



**2024 NDHSA
Home Educators Convention
Feb. 15-17, 2024
Bismarck Event Center
315 South 5th St Bismarck, ND**

Greetings from the NDHSA. As many of you know, Karol Kapelle has stepped down as Convention Coordinator. My name is Amber Sand and I have taken over for Karol. I look forward to working with you all. I know many of you are just finishing up the 2023 convention season, and we here in North Dakota are just starting plans for our 2024 convention. We'd love to have you join us! We appreciate our faithful return exhibitors and are always looking for new curriculum options and resources.

Our goal is to assist, equip, and encourage our attendees in their endeavors to home educate their children. You, the exhibitor, play an important role in that process.

We hope you will thoughtfully consider joining us in Bismarck, North Dakota on February 15-17, 2024.

BOOTHS

Booths are 10' x 10'. They are piped and draped on the back and sides and include an 8' table and two chairs.

Table linens, skirts, additional tables and carpeting may be ordered for an extra charge.

*We prefer tables have linens and skirts. If you prefer to purchase your own, check out www.tableclothfactory.com for their fitted polyester or spandex table coverings.

ELECTRICITY

Electricity is available at no charge but must be ordered on registration form.

INTERNET/WIFI

Internet access is available at no charge. It is a closed, secured line separate from the public access side. You will be given a code upon arrival that is good for one device. Additional codes may be purchased on-site for \$15 each.

BOOTH SETUP AND TEAR DOWN

Thursday, February 15: 1:00—8:00 PM.

The Exhibit Hall is located in Hall D of the Bismarck Event Center. It offers a covered, drive-in loading bay at the overhead garage Door E52.

Access this door by driving into Parking Lot E on the corner of 7th Street and Bowen Avenue (diagonal from the Denny's Restaurant).

Please contact us if you will not be setting up on Thursday. Booths should be setup by 8:00 AM on Friday.

EXHIBIT HALL HOURS

Exhibit hours will be: Friday: 8:00 am – 5 pm; Saturday: 8:00 am – 5:00 pm (subject to change). We encourage exhibitors to be at their booths while the hall is open, but it is not mandatory.

BAG STUFFING

You may have your advertisement of any thickness stuffed into our convention attendee bags. Send 400 company advertisements no later than Feb. 7, 2024 to: NDHSA Bag Stuffing/Amber Sand, 9198 98th St. SE, Ellendale, ND 58436.

PRODUCT SHIPPING

If shipping items, you **MUST** use Jobbers Convention Freight Services. This is the **only** freight carrier the Bismarck Event Center accepts deliveries from. Register with Jobbers and schedule delivery to their warehouse via any freight service you wish (UPS, FedEx, etc.). Jobbers will then deliver the freight to the BEC. At the end of the convention, prepare your items for shipping and attach the bill of lading. Jobbers will return product to their warehouse where it can be picked up by your preferred courier. See this page for more info: www.bismarckeventcenter.com/p/buildings/exhibitor-information/shipping

EXHIBITOR WORKSHOPS

Limited slots are available over the noon break for exhibitor workshops (45 minute sessions). Please select that option on the registration form. Final choices will be at the discretion of the convention coordinator due to limited space. The fee will be reimbursed if you are not chosen to present.

SILENT AUCTION

Please consider providing a donation for our annual Silent Auction. You may give your item(s) to our Exhibit Hall coordinator upon arrival or mail in advance to the address provided on the next page.

T-SHIRT PROMO

A convention t-shirt will be available for purchase. If you would like your company's logo imprinted on the back of the shirts as a promotion opportunity, select the option on the enclosed registration form.

PRINT ADVERTISING

Advertising space is available in the convention program. A program is distributed to the attending adults/families. This is an excellent way to reach the convention audience with discount coupons or promotions for materials at your booth.

Ads can only be submitted online. Artwork needs to be sent as an electronic file in either JPEG or PDF high quality format.

Ads must be one of the specified sizes listed below. Poor quality ads will be returned. Ads are published on a space available, first-come, first-served basis and are subject to NDHSA Board approval. Ads can be sent any time after registration, but no ad will be accepted later than January 9, 2024.

Cost:

1/4 page = \$25 (4.75" h x 3.50" w
OR 2" h x 7.5" w)
1/2 page = \$50 (4.75" h x 7.50" w)
Full page = \$100 (10" h x 7.50" w)

SPONSORSHIP

Exhibitors/businesses have the opportunity to help sponsor the NDHSA convention through one of our sponsorship packages. The sponsorship packages are detailed and give the exhibitor/business the opportunity to demonstrate their support of NDHSA and homeschooling. They also provide several ways (banners, signs, webpage links, etc. depending on the package) to get your company's or organization's name before the attending homeschoolers and/or those visiting the NDHSA website.

If you would consider being a sponsor, please contact Amber at sand723627@gmail.com before registering with the enclosed form as the sponsorship form includes many of the options offered here.

REFUND POLICY

100% of monies (minus a \$15 handling fee) will be refunded upon request before Dec. 31, 2023.

Cancellations of paid registrations after Dec. 31, 2023, but before Jan. 14, 2024, will receive a 50% refund of monies paid.

Refunds after Jan. 14, 2024 will only be made for weather related or family emergencies.

FOOD

A catered noon meal will be available each day for **pre-purchased** meals only. Please order on the registration form. A concession stand with other lunch options will also be available onsite. (There will be concession stands open for limited hours TBD at a later date.)

Outside food/sack lunches **ARE NOT ALLOWED.**

ACCOMMODATIONS

There are several hotels in Bismarck, but NDHSA has blocks of rooms at the following hotel:

Radisson Hotel (2 blocks from Event Center)
605 E Broadway Avenue; 701-255-6000, Pool,
Hot Tub, Rooms=\$109.00 (+ tax)

EXHIBITOR CHECKLIST

- I have read the exhibitor information.
- I understand that the deadline for Early Bird registration is December 14, 2023.
- I have included my sales tax information.
- I have filled out the registration form.
- I have enclosed a money order or check made payable to NDHSA.
- I have kept the exhibitor information for my records.
- I have printed a copy of the registration form for my records.

Visit our website at www.ndhsa.org
Amber Sand, Convention Coordinator
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