



# 2023 NORTH IDAHO CONFERENCE EXHIBITOR PACKET



## Come connect with homeschool families in North Idaho!

**Join us Saturday, February 18, 2023, in Coeur D'Alene, Idaho, and sell your products and services to the homeschool community.**

The Exhibit Hall at the North Idaho Conference provides you with an opportunity to connect face-to-face with homeschool families. You'll be able to introduce options, sell products and services, and offer ongoing support to meet the needs of individual students. We believe exhibitors ought to have the opportunity to build personal relationships with customers so that you gain the trust necessary for long-term loyalty.

Throughout the conference, Homeschool Idaho provides an environment for you to best exhibit your products and services with your target market. Our goal is to help our exhibitors to be successful, and we invite you to participate!



### Date

Saturday, Feb 18

Shopping Hours:

8:30 AM - 5:00 PM



### Location

5725 North Pioneer

Drive

Coeur d'Alene, ID

83815



### Exhibitor Set-up

Saturday, Feb 18

7:00 - 8:30 AM

# Full Conference Schedule

**Saturday, February 18**

Exhibitor Setup	7:00 - 8:30 AM
Attendee Registration Check-in	8:30 - 9:00 AM
Session One	9:00 - 10:00 AM
Coffee and Shopping Break	10:00 - 10:30 AM
Session Two	10:30 - 11:30 AM
Lunch and Shopping Break	11:30 AM - 1:00 PM
Session Three	1:00 - 2:00 PM
Coffee and Shopping Break	2:00 - 2:30 PM
Session Four	2:30 - 3:00 PM
Shopping	4:00 - 5:00 PM

## TRAVEL INFORMATION

### Airport

For those exhibitors traveling by air, utilize the Spokane International Airport (SIA). The conference location is 40 miles from the Spokane International Airport.

### Hotels

We recommend the following hotels near the conference:

**Best Western Plus**, 506 W. Appleway Ave., Coeur D'Alene

**Hampton Inn and Suites**, 1500 W. Riverstone Dr., Coeur D'Alene



## Simple 3-Step Application Process

1

### APPLICATION

Complete the 2023 Exhibitor Application at [homeschoolidaho.org/convention/exhibitors](https://homeschoolidaho.org/convention/exhibitors)

2

### INVITATION

Homeschool Idaho will notify you by email once your application has been approved.

3

### PAYMENT

You'll be invoiced for payment, the final step of registration.

## Exhibitor Space and Prices

**EACH SPACE IS 10' X 10' (100 SQUARE FEET) AND INCLUDES THE FOLLOWING:**

- 1 dressed 6-ft table
- 2 chairs
- Wall space, exhibitor may bring poles or supports
- Access to WIFI and outlet
- Admission for up to two representatives

Space Type	Registration by 2/1/2023
Single space	\$100.00
Admission per Additional Representative	\$20.00
Additional Table	\$10.00

# Payment Information and Deadlines

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Registration to participate in the North Idaho Conference as an exhibitor is a three-part process. **First**, you will complete the online application form. **Next**, your application will be reviewed by Homeschool Idaho and you will receive notice by email indicating whether your application was approved or declined. If approved, you will be provided with an invoice and payment instructions, the third and **final step** of the registration process. Homeschool Idaho reserves the right to refuse any application without further explanation.

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

## PAYMENT

Once your application is approved, you will be emailed an invoice. Payment must be made within 10 business days after an invoice with payment instructions has been sent to the exhibitor by the Homeschool Idaho Exhibit Hall Coordinator. If you need additional time to arrange payment because your company's accounts payable process takes longer, please notify us at the time you receive your invoice. Your exhibitor registration is not complete until payment is received.

Payments may be made by check or by credit card.

**Check:** Make checks payable to **Homeschool Idaho** and mail them to the following address:

Homeschool Idaho  
Attn: North Idaho Exhibit Hall Coordinator  
P.O. Box 45062  
Boise, ID 83711

**Credit Card:** An online payment gateway link will be provided to exhibitors who wish to pay by credit card.



# Advertising Opportunities

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## SILENT AUCTION DONATIONS

Increase your exposure by participating in the Homeschool Idaho Silent Auction! Attendees highly anticipate the Silent Auction and carefully preview all the items available for bidding. Your donation will be attractively displayed throughout the conference. Homeschool Idaho is a non-profit corporation, and all donations are tax deductible. Send Silent Auction donations to Heidi Kacalek, 433 E Tiger Ave, Post Falls, ID 83854.

## SPONSORSHIP OPPORTUNITIES

Sponsorships at the North Idaho Conference are an excellent opportunity for increased exposure to new and veteran homeschooling families, allowing you to showcase your products and services at an advanced level.

By partnering together, we desire to enhance the experience of our conference attendees while promoting your business and expanding your reach with the Idaho homeschool community. In addition, your support through a sponsorship helps Homeschool Idaho to continue the year-round work of inspiring, promoting, and preserving home education in Idaho. For more information on sponsoring the 2023 North Idaho Conference, please email [NorthIdahoConference@HomeschoolIdaho.org](mailto:NorthIdahoConference@HomeschoolIdaho.org).

## HOMESCHOOL IDAHO MAGAZINE

Don't miss the opportunity to have your information viewed by Idaho homeschoolers throughout the year. Advertising opportunities are available in the Homeschool Idaho quarterly magazine. For more information, email [info@homeschoolidaho.org](mailto:info@homeschoolidaho.org).



Magazine Ad Size	Price
Inside Front Cover	\$350
Inside Back Cover	\$300
Full Page	\$250
Half Page (wide)	\$145
Third Page (wide)	\$85
Third Page (tall)	\$85
Quarter Page (tall)	\$65
Sixth Page (wide)	\$48
Sixth Page (tall)	\$48
Business Card	\$27

# Idaho Temporary Seller Registration

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**All exhibitors must do the following:**

1. Go to [tax.idaho.gov/GoToTAP](https://tax.idaho.gov/GoToTAP) and under “Sellers and Promoters” click “Register as a Temporary Seller or Promoter.”
2. Choose “Seller WITH Event ID” > “Next”
3. Choose “I am going to an event” > “Next”
4. Enter the Event ID: **(The Event ID will be emailed to you prior to the event)** > “Next”
5. Enter your Seller Information > “Next”
6. Choose Purpose: “I am not making taxable sales,” “I have a regular permit” or “I need a temporary permit.” > “Next”
7. Review your entry > “Submit”
8. Check your email account for further instructions or attached Temporary Sellers Permit (if applicable).

**YES, all participants need to register but NO, existing Idaho Regular Sales & Use Tax holders do NOT need a Temporary Sellers Permit.**

## Exhibitor Guidelines

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### CONDITIONS OF PARTICIPATION

- Homeschool Idaho reserves the right to reject or refuse any exhibitor with or without comment.
- Only one 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, Homeschool Idaho shall have the discretion to

approve any or all such applications. Homeschool Idaho 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 Homeschool Idaho.
- If the location or date of the conference changes, Homeschool Idaho 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 Homeschool Idaho, and payment has been received.

## **CONFERENCE HOURS**

- All booths must be manned for the entire time the Exhibit Hall is open. The Exhibit Hall will be open for business from 8:30 AM to 5:00 PM on Saturday, February 18th.

## **INSTALLATION/DISMANTLING**

- Exhibitors will install exhibits between 7:00 AM and 8:30 AM on Saturday.
- No dismantling of exhibits or removal of product is allowed prior to 5:00 PM on Saturday. Exhibitors will remove exhibits before 8:00 PM 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 Homeschool Idaho, or to the property of any other exhibitor.

## **COMPLIANCE**

- Homeschool Idaho reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor or its representatives, with or without cause. If an exhibit or 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 conference or otherwise fails to comply with these rules or the application, Homeschool Idaho shall have the right to use such space in any manner.

## **RULES OF DECORUM**

- Exhibitors shall not criticize other exhibitors, speakers, attendees, the conference, or Homeschool Idaho, except to a Homeschool Idaho Board Member.
- Exhibitors will conduct themselves in a professional manner at all times and refrain from conduct or language which would discredit the conference, Homeschool Idaho, or home education.
- Exhibitor will not promote, endorse, nor encourage participation in a virtual charter school or other public school program.
- Exhibitors may not move their display outside the area of their booth space or stand in the aisle to hand out material. Exhibitors may place brochures, advertising or other promotional literature in their booth, but not in any other part of the conference facility.
- Custom display racks and counters may be used as long as they do not interfere with the visibility or operation of adjoining booths.
- No helium-filled, air-filled, or empty balloons allowed in the conference facility.
- Children under the age of twelve are only permitted to assist in a booth with prior permission from Homeschool Idaho. A responsible adult must accompany children at all times.
- Name tags must be worn for admittance to the conference and at all times while in your booth. You will be allowed two name tags for each booth. Additional booth attendants may be added for a fee.
- Exhibitors are responsible for collecting, reporting and paying sales tax on sales made at the conference.

## **REFUNDS**

- Cancellations before 90 days of the event will receive a 50% refund of booth rental space monies paid.

- Cancellations before 60 days of the event will receive a 25% refund if the vacated space is resold.
- After 60 days, no refunds will be issued for any reason.
- All requests must be made in writing.

## **LIMITATIONS**

- Homeschool Idaho or its representatives will not mediate any dispute between exhibitors.
- Distribution of printed materials, souvenirs, or other articles is restricted to the immediate space of the exhibit.
- Any part of the exhibit that is over 8 ft high must have prior written approval for installation by Homeschool Idaho.
- No individual public address system of any kind nor any music or audiovisual sound audible for more than 2' from the booth is permissible.
- Smoking, live or open flames and highly flammable material are not permitted on the property.

## **LIABILITY**

- Homeschool Idaho assumes no responsibility for speaker/exhibitor inventory, materials, or equipment on the site of the conference. Speakers/exhibitors agree to hold Homeschool Idaho harmless from any and all liabilities from any cause; agree that Homeschool Idaho 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, during or subsequent to the period covered by this contract. The speaker/exhibitor on signing the contract expressly releases Homeschool Idaho from and agrees to indemnify same against any and all claims for such loss, damage or injury.

## **ADDITIONAL QUESTIONS**

- Should you require additional information or clarification, please feel free to reach out to the Exhibit Hall Coordinator at [NorthIdahoConference@HomeschoolIdaho.org](mailto:NorthIdahoConference@HomeschoolIdaho.org).