.org)

## WELCOME BAG FEE

Registered exhibitors (including Young Entrepreneurs) receive a discount rate for welcome bag advertising.

ADVERTISER TYPE	SINGLE INSERT Brochure, flier, postcard, etc.	MAGAZINE OR CATALOG More than 8 pages	ADVERTISING COST PER BAG Does not include your print/ship costs	
			4 cents Single insert	10 cents Magazine/catalog
<b>REGISTERED EXHIBITOR</b> Insert fee per lot of 1500 of same item	<b>\$60</b>	<b>\$150</b>	<b>4 cents</b> Single insert	<b>10 cents</b> Magazine/catalog
<b>NON-EXHIBITOR</b> Insert fee per lot of 1500 of same item	<b>\$120</b>	<b>\$300</b>	<b>8 cents</b> Single insert	<b>20 cents</b> Magazine/catalog

## WELCOME BAG PARTICIPATION DEADLINES

Application submission deadline:	<b>May 26, 2023</b>
Shipping instructions will be sent out:	<b>beginning May 18, 2023</b>
AFHE must receive all inserts by:	<b>June 15, 2023</b>

## SHIP OR DELIVER INSERTS: MAY 18 - JUNE 15

Please note, inserts will be shipped to a residence in the East Valley. Approved welcome bag advertisers will be provided the address starting May 18, 2023. Please plan to ship by UPS, FedEx, USPS, or other similar shipping service that can be delivered to a residence, with a delivery date **between May 18-June 15**. You may also deliver your inserts to the residence in person.

**Inserts that are not received by June 15, 2023, will not be included in the welcome bags.**

The fee is non-refundable.



# SERVICE PROVIDERS

You have the option of ordering amenities/services which are not included in your booth rental through the following service providers. Please contact them directly to order services once you have received your booth number in early May. You will receive a service kit from Modern Expo & Events and from Commonwealth Electric about 6 weeks before the convention, and your booth number will be required to place an order. Booth numbers will be sent out May 8, 2023.

## ELECTRICITY

If you choose not to contract for electricity for your booth, be sure to bring enough batteries or power supplies for your devices to last all day.

## INTERNET

Internet service must be purchased per device onsite and cannot be shared. You may choose to use a cellular device to run credit card transactions; however, be aware there is no guarantee of consistent cell service in the exhibit hall. Free wifi is provided in the South Lobby only, not in the exhibit hall.

<b>DECORATOR/EXPOSITION SERVICES - MODERN EXPO &amp; EVENTS</b>	
Extra furnishings (tables, chairs, couches), carpet, special signs/graphics, freight, material handling, shipping, etc.	
PHONE	801-983-8160
WEBSITE / EMAIL	modernexpo.com / expo@modernexpo.com
<b>ELECTRICITY - COMMONWEALTH EXPO ELECTRIC</b>	
PHONE	602-253-5881
WEBSITE	commonwealthexpo.com
<b>AUDIO/VISUAL - AV CONCEPTS</b>	
Audio/visual equipment, computer hardware, projectors, special lighting	
PHONE	480-557-6000
WEBSITE	avconcepts.com
<b>INTERNET/TELEPHONE - SMART CITY NETWORKS</b>	
PHONE	602-252-1770
WEBSITE	smartcitynetworks.com



# SERVICE TEAM

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The AFHE Service Team is a group of dedicated teens and graduates who volunteer for service in various capacities throughout the AFHE Convention. Look for the blue shirts!

These young people will assist with exhibitor load-in and load-out. Also watch for them as they serve in these ways:

## **DELIVER WATER**

Our Service Team members will make hourly trips through the exhibit halls offering cups of water to exhibitors.

## **MONITOR YOUR BOOTH FOR A SHORT BREAK**

If you are alone in your booth and need a quick restroom break, we can provide a Service Team member to stand in your booth for a brief period. Please note, they will not make sales or otherwise represent you to your customers.



# HOTEL

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The Hyatt Regency Phoenix has arranged special rates for our group. When making a reservation, be sure to use our online reservation link (below) or mention that you are with Arizona Families for Home Education. Rooms are limited and reservations are on a first-come, first-served basis. The Hyatt Regency is close by, a short two-block walk from the South Building of the Phoenix Convention Center. Breakfast and parking are not included. Includes complimentary wireless internet.

<b>RESERVATION DEADLINE</b>	<b>Wednesday, June 28, 2023</b>
<b>HYATT REGENCY PHOENIX</b>	<b>122 N. Second Street, Phoenix, AZ 85004</b> <b>888-421-1442 toll free or 602-252-1234 local</b>
<b>ONLINE RESERVATION LINK</b>	<b><a href="https://www.hyatt.com/en-US/group-booking/PHXRP/G-4IQH">https://www.hyatt.com/en-US/group-booking/PHXRP/G-4IQH</a></b>
<b>GROUP DISCOUNT ROOM RATE</b>	<b>\$129 + tax</b> for up to quadruple occupancy per room
<b>CHASE TOWER GARAGE PARKING</b>	<b>201 N. 1st Street, Phoenix 85004</b> \$28 self-parking per 24 hour period (Estimate at time of info packet publication; price subject to change. Request your garage access card from the Hyatt valet upon hotel check-in); \$38/night valet parking <b>SPECIAL FOR OUR GROUP: 25% discount on self-parking if you have a reservation in our room block.</b>



# SALES TAX

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Sales tax is centralized through the Arizona Department of Revenue.

An Arizona Transaction Privilege Tax Permit is required for businesses engaging in taxable activities (such as the sale of products) at this event.

Please visit the Department of Revenue website below to learn details about 2019 legislation affecting remote sellers and marketplace facilitators.

## APPLICATION AND DETAILS

[azdor.gov/Business/TransactionPrivilegeTax.aspx](http://azdor.gov/Business/TransactionPrivilegeTax.aspx)

## QUESTIONS

[LicenseCompliance@azdor.gov](mailto:LicenseCompliance@azdor.gov)

SALES TAX RATE

**8.6%**



# PARKING

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Parking is plentiful near the Phoenix Convention Center. Parking downtown costs approximately \$10-\$15 per day (not overnight). Visit the Downtown Phoenix interactive map at [dtpHX.org](http://dtpHX.org) for road construction updates, parking, and restaurants.

## JEFFERSON STREET GARAGE

333 E. Jefferson Street, Phoenix, AZ 85004

[Please note, parking availability is limited if there is a Diamondbacks game at Chase Field. At this time there is not a home game scheduled on this date for the 2023 season.]

## EAST GARAGE

502 E. Washington Street, Phoenix, AZ 85004



# YOUNG ENTREPRENEUR EXHIBITOR GUIDELINES



## PARTICIPATION ELIGIBILITY

Businesses that sell products or services designed to meet the needs of homeschooling families are invited to apply for exhibit space during AFHE's Annual Home Education Convention. Young Entrepreneur businesses must be owned, managed, and operated by the students or homeschool graduates only. Businesses owned and operated or directed by parents or others with assistance from students are not eligible. Franchise-model businesses, multi-level marketing, distributorship, or businesses where students are reselling someone else's products are not permitted.

Students must be a minimum age of 11 by July 14, 2023. Homeschool graduates who are age 24 or younger are also eligible to participate.



## NAME BADGES

AFHE will provide exhibitor name badges branded for our event, pre-printed with your company name on them and the representative names that you provide to us in advance. If you do not know the representative names in advance, we will pre-print just the company name and have them ready for you at check-in. Blank badges will not be given out. We will handwrite representative names on badges at check-in.

### SUBMIT REPRESENTATIVES' NAMES BY JUNE 12

If you have a sibling or assistant (youth) working in your booth, please submit their name by June 12, 2023, to [vendors@afhe.org](mailto:vendors@afhe.org) with the subject line "[your business name] exhibitor name badges".

### MAY NOT BE SHARED

One Young Entrepreneur badge is included with your booth registration. Additional badges for a sibling or assistant may be purchased with your Young Entrepreneur application or on-site from the exhibit hall coordinator. **Young Entrepreneur badges may not be used by parents or other adults.**

### DOES NOT INCLUDE PARENT/FAMILY CONVENTION REGISTRATION

Young Entrepreneur booth registration does not include family registration for the Convention. Parents must register themselves and any siblings not working the Young Entrepreneur booth for the Convention separately to attend and to gain entrance into the exhibit hall on Friday and Saturday.

### AFHE EXHIBITOR BADGE MUST BE WORN AT ALL TIMES AT THE CONVENTION

Your exhibitor name badge is required for entrance into the exhibit hall. Company name badges may be worn, but please do not insert your own company name badge into the AFHE name badge holder.



## BOOTH SHARING IS NOT PERMITTED

Exhibitors may not sublet or share their booth space with other companies or businesses. Each individual company/business must apply for their own booth space or may pay for an insert in the welcome bags or purchase other advertising as available.



# YE EXHIBITOR GUIDELINES (continued)

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## PROMOTION PERMITTED ONLY WITHIN BOOTH

Distribution of materials (brochures, business cards, fliers, catalogs, etc.) is limited to the confines of your booth space. Please do not place materials on tables, in restrooms, or other locations around the Convention Center. In addition, roaming in the exhibit hall to promote one's company verbally, distribute literature, or advertise to attendees with mascots/costumes or signage is not permitted.



## EMPTY BOXES MUST BE REMOVED FROM BOOTH

The Fire Marshal requires that all empty boxes, pallets, packing materials, etc. be removed from all booths prior to the start of the show. The Fire Marshal will not allow us to open the exhibit hall until these materials have been removed. Please make sure all these items are cleared from your booth no later than 9:00 AM Friday morning when the Fire Marshal begins the inspection. You may store your empty boxes in your vehicle or may inquire with the decorator/expo service provider about storage rental. All extra product/inventory must be stored under tables or in your vehicle. Extra products and merchandise should not be stacked out in the open.



## ALL BOOTH CONTENTS MUST BE INSIDE YOUR BOOTH

Please ensure that all contents of your booth are located completely within the designated boundaries for your booth space including tables, signs, book/product displays, chairs, etc. The Fire Marshal prohibits exhibitor furnishings extending out beyond the booth boundary. No signage or displays may be taped or mounted to any walls, doors, windows, floors, or other surfaces in the exhibit hall or elsewhere on campus.



## CLOTH MUST BE FIRE RESISTANT OR TREATED

If you use any cloth/fabric within your booth space for decorations or table coverings, they must either have manufacturer's tag that indicates they are fire resistant or you must demonstrate to the Fire Marshal that you have treated them. You should have your own non-aerosol bottle of fire retardant handy at your booth. Commercially manufactured tablecloths are generally not a problem.

We will not be allowed to open the exhibit hall until the Fire Marshal has completed the inspection and given final approval. Compliance with this issue is mandatory. Burlap has been a particular concern in recent years. Random burn tests have been conducted during the exhibit hall inspection. Fire retardant spray can be purchased through Amazon or at home improvement stores.



## SOUND: AUDIO, VIDEO, MUSIC

The volume of all audios or videos played or noise in or around your booth must be low enough so as not to disrupt neighboring exhibitors. Live music such as instrument demonstrations must be pre-approved and should be utilized on a limited basis.



# YE EXHIBITOR GUIDELINES (continued)

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## CUSTOMERS MUST BE REGISTERED FOR THE CONVENTION

All customers must be registered for the AFHE Convention to enter the exhibit hall to shop at your booth. Registered attendees will be wearing AFHE Convention name badges.



## SHARING OF TABLES/CHAIRS NOT PERMITTED

The items in your booth kit or items rented from the decorator/expo service may not be shared to another booth. If you have one or more tables that come with your booth space that you do not need, they must be turned in and cannot be lent to another exhibitor. Tables may only be used in the booths for which they have been assigned.

If you need additional tables or chairs, you may bring your own or rent them from the decorator.



## PHOENIX CONVENTION CENTER FOOD POLICY

Visitors to the Phoenix Convention Center are prohibited from bringing outside food and beverage into the facility. Aventura and AFHE have worked to provide expanded options that serve a wide range of dietary and budgetary interests for attendees at the 2023 AFHE Home Education Convention. It is possible to make accommodations for a person with specific health concerns or an allergen-related need; please contact [convention@afhe.org](mailto:convention@afhe.org) for more information.



## NO PROMOTION OF PUBLIC, CHARTER, OR LOCAL PRIVATE SCHOOLS

In keeping with AFHE's mission statement and vision for this convention, we will not accept as exhibitors any public, virtual charter, charter, or private schools, or homeschool enrichment programs offered through any of these education options.

Exhibitors may not promote public-school-at-home programs, publicly funded K-12 online options, taxpayer-funded education options, local private school programs, or other programs that are otherwise outside the focus of this event or AFHE's mission.

We do allow a few curriculum providers who offer a distance learning academy program where the instruction takes place in the child's home and is paid for by the family.



## HELIUM BALLOONS PROHIBITED

Helium balloons will not be permitted in the exhibit hall spaces.





# YE EXHIBITOR GUIDELINES (continued)

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## CHILDREN

During move-in and move-out while many vehicles are moving through the exhibit hall areas, children age 15 or under may not be near the loading areas for safety reasons. In addition, all children must remain in the booth space while forklifts are being used to move tables and equipment in the exhibit hall.



## ANIMALS

With the exception of official service animals as defined by the ADA and in Arizona law, the AFHE Convention and Phoenix Convention Center will not permit the presence or participation of animals in exhibit hall spaces.

If you wish to bring live animals to be part of your exhibitor booth, you must notify AFHE at the time that you submit your exhibitor application in order to request a waiver for your booth. Prior notification and approval by AFHE and the PCC must occur in order for such animals to be permitted. Approval is not guaranteed.



## FOOD DISTRIBUTION

The sale or distribution of food is restricted by the Phoenix Convention Center. You may give out individually wrapped candies or mints at your booth for attendees to enjoy.

If you wish to give away or sell food at your booth, please email [vendors@afhe.org](mailto:vendors@afhe.org) for additional information you will need to comply with PCC policies.



## COMPANIES WITH MULTIPLE DISTRIBUTORS

We limit representation in the exhibit hall to no more than one exhibitor from a particular company that has multiple distributors or operators (e.g. Usborne, Discovery Toys, etc.). When completing your application, please list the publishers of which your inventory primarily consists.

Companies with a multi-level marketing structure will not be permitted as exhibitors or for convention program advertising, but may participate in the welcome bags.



## USED BOOK DISTRIBUTORS

Companies whose inventory is primarily used books and/or curricula are not eligible to apply to be an exhibitor at the AFHE Convention. Our desire is to have new books, curriculum, and resources available for purchase by our attendees.



## CANCELLATION POLICY

Please refer to the cancellation policy on page 9 of this information packet.

