

# Used Curriculum Sale

## Exhibitor Registration

### LOCATION

UP Convention Center 333 S. John Q. Hammons Parkway Springfield, Missouri 65806

### SCHEDULE

Tuesday, June 13, 2017

Set-Up: 3:30-5:30 PM

Exhibitor Shopping: 5:00-5:30 PM

General Public Shopping: 5:30-8:30 PM

Tear-Down: 8:30-9:00 PM (Doors close promptly at 9:00 PM.)

### REGISTRATION FEES AND DEADLINES

Deadline: June 5, 2017.

Cost: \$15 per 6' table

Late/Walk-On Registration Fee: Additional \$5 per 6' table (\$20 total per 6' table)

*Late or walk-on registrations are reviewed, but may not be accepted if space availability is exceeded.*

### RULES

One helper, preferably family, is included with each registration. Exhibitors may split table costs, however only two people total per registration are allowed. Additional helper requests may be permitted on a case-by-case basis.

ONLY used curriculum and educational materials may be sold.

Selling from the floor is prohibited. All sale items must be kept within the purchased area.

Seller must be completely set-up and at tables by 5:30 PM. Seller tear-down begins PROMPTLY at 8:30 PM. Doors close at 9:00 PM.

Exhibitors are expected to be efficient and courteous when using the loading area at the convention center.

Participants are responsible for carting all of their own goods in and out.

Table assignments are distributed upon arrival.

Each seller is responsible for keeping track of their own sales and providing change as needed.

### DISCLAIMER

SHEM is NOT responsible for transactions between buyer and seller or for lost or stolen materials.

SHEM accepts NO responsibility for children and no child care is provided.

### TO REGISTER

Complete this form and mail with a check payable to SHEM for the appropriate fee(s) (see "Registration Fees and Deadlines" above) to SHEM Used Curriculum Sale PO Box 722 Nixa, MO 65714.

Exhibitors' Name: \_\_\_\_\_  
List names of both people exhibiting (if applicable)

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Tables \_\_\_\_\_ x \$15 each. Late Fees (after June 5, 2017) \_\_\_\_\_ x \$5 per table. TOTAL: \_\_\_\_\_

I agree to follow the rules set forth above and to abide by all event decisions made by the SHEM board.

Signature: \_\_\_\_\_