

Young **ENTREPRENEURS**

AFHE Convention

July 16-17, 2021



Young Entrepreneur Information

FRIDAY, JULY 16 AND SATURDAY, JULY 17, 2021

Grand Canyon University | GCU Arena
3300 West Camelback Road
Phoenix, Arizona 85017

EXHIBIT HALL HOURS

Friday 10:00 AM—6:30 PM
Saturday 10:00 AM—5:30 PM



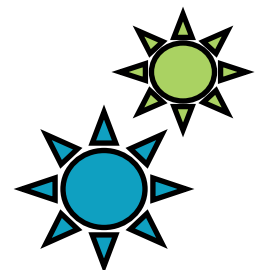
ARIZONA FAMILIES FOR HOME EDUCATION

vendors@afhe.org | 480-304-5667 | AFHE Exhibit Hall | P.O. Box 2035, Chandler, AZ 85244-2035



TABLE OF CONTENTS

3	Dates, Times, Location
4	Important Dates at a Glance—Deadlines
5	Young Entrepreneurs Program Information
6	Convention Schedule Overview
7	Booth Information and Pricing
8	Application and Payment
9	Cancellation Policy
10	Welcome Bags
11	Service Providers, Parking, Sales Tax
12-15	Exhibitor Guidelines



INVITATION TO APPLY

The AFHE Young Entrepreneurs program is an opportunity for Arizona homeschooled students and graduates to have booth space at the AFHE Convention to display, promote, and sell products they have created, built, or developed themselves or services they offer utilizing their own skills.

The AFHE Convention is an event that focuses on encouraging, equipping, and inspiring parents as they endeavor to teach their children at home.

Convention exhibitors and convention program advertisers must support AFHE's philosophy and mission of promoting and supporting parent-directed home-based education, and should not conflict with a biblical worldview.

Participation in this event is by invitation only. AFHE reserves the right to decline any application without further explanation. Please see PARTICIPATION ELIGIBILITY on page 4.



DATES, TIMES, LOCATION

CONVENTION DATES Friday, July 16 and Saturday, July 17, 2021

VENUE Grand Canyon University | GCU Arena
3300 West Camelback, Phoenix, AZ 85017

EXHIBIT HALL HOURS Friday 10:00 AM—6:30 PM
Saturday 10:00 AM—5:30 PM

BOOTHS MUST BE STAFFED DURING ALL EXHIBIT HALL HOURS

This includes during workshops/exhibitor workshops.

EXHIBITOR SET-UP TIMES
(estimated)

Thursday, July 15	3:00—6:00 PM
Friday, July 16	7:30—9:00 AM
Saturday, July 17	7:30—9:30 AM

STAGING AREA THURSDAY TO BE DETERMINED

TEAR DOWN / MOVE OUT Saturday, July 17 5:30—9:30 PM

TEAR DOWN BEFORE 5:30 PM SATURDAY IS NOT PERMITTED



2021 Young Entrepreneurs Info

PARTICIPATION ELIGIBILITY

Students who are currently being taught at home by their parents in accordance with Arizona Revised Statutes §15-802* are invited to participate in the AFHE Young Entrepreneurs program. Students must be a minimum age of 11 by July 15, 2021. Homeschool graduates who are age 24 or younger are also eligible to participate.

**ARS §15-802 defines a homeschool as “a nonpublic school conducted primarily by the parent, guardian, or other person who has custody of the child or nonpublic instruction provided in the child’s home.”*

Students enrolled in a public school, private school, charter school, virtual charter school, or micro school are ineligible to participate as Young Entrepreneurs at the AFHE Convention.

ESA STUDENTS TAUGHT AT HOME: Although a different student classification in state statute than homeschoolers, AFHE invites ESA (Empowerment Scholarship Account) Contract Students taught at home to participate provided they identify themselves as ESA contract students in the application and space is available. ESA contract students enrolled in a private school are not eligible to participate.

Young Entrepreneur businesses must be owned, managed, and operated by the students only. Businesses owned and operated or directed by parents or others with assistance from students are not eligible. In addition, multi-level marketing, distributorship, franchise-model businesses, or businesses where students are reselling someone else’s products are not permitted.

There are a limited number of YE booths available and each entrepreneur is limited to one booth. Until you receive confirmation of approval and submit your payment, your booth reservation is not complete or guaranteed. If space is still available, additional applications will be accepted after April 12, but will not be listed in the convention program due to the publishing/printing schedule.

Participation is by invitation only and space is limited. AFHE reserves the right to decline a Young Entrepreneur application without further comment.

BOOTHS MUST BE STAFFED DURING EXHIBIT HALL HOURS

All Young Entrepreneur booths must be open and staffed during the entire time the exhibit hall is open. Early tear down/departure is not permitted.

Exhibit Hall hours: **Friday, 10:00 AM—6:30 PM**
Saturday, 10:00 AM—5:30 PM

EXHIBITOR GUIDELINES AND INSTRUCTIONS

Young Entrepreneurs must follow all guidelines and instructions provided to all exhibitors at the AFHE Convention. An email will be sent to exhibitors and Young Entrepreneurs prior to the convention with final instructions and information.

See pages 12-15 in this information packet for complete exhibitor guidelines.



IMPORTANT DATES AT A GLANCE

APRIL 2021

Su	Mo	Tu	We	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

Su	Mo	Tu	We	Th	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

Su	Mo	Tu	We	Th	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

Su	Mo	Tu	We	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

EXHIBITOR APPLICATION

- February** Exhibitor Application Opens
- April 12 2021** Deadline to be included in the program
- April 13 2021** Exhibitor Booth Fees Increase
- June 1 2021** Last day to apply as an exhibitor
- June 14 2021** Deadline to submit names for badges

WELCOME BAG ADVERTISING

- May 7 2021** Shipping address for welcome bag insert will be provided to advertisers
- June 4 2021** Deadline to complete a welcome bag application
- June 17 2021** Welcome bag inserts must be delivered by this date to address provided

CONVENTION PROGRAM ADVERTISING

- April 12 2021** Advertising contract submission deadline
- April 30 2021** All program ads must be received

BOOTH ASSIGNMENTS

- May 7 2021** Booth assignments will be emailed to exhibitors

ATTENDEE REGISTRATION

- April 16 2021** Pre-registration opens for attendees
- June 16 2021** Pre-registration closes for attendees
- On-site registration available at the door

CONVENTION DATES

- July 15 2021** Exhibitor load-in and set-up
- July 16-17 2021** AFHE Homeschool Convention



SCHEDULE OVERVIEW

THURSDAY, JULY 15, 2021

11:00 AM

Estimated time for staging to begin with large vehicles; location TBD

3:00—6:00 PM

YOUNG ENTREPRENEUR LOAD-IN AND SET UP

2:00—5:00 PM

You Can Homeschool Mini-Conference

FRIDAY, JULY 16, 2021

Exhibit Hall Hours

10:00 AM—6:30 PM

8:45—10:15 AM

Keynote General Session

10:30—11:30 AM

Featured and Exhibitor Workshops

11:30 AM—1:30 PM

Shopping and Lunch

1:30—2:30 PM

Featured and Exhibitor Workshops

3:00—4:00 PM

Featured and Exhibitor Workshops

4:30—5:30 PM

Featured and Exhibitor Workshops

5:30—6:30 PM

Shopping

SATURDAY, JULY 17, 2021

Exhibit Hall Hours

10:00 AM—5:30 PM

8:45—10:15 AM

Keynote General Session

10:30—11:30 AM

Featured and Exhibitor Workshops

11:30 AM—1:00 PM

Shopping and Lunch

1:00—2:00 PM

Featured and Exhibitor Workshops

2:30—3:30 PM

Featured and Exhibitor Workshops

4:00—5:00 PM

Featured and Exhibitor Workshops

5:00—5:30 PM

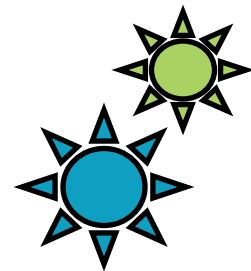
Shopping

5:45—6:15 PM

Buy It Here prize drawing (Antelope Gym)

5:30—9:30 PM

Exhibitor Teardown and Load-Out





BOOTH INFORMATION & PRICING

The venue for our 2021 Convention is Grand Canyon University. Our exhibit hall will be split between two buildings—the GCU Arena and the adjacent Colangelo Museum/Practice Gym—so the layout will be very different from past years. Our exhibit hall space is very limited.

The Young Entrepreneur booths will be arranged circling the upper concourse of the GCU Arena. Please refer to the map on the AFHE website. All exhibit hall booth assignments are made at the discretion of the AFHE Convention Director and Exhibit Hall Coordinators.

The booths will have electricity (where available) and internet (wifi) provided at no extra charge through the agreement between Grand Canyon University and AFHE. Additional chairs, tables, or other booth furnishings may be ordered in June through our expo service provider, Modern Expo & Events. You may bring your own tables, if you need more than the one that is included in your booth kit. You may wish to bring your own tablecloth.

Note: AFHE does not permit the transfer of booth contents from one exhibitor to another.

YOUNG ENTREPRENEUR BOOTH SPACE

The dimensions and arrangement of Young Entrepreneur booths have been determined by the available space and fire safety requirements. There are three booth types with slight differences in their dimensions, although all booths will have the same price: **10'x6'**; **8'x8'**; **10'x8'**. Booth configurations and placement may be viewed on the AFHE website.

The booth kit for each booth type will include the following:

- ◇ **PIPE & DRAPE:** 8' tall draped backdrop and 3' tall draped side rails
- ◇ **TABLE:** One 6'x24" skirted and covered table
- ◇ **CHAIRS:** Two chairs
- ◇ **WASTEBASKET:** One small wastebasket
- ◇ **COMPANY NAME SIGN:** One 7"x44" sign stating your company name and booth number.
You are welcome to bring your own banner/signage.

NAME BADGES

ONE NON-TRANSFERABLE BADGE is included with your booth rental. Additional name badges may be purchased for \$10 each for siblings or friends who will be assisting you at your booth. If your assistants will also be attending the convention and/or participating in the Teen Program, they must register and pay through the convention registration system.

An exhibitor badge is not a convention admission badge. Admission to the Convention is not included for parents or siblings of Young Entrepreneur participants. Adults, youth, and children attending the convention must register through normal registration procedures.

BOOTH PRICING	EARLY REGISTRATION Received by APRIL 12, 2021	LATE REGISTRATION Received APRIL 13 or later
All space is subject to availability.		
SINGLE YE BOOTH —10'x6'; 8'x8'; or 10'x8'; with 6'x24" table	\$65	\$80
ADDITIONAL BADGES		
YOUTH & YOUNG ADULT Sibling or friend (age 11-24) assisting in your booth.	\$10	\$10



APPLICATION & PAYMENT

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

Applications received after the April 12, 2021 early application deadline may be accepted as space permits, but will not be included in the convention program. Please note, booth assignments will be confirmed after the early application deadline and will be communicated to registered exhibitors May 7, 2021.

APPLY ONLINE

Application to participate in the AFHE Convention as a Young Entrepreneur exhibitor is a two-step process.

STEP ONE: COMPLETE THE APPLICATION

Complete the online application form and our team will review it as quickly as possible after it is received.

STEP TWO: MAKE PAYMENT ONCE APPROVED

Once approved, you will be notified by email and provided with an invoice and payment instructions. Booth space is not reserved until payment in full is received.

If your application is declined, you will be notified by email. AFHE reserves the right to decline any application without further explanation or comment.

PAYMENT INSTRUCTIONS

PAY BY CHECK

Make check payable to **AFHE**

PAY BY CREDIT CARD

An online payment link will be provided to Young Entrepreneurs who wish to pay by credit card. This link will be on your invoice. Do not make a payment before receiving your approval and invoice.

PAYMENT DEADLINE

Payment is expected within two weeks of approval and invoice date and must be received by April 12 for your listing to be included in the convention program.

Your exhibitor registration is not complete until payment is received.

MAILING ADDRESS

AFHE
Attn: Exhibit Hall Coordinator
P.O. Box 2035
Chandler, AZ 85244-2035



CANCELLATION POLICY

CANCELLATION POLICY (Exhibitors)

If you must cancel and do so on or before April 12, 2021, we will refund 50% of your paid fees. No refund will be issued for an exhibitor-initiated cancellation after April 12.

CANCEL ON OR BEFORE APRIL 12, 2021 **50% refund**

CANCEL AFTER APRIL 12, 2021 **No refund**

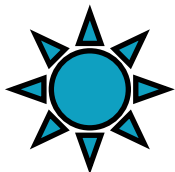
If you need to cancel, your exhibitor fees may **not** be transferred to another Young Entrepreneur to take your place. Each exhibitor must apply independently, go through the approval process, and pay any related fees.

If government or facility restrictions due to COVID-19 prevent AFHE or Grand Canyon University from proceeding with the 2021 convention, Young Entrepreneurs will be issued a full refund.

CANCELLATION POLICY (Mutual Hold Harmless)

AFHE recognizes the need to provide a clear cancellation policy for the sake of our exhibitors—our valued partners in serving the homeschool community—in the case of continued business disruptions caused by COVID-19 mitigation measures which may be taken by various levels of government and other vital services. The statement below is the policy you will be asked to acknowledge in the exhibitor application on the AFHE website:

In no event shall AFHE or approved AFHE Convention Exhibitors be liable for failure to perform or delay in performing any obligation under this Agreement if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of government restrictions or pandemics, including (without limitation) restrictions related to COVID-19.





Young Entrepreneurs have an opportunity to advertise in our convention welcome bags, which are distributed at check-in to attendees. We will be assembling 1,500 bags for the 2021 AFHE Convention. If you wish to participate in the welcome bags, you will order this item on your application, pay the appropriate fee, submit an application and a sample for review, and provide 1,500 copies of your insert item(s).

Single insert means a brochure, postcard, flier, DVD, or magazine/catalog 8 pages or less. Multiple-page inserts must be stapled together or secured so that they may be easily picked up individually by the bag-stuffing team. Magazines and catalogs that are more than 8 pages have a higher fee.

A SAMPLE OF EACH WELCOME BAG INSERT MUST BE REVIEWED

Please submit one sample of each item you would like to have inserted in the welcome bag ASAP after submitting your application. You do not need to wait to be invoiced before sending your sample.

MAIL sample(s) to AFHE Exhibit Hall, P.O. Box 2035, Chandler, AZ 85244-2035 - OR -

EMAIL digital copy (pdf or jpg) to vendors@afhe.org

WELCOME BAG FEE

Registered exhibitors (including Young Entrepreneurs) receive a discount rate for welcome bag advertising.

ADVERTISER TYPE	SINGLE INSERT Brochure, flier, postcard, etc.	MAGAZINE OR CATALOG More than 8 pages	ADVERTISING COST PER BAG Does not include your print/ship costs	
			4 cents Single insert	11.7 cents Magazine/catalog
REGISTERED EXHIBITOR Insert fee per lot of 1500 of same item	\$60	\$175	6.6 cents Single insert	20 cents Magazine/catalog
NON-EXHIBITOR Insert fee per lot of 1500 of same item	\$100	\$300	6.6 cents Single insert	20 cents Magazine/catalog

WELCOME BAG PARTICIPATION DEADLINES

Application submission deadline:	June 4, 2021
Shipping instructions will be sent out:	May 7, 2021
AFHE must receive all inserts by:	June 17, 2021

SHIP OR DELIVER INSERTS: MAY 7 - JUNE 17

Please note, inserts will be shipped to a residence in the East Valley. Approved welcome bag advertisers will be provided the address starting May 7, 2021. Please plan to ship by UPS, FedEx, USPS, or other similar shipping service that can be delivered to a residence, with a delivery date **between May 20-June 17**. You may also deliver your inserts to the residence in person.

Inserts that are not received by June 17, 2021, will not be included in the welcome bags.

The fee is non-refundable.



SERVICE PROVIDERS

You have the option of ordering amenities/services which are not included in your booth rental from our expo services provider. Approved exhibitors will receive contact information for our service provider. You will receive a service kit from the service provider before the convention, and your booth number will be required to place an order. Booth numbers are scheduled to be sent out May 7, 2021.

Due to our move to Grand Canyon University, there are some other changes for 2021.

DECORATOR/EXPO SERVICE PROVIDER

Modern Expo & Events

ELECTRICITY

Electricity will be available at some YE booths at no additional cost to you through our contract with Grand Canyon University. When you complete the YE booth application, you will be asked to specify whether you will require electricity at your booth. Please be prepared to bring an extension cord and a power strip. Where booths do not have access to outlets, exhibitors will have to provide your own battery power or rechargeable power packs for your needs.

INTERNET

Internet (wifi) will be available in both exhibit hall buildings at no additional cost to you through our contract with Grand Canyon University.



PARKING

Parking is available at Grand Canyon University. We will send further information about which specific lots and garages on campus are designated for our convention.



SALES TAX

Since January 2017, sales tax has been centralized through the Arizona Department of Revenue.

An Arizona Transaction Privilege Tax Permit is required for businesses engaging in taxable activities (such as the sale of products) at this event.

Please visit the Department of Revenue website below to learn details about 2019 legislation affecting remote sellers and marketplace facilitators.

APPLICATION AND DETAILS

[Azdor.gov/Business/TransactionPrivilegeTax.aspx](https://azdor.gov/Business/TransactionPrivilegeTax.aspx)

QUESTIONS

LicenseCompliance@azdor.gov



YOUNG ENTREPRENEUR EXHIBITOR GUIDELINES



PARTICIPATION ELIGIBILITY

Businesses that sell products or services designed to meet the needs of homeschooling families are invited to apply for exhibit space during AFHE's Annual Home Education Convention. Young Entrepreneur businesses must be owned, managed, and operated by the students or homeschool graduates only. Businesses owned and operated or directed by parents or others with assistance from students are not eligible. In addition, multi-level marketing, distributorship, franchise-model businesses, or businesses where students are reselling someone else's products are not permitted.

Students must be a minimum age of 11 by July 15, 2021. Homeschool graduates who are age 24 or younger are also eligible to participate.



NAME BADGES

AFHE will provide exhibitor name badges branded for our event, pre-printed with your company name on them and the representative names that you provide to us in advance. If you do not know the representative names in advance, we will pre-print just the company name and have them ready for you at check-in. Blank badges will not be given out. We will handwrite representative names on badges at check-in.

SUBMIT REPRESENTATIVES' NAMES BY JUNE 14

If you have a sibling or assistant (youth) working in your booth, please submit their name by June 14, 2021, to vendors@afhe.org with the subject line "[your business name] exhibitor name badges".

MAY NOT BE SHARED

One Young Entrepreneur badge is included with your booth registration. Additional badges for a sibling or assistant may be purchased with your Young Entrepreneur application or on-site from the exhibit hall coordinator. **Young Entrepreneur badges may not be used by parents or other adults.**

DOES NOT INCLUDE PARENT/FAMILY CONVENTION REGISTRATION

Young Entrepreneur booth registration does not include family registration for the Convention. Parents must register themselves and any siblings not working the Young Entrepreneur booth for the Convention separately to attend and to gain entrance into the exhibit hall.

AFHE EXHIBITOR BADGE MUST BE WORN AT ALL TIMES AT THE CONVENTION

Your exhibitor name badge is required for entrance into the exhibit hall. Company name badges may be worn, but please do not insert your own company name badge into the AFHE name badge holder.



EXHIBITOR GUIDELINES continued



PROMOTION PERMITTED ONLY WITHIN BOOTH SPACE

Distribution of materials (brochures, business cards, fliers, catalogs, etc.) is limited to the confines of your booth space. Please do not place materials on tables, in restrooms, or other locations around the Arena or Colangelo Museum/Practice Facility. In addition, roaming in the exhibit hall to promote one's company verbally, distribute literature, or advertise to attendees with mascots/costumes or signage is not permitted.



EMPTY BOXES MUST BE REMOVED FROM BOOTH

The Fire Marshal requires that all empty boxes, pallets, packing materials, etc. be removed from all booths prior to the start of the show. The Fire Marshal will not allow us to open the exhibit hall until these materials have been removed. Please make sure all these items are cleared from your booth no later than 9:00 AM Friday morning when the Fire Marshal begins the inspection. You may store your empty boxes in your vehicle or may inquire with the decorator/expo service provider about storage rental. All extra product/inventory must be stored under tables or in your vehicle. Extra products and merchandise should not be stacked out in the open.



ALL BOOTH CONTENTS MUST BE INSIDE YOUR BOOTH SPACE

Please ensure that all contents of your booth are located completely within the designated boundaries for your booth space including tables, signs, book/product displays, chairs, etc. The Fire Marshal prohibits exhibitor furnishings extending out beyond the booth boundary. No signage or displays may be taped or mounted to any walls, doors, windows, floors, or other surfaces in the exhibit hall or elsewhere on campus.



CLOTH MUST BE FIRE RESISTANT OR TREATED

If you use any cloth/fabric within your booth space for decorations or table coverings, they must either have manufacturer's tag that indicates they are fire resistant or you must demonstrate to the Fire Marshal that you have treated them. You should have your own non-aerosol bottle of fire retardant handy at your booth. Commercially manufactured tablecloths are generally not a problem.

We will not be allowed to open the exhibit hall until the Fire Marshal has completed the inspection and given final approval. Compliance with this issue is mandatory. Burlap has been a particular concern in recent years. Random burn tests have been conducted during the exhibit hall inspection. Fire retardant spray can be purchased through Amazon or at home improvement stores.



SOUND AUDIO, VIDEO, MUSIC

The volume of all audios or videos played or noise in or around your booth must be low enough so as not to disrupt neighboring exhibitors. Live music such as instrument demonstrations must be pre-approved and should be utilized on a limited basis.



EXHIBITOR GUIDELINES continued



CUSTOMERS MUST BE REGISTERED FOR THE CONVENTION

All customers must be registered for the AFHE Convention to enter the exhibit hall to shop at your booth. Registered attendees will be wearing AFHE Convention name badges.



SHARING OF TABLES/CHAIRS NOT PERMITTED

The items in your booth kit or items rented from the decorator/expo service may not be shared to another booth. If you have one or more tables that come with your booth space that you do not need, they must be turned in and cannot be lent to another exhibitor. Tables may only be used in the booths for which they have been assigned.

If you need additional tables or chairs, you may bring your own or rent them from the decorator.



BOOTH SHARING IS NOT PERMITTED

Exhibitors may not sublet or share their booth space with other companies or businesses. Each individual company/business must apply for their own booth space or may pay for an insert in the welcome bags or purchase other advertising as available.



NO PROMOTION OF PUBLIC, CHARTER, OR LOCAL PRIVATE SCHOOLS

In keeping with AFHE's mission statement and vision for this convention, we will not accept as exhibitors any public, virtual charter, charter, or private schools, or homeschool enrichment programs offered through any of these education options.

Exhibitors may not promote public-school-at-home programs, local private school programs, or other programs that are otherwise outside the focus of this event or AFHE's mission.

We do allow a few curriculum providers who offer a distance learning academy program where the instruction takes place in the child's home and is paid for by the family.



HELIUM BALLOONS PROHIBITED

Helium balloons will not be permitted in the exhibit hall spaces.



EXHIBITOR GUIDELINES continued



CHILDREN

During move-in and move-out while many vehicles are moving through the exhibit hall areas, children age 15 or under may not be near the loading areas for safety reasons. In addition, all children must remain in the booth space while forklifts are being used to move tables and equipment in the exhibit hall.



ANIMALS

With the exception of official service animals as defined by the ADA and in Arizona law, the AFHE Convention and Grand Canyon University will not permit the presence or participation of animals in exhibit hall spaces.

If you wish to bring live animals to be part of your exhibitor booth, you must notify AFHE at the time that you submit your exhibitor application in order to request a waiver for your booth. Prior notification and approval by AFHE and GCU must occur in order for such animals to be permitted. Approval is not guaranteed.



FOOD DISTRIBUTION

The sale or distribution of food is restricted by Grand Canyon University. You may give out individually wrapped candies or mints at your booth for attendees to enjoy.

If you wish to give away or sell food at your booth, please email vendors@afhe.org for additional information you will need to comply with GCU policies.



COMPANIES WITH MULTIPLE DISTRIBUTORS OR OPERATORS

We limit representation in the exhibit hall to no more than one exhibitor from a particular company that has multiple distributors or operators (e.g. Osborne, Discovery Toys, etc.). When completing your application, please list the publishers of which your inventory primarily consists.

Companies with a multi-level marketing structure will not be permitted in the exhibit hall or convention program advertising, but may participate in the welcome bags.



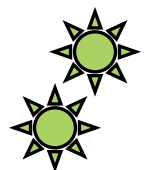
USED BOOK DISTRIBUTORS

Companies whose inventory is primarily used books and/or curricula are not eligible to apply to be an exhibitor at the AFHE Convention. Our desire is to have new books, curriculum, and resources available for purchase by our attendees.



CANCELLATION POLICY

Please refer to cancellation policy on page 9 of this information packet.





SERVICE TEAM

The AFHE Service Team is a group of dedicated teens and graduates who volunteer for service in various capacities throughout the AFHE Convention. Look for the blue shirts!

These young people will assist with exhibitor load-in and load-out. Also watch for them as they serve in these ways:

DELIVER WATER

Our Service Team members will make hourly trips through the exhibit halls offering cups of water to exhibitors.

MONITOR YOUR BOOTH FOR A SHORT BREAK

If you are alone in your booth and need a quick restroom break, we can provide a Service Team member to stand in your booth for a brief period. Please note, they will not make sales or otherwise represent you to your customers.



HOTEL

We are currently seeking a group rate at a hotel near the campus of Grand Canyon University.

AFHE will send complete details to all vendors as soon as we are able to provide that information.



AIRPORT

SKY HARBOR INTERNATIONAL AIRPORT is located in Phoenix about 13 miles from Grand Canyon University.