

UACDC 2010 Vendor/Speaker Information Tampa Bay Homeschool Conference & Expo February 6, 2010 University Area Community Center Complex Tampa, Florida

University Area Community Development Corporation
14013 N. 22nd Street
Tampa, Florida 33613
813-558-5212
www.uacdonline.org
loberg@uacdc.org

A. LOCATION AND ACTIVITIES

All exhibits and speaker workshops, will take place at the University Area Community Center Complex, Main Building in rooms A,B,C with the exception of: Homeschool Orientation Room 107/108

Additional locations and activities:

Art classes- Art Room 129

Young children's playground - Room 123 double doors at the end of corridor (next to nursery)

Nursery -Room 126

Vendor Lounge- Room 106

Security-Room 140

UACDC

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<http://www.uacdonline.org/prodigyhomeschool/expo.aspx>

B. ADVERTISING OPPORTUNITIES

1. Contact Great Stuff Convention Bags about product brochures to have them included in the attendee give away bags. See www.greatstuffconventionbags.com for details and to register.

2. A complete Vendor listing is included in the Tampa Bay Homeschool Conference & Expo program received by each family. The listing includes Vendor contact information, a brief product/service description and website link. Applications, and full payment must have been received by Dec. 15th, 2009 and accepted no later than January 4, 2010 in order to be included in the program.

3. Additional program advertisements available

Full Page advertisement \$200.00

Half Page advertisement\$100.00

Quarter Page advertisement \$75.00

Business card advertisement.....\$50.00

All advertisements, including ad copy in jpeg. or tif. file format, must be approved by UACDC and must be received no later than **Jan. 15, 2010**. For more information, contact: Linda Oberg, Tampa Bay Homeschool Conference & Expo Coordinator 813-558-5212 x 303 or loberg@uacdc.org

C. ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in the exhibit space, in the UACDC facility or on any of the complex grounds at any time.

D. LAWS AND REGULATIONS COMPLIANCE

Participants shall comply with all federal, state and local laws, ordinances, and regulations now or hereafter in effect, and obtain all permits and licenses, bonds and insurance required and comply with any rules and regulations regarding use of the Facility established by the community center director, as amended from time to time, and with the instructions of community center executive director or their authorized employee.

E. CONTRACT FOR SPACE

You have contracted for exhibit space, tables and/or electricity as specified in your application. Any additional items, including but not limited to furniture, signage and table coverings, etc., are not provided and are the direct responsibility of the Vendor. Exhibit space is assigned on a first-come, first-serve basis and is limited. Special placement is given to Vendors who require electricity so that fire and safety regulations are met. The UACDC has the right to use its discretion at all times in the placement of Vendors. UACDC will make every attempt to fulfill requests but makes no guarantees, as exhibit space is largely dependent on the number of exhibit spaces available when the Vendor's application is received and processed.

Vendors are not permitted to occupy assigned space until all exhibit space costs are paid in full.

All Vendors must have their own exhibit space. Sharing of exhibit space is not permitted unless submitted in original application. Vendors may not assign or sublet any portion of their exhibit space(s), nor may they display or advertise goods or services other than those provided by them in the regular course of their business. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Any item(s) extending beyond the assigned space is subject to removal by UACDC. The Vendor shall not display or place any product, sign, partition, apparatus, shelving, or other construction which extends more than eight (8) feet above the floor or encroaches upon aisles or other Vendors spaces. Displays not meeting these requirements must receive prior approval from UACDC. No interference with the light or view of other Vendors will be permitted. Use of amplified sound is not permitted without prior approval.

F. FAILURE TO COMPLY

UACDC shall be entitled to close an exhibit at anytime for failure by any participant or any of their officers, agents, employees, or other representatives to perform, meet or observe any term or condition set forth herein, and such participation shall not be entitled to a refund of any part of any fee nor for any consequential losses.

G. SELECTION OF VENDORS

UACDC reserves the right to decline or prohibit any exhibit, which in its judgment is inappropriate. This reservation is all-inclusive as to persons, things, printed matter, products, and conduct.

This reservation is all-inclusive as to charges of company names and any attempt to subvert this prohibition. Vendors who cause a disturbance or harass other Vendors, UACDC staff or volunteers, will not be permitted at this or any future Tampa Bay Homeschool Conference held at this facility.

H. EXHIBIT OPERATION RESTRICTIONS

UACDC reserves the right to restrict exhibits because of noise, method of operation, materials, or any reason, become objectionable, and also to prohibit or evict any exhibit, which in the discretion and judgment of UACDC may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that UACDC determines is objectionable to the display. In the event of such restriction or eviction, UACDC is not liable for any refunds or rental or other exhibit expenses or for any consequential losses. Sideshow tactics and lotteries are deemed inappropriate and are prohibited. Drawings may be held that do not involve an exchange of money. Order forms may be distributed for mail order purchases and products may be demonstrated from a exhibit space.

I. EXHIBITING

All UACDC TAMPA BAY HOMESCHOOL CONFERENCE Vendors must have a **valid business license** and have the number available upon request in the exhibit space. If the Vendor sells any item(s), it is the Vendor's responsibility to pay sales tax to the Florida Department of Revenue, Sales & Use Tax Division. It is also the responsibility of the Vendor to have secured permission for the use of any copyright or trademark materials displayed or sold. The Vendor must also provide the customer with a receipt of purchase.

1. SHIPMENT OF MATERIALS

Vendors may ship exhibiting material/exhibit space prior to arrival. Please contact loberg@uacdc.org for information regarding the shipment of your product.

2. EXHIBIT TIMES AND SCHEDULE

Vendors/Speakers may pick up their badges at the Vendor Registration Table in the Rotunda adjacent to the exhibit hall at UACDC Feb 5, 2010 1-6:00 pm or Feb 6, 2010 7:00 am-1:00pm. Badges will be printed with staff and company name only. Vendors/Speakers must have pre-registered staff on form provided by UACDC at the time of application. Additional blank badges will be available at check in. (2 FREE staff members per table)

3. DISMANTLING EXHIBITS

Vendors may not dismantle displays until 4:00 pm, Saturday, February 6, 2010. Vendors that dismantle displays prior to 4:00 pm, February 6, 2010 will incur a penalty fee of \$50.00 for each hour or portion of each hour dismantled early. All exhibits must be removed from the exhibit hall by 7:00 pm on February 6, 2010, unless prior arrangements have been made with the UACDC.

4. CATASTROPHE

If, in the event of war, terrorism, fire, power outage, government regulations, public catastrophe, an act of God or public enemy or other cause, the TAMPA BAY HOMESCHOOL CONFERENCE or any part thereof is prevented from being held, or canceled by UACDC, UACDC will determine and refund to the applicant its proportionate share of the balance and refund after deducting expenses incurred by UACDC and reasonable compensation to UACDC, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

5. VENDOR REGISTRATION

Friday, Feb 5, 2010 1:00 pm
Move in Feb 5, 2010 1:00 pm – 6:00 pm
Move in Feb 6, 2010 7:00 am-8:00 am

6. EXHIBIT WALK-THROUGH

Saturday, February 6, 2010 8:00 am

All materials must have the approval of the UACDC, Tampa Bay Homeschool Conference & Expo Committee and must be set up and on display during the walk-through. It is not necessary to be present during the walk through.

7. EXHIBIT HOURS

Saturday, February 6, 2010 8:30am-Support Group Leaders and invited VIP's

Saturday, February 6, 2010 9:00 am – 4:00 pm-General Public

8. MOVE OUT SCHEDULE

Saturday, February 6, 2010 4:00pm

Vendors may not dismantle displays until the closing time of 4:00 pm on Saturday, February 6. Vendors who dismantle prior to 4:00 pm will incur a penalty fee of \$50.00 for each hour or portion of each hour dismantled early and will be billed accordingly.

9. SPEAKER/WORKSHOP TIMES

Saturday, February 6, 2010 9:00 am – 11:00 am

Saturday, February 6, 2010 11:30am-12:30pm, KEYNOTE ADDRESS

Saturday, February 6, 2010 1:00 pm – 4:00 pm

10. CARE OF BUILDING AND EQUIPMENT

Vendors, or their agents, shall not injure or deface the walls, floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage occurs, the Vendor is liable to the owner for the property damaged.

11. FIRE, SAFETY AND HEALTH

The Vendor assumes all responsibility for compliance with all city, state ordinances and regulations including those covering fire, safety and health. Flammable or other dangerous fluids, substances, materials, equipment, or other items, the use of which is in violation of city, county or state laws or regulations, may not be used in any exhibit space. Fire extinguisher equipment shall not be covered or obstructed in any manner. All aisles and exits must be kept clear at all times.

SMOKING IN THE COMMUNITY CENTER IS STRICTLY PROHIBITED.

12. ACTIVITIES BEYOND VENDOR'S SPACE OR IRREGULAR CANVASSING

Distribution of circulars or promotion materials may be made only within the exhibit space assigned to the Vendor presenting such materials. Non-exhibiting firms will not be permitted to canvas, solicit, hold conferences, nor distribute literature or other promotional devices during the TAMPA BAY HOMESCHOOL CONFERENCE.

13. LIABILITY AND INSURANCE

Neither UACDC nor any officer or staff member, will be responsible for the safety of the property of the Vendors from theft, damage by fire, accident or other causes. Vendors are advised to consult their insurance agent for proper coverage on display materials from the time it leaves the Vendor's property until its return. Neither UACDC nor its management, nor any of their officers, agents, employees or their representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for all damage, loss harm or injury to the person or any property of the Vendor and of all of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause, and neither UACDC, nor Prodigy Homeschool Arts will obtain insurance against any such damage, loss, harm or injury.

J. HOTEL ACCOMMODATIONS

Hosting the UACDC Annual TAMPA BAY HOMESCHOOL CONFERENCE is the Embassy Suites/USF 3705 Spectrum Boulevard, Tampa, FL 33612. The Tampa Bay Homeschool Conference & Expo has a negotiated rate of \$99.00 for Feb 5, 2010 and Feb 6, 2010 for Vendors and attendees. To obtain this rate you must book by January 22, 2010 EmbassySuites.Hilton.com or by calling 1-800-HILTONS. Use GROUP CODE **TBH**. **To learn more about what the Embassy Suites has to offer:**

[Embassy Suites Tampa - Usf/ Near Busch Gardens](http://www.embassysuites.com)
www.embassysuites.com

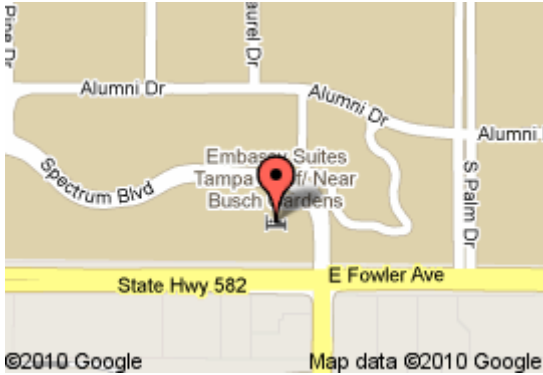
3705 Spectrum Boulevard
 Tampa, FL 33612
 (813) 977-7066

[Get directions](#) - [Is this accurate?](#)

[117 reviews](#)

"Overall you will enjoy your stay. 1 mile away for Bush Gardens/Adventure ..."

[More information >>](#)



1. ADDITIONAL AREA HOTELS

Hotels	Rate	Distance
A-1 Motel	35.00	1.58
Clarion Hotel and Conference center	69.99	1.42
Days Inn	69.99	1.22
Double Tree	89.99	1.69

NOTE: A variety of restaurants are located within a 2 mile radius of the community center and Embassy Suites

K. ELECTRONIC CONFIRMATION

UACDC will send an electronic confirmation letter confirming your acceptance to exhibit or speak. All exhibit spaces, advertising, and other items will be accepted on a first-come first served basis, unless otherwise noted. Exhibit space assignments/ Speaker times and room assignments will be sent prior to the conference opening.

L. DOORPRIZES

1.If you are interested in donating a product or service for a door prize/delegate gift, send description to loberg@uacdc.org. You will receive special acknowledgement in the conference program

Still have questions, contact:

Linda Oberg
 UACDC, 813-558-5212 x 303 or 813-695-3013