

Contract for Exhibit Space

This agreement covers the rental of exhibit space at Home Educators of New Brunswick Annual Conference to be held at Tidal Church. 945 St George Blvd, Moncton NB, E1E 2C9.

June 6-7, 2025

Exhibit Hall Setup

2:30- 4:45pm on Friday, June 6, 2025

Exhibit Hall Hours

5:00 - 7:00 pm, Friday, June 6, 2025,
8:30 am - 4:00 pm, Saturday, June 7, 2025

RULES AND REGULATIONS

1) PLACE

- Each vendor will be furnished with one 6 foot table. Vendors may request additional tables. The rental agreement covers a 6 foot long space (tables are supplied). Should a Vendor furnish their own book- or display cases, those will be counted towards the rented "space". Displays in passage ways may be allowed, space permitting and after consulting with Vendor Coordinator. Payment for displays in passage ways will be required.

2) ASSIGNMENT OF SPACE

- Assignment will be made by the Vendor Coordinator (on a priority basis determined by prior space commitment and availability of space at the time contract and payment are received, and the number of tables needed). HENB reserves the right to alter location, if deemed advisable, in the best interest of the event.
- Payment in full must accompany the return of the signed contract.
- First time exhibitors must include a detailed description of their products or services with their application form.
- All exhibits need to be acceptable to Christian homeschooling parents.
- The Vendor Coordinator reserves the right to refuse any exhibit and all decisions made by the committee are final.
- Individual book or product duplications are permitted (i.e., two bookstores carrying some of the same titles). The decision as to what would constitute an unacceptable duplication will be made by the Vendor Committee.
- Exhibitors may not share their space with any other company or organization, or display materials for another company or organization without the written consent of the vendor coordinator. If requesting permission to share space, please include adequate information about the second exhibitor.

3) RULES OF DECORUM

- Vendors agree that no criticism will be made of other vendors, attendees, the conference, or Home Educators of New Brunswick EXCEPT to the Vendor Coordinator, the Conference Coordinator or the HENB Board.
- All special needs and requests must be directed to the Vendor Coordinator.
- Children of vendors must be accompanied by an adult at all times. Children left wandering unsupervised throughout the facility will be returned to their parents with a verbal warning. After three verbal warnings from the Vendor Coordinator the exhibitor will be asked to leave the conference.

4) REFUNDS

- Vendor cancellations of signed, paid contracts, on or before April 1, will receive a 75% refund of monies paid. After April 15, but before April 25, a 50% refund of monies will be issued only if the vacated space is resold. After April 25, no refunds will be issued for any reason.

5) CARE OF EXHIBIT

- Aisles will be swept, but each vendor must keep his/her space cleaned and exhibits manned and in good order.
- All exhibits must be ready for display by 4:45 pm on Friday.

6) DAMAGES

- Exhibitors are liable for any damage caused to the building floor, walls, tables, or other exhibitors' property. No exhibitor may attach anything to any part of the exhibit hall outside of their floor space.
- Helium filled balloons may be attached to the exhibitor's own booth and removed from the facility at the close of the conference. No helium filled balloons are permitted to be given to attendees.

7) UNOCCUPIED SPACE

- If the exhibitor fails to occupy space contracted by Friday at 4:45 pm or fails to comply in any other respect with the terms of this agreement, HENB shall have the right to use such space in any manner without releasing exhibitor from paying the sum agreed upon in the contract.

8) LIMITATIONS

- Distribution of printed matter, souvenirs, or other articles must be restricted to the space of the exhibit.
- Any part of the exhibit that is over 8 ft. high must have prior written approval for installation by HENB.
- No individual public address system or highly flammable material will be permitted.
- Music or audio-visual sound must not be audible more than 8 ft.

9) FURNITURE

- Each space comes equipped with a 6 ft. table and two chairs.
- A Vendor may supply their own book or display cases. Those will be considered "rented space" (i.e.: 2 three ft. book cases count as one 6 ft. space).

10) SIGNS

- All vendors are required to have a professional, visible sign indicating the name of their company.

11) EXHIBIT HOURS

- Exhibitors are required to keep their tables opened from 5:00-7:00 pm on Friday and 8:30 am to 4:00 pm on Saturday.
- All booths must be manned during vendor hall times.

12) ELECTRICAL CURRENT & LIGHTING

- Please note on registration if electrical service is required for your space. HENB will endeavor to accommodate each applicant; however, due to limited electrical availability, some requests cannot be met.

13) INSTALLATION / DISMANTLING

- Exhibitors must install their exhibits between 2:30-4:45 pm on Friday. Spaces must be completely ready by 4:45 pm on Friday.
- The Exhibitors Hall closes at 4:00 PM on Saturday. At that time vendors may remove items until 6:00 PM.
- No dismantling of exhibits or removing product will be allowed prior to 4:00 PM. Exhibitors who begin to dismantle their space prior to 4:00 PM on Saturday forfeit their preferred status when applying for exhibit space the following year.

14) COMPLIANCE

- The exhibitor agrees that his/her exhibit shall be admitted and shall remain in strict compliance with the rules herein laid down.
- HENB reserves the right to reject, eject, or prohibit any exhibit in whole or part, or any company or representatives, with or without cause. If cause is not given, liability shall not exceed the return to the company of the amount of rental unearned at the time of ejection. If an exhibit or vendor is ejected for violation of these rules or for any other stated reasons, no return of rental shall be made.

15) LIABILITY

- HENB cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold HENB harmless from any or all liabilities from any cause.
- HENB shall not be responsible for any loss, damage, or injury that may occur to the exhibitor, their employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the exhibitor contract.
- The exhibitor, on signing the contract, expressly releases HENB from and agrees to indemnify same against any and all claims for such loss, damage or injury.

16) EVENTUALITIES

- In the eventuality that Tidal Church shall be partly or totally destroyed by fire, or the elements, or any other cause, or in case any other circumstances shall make it impossible to permit the contracted space to be occupied

by the exhibitor, then this lease shall be terminated and the company shall waive any claim for damages or compensations except the pro rate return of the amount paid for space rented.

17) DISPUTES

- All parties agree that any dispute arising from this conference will be settled by conciliation in conjunction with *Peacemaker Ministries*.

18) DONATED MATERIALS

- If a vendor wishes to donate a door prize, these items must be given to the Vendor Coordinator before the opening of the vendor hall at 5:00 pm on Friday. Please ensure that your company information is attached to the prize. These door prizes will be awarded at the discretion of the Vendor Coordinator.

We hereby agree to lease space, to be used for display and sales purposes at Home Educators of New Brunswick, Tidal Church on June 6-7, 2025.

We have read all rules and regulations of the show, as set forth on following pages as part of this contract: They are acceptable to us and we agree to comply with the said rules.

For consideration, HENB agrees to provide the designated space to be used by the exhibitor signing this contract, for the purpose and during the time aforesaid. HENB further agrees to the terms and conditions set forth in this contract. A signed copy will be returned to all accepted exhibitors.

ALL SPACES MUST BE MANNED during the hours the exhibit hall is open (listed above). HENB assumes no responsibility for contents of space on premises.

The vendor hall closes at 4:00 pm on Saturday, June 7, 2025. At that time vendors may remove items until 6pm. No dismantling of exhibits or removing of product will be allowed prior to 4:00 pm.

Home Educators of New Brunswick
Vendor Coordinator: Chantelle Anderson
E-mail: henbvendors@gmail.com

Company Name	
Authorized Company Signature	Date