TAMPA BAY HOMESCHOOL CONFERENCE
INSPIRE | EDUCATE | EMPOWER

Exhibitor Handbook

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Policies & Procedures

Exhibitor Application & Approval

Organizations interested in exhibiting at or sponsoring the Tampa Bay Homeschool Conference must complete the online Exhibitor Application available through the TBHC website.

Submission of an application does not guarantee acceptance or reservation of exhibit space. TBHC reserves the right to approve, decline, or waitlist applications based on the relevance of the organization's products or services to the homeschool community, the overall diversity of exhibitors, available space, and the goals of the conference.

TBHC may request additional information about an organization, its products or services, or its proposed exhibit before making an approval decision.

Please allow up to 14 business days for application review. Applicants will be notified of their status by email. All exhibitor-related correspondence should be directed to admin@tbhcgroup.com.

Upon approval, exhibitors will receive instructions for completing registration and securing their exhibit space. Approval alone does not reserve exhibit space. Registration and applicable payment requirements must be completed by the deadline provided.

Organizations interested in conference sponsorship may indicate their interest through the Exhibitor Application. A TBHC representative will follow up to discuss available sponsorship opportunities and participation details.

Organizations participating through a year-round TBHC partnership follow a separate agreement and registration process and are not required to complete the standard Exhibitor Application.

Exhibitor Fees & Payment

Exhibitor Tabletop $350	*Exhibitor Booth $550*
One 6-foot table and two chairs	*10’ x 8’ exhibit space, including one 6-foot table and two chairs*

All exhibit spaces are subject to availability and approval by TBHC.

Deposit & Payment Requirements

Upon application approval, exhibitors will receive an invoice for a $350 nonrefundable deposit, along with the required Waiver and Release of Liability. The deposit must be paid, and the waiver must be completed, within five (5) business days of the approval notification.

An exhibitor's participation is not officially confirmed, and exhibit space is not reserved, until both requirements have been satisfied. Failure to complete these requirements within the designated timeframe may result in the cancellation of the approval and release of the exhibit space to another applicant.

For Exhibitor Tabletop registrations, the $350 deposit satisfies the full exhibit fee. For Exhibitor Booth registrations, the remaining $200 balance will be invoiced separately. Any additional charges for approved electricity or optional equipment will be included in a subsequent invoice and must be paid by the designated deadline.

Electricity & Additional Equipment

Electricity is not included in standard exhibitor fees. Exhibitors requiring electricity must indicate this need on their application. Electrical access is subject to approval and availability, and an additional fee will apply.

Select corner booths may accommodate an additional 6-foot table for an expanded display configuration. This optional upgrade is subject to booth location, space availability, and TBHC approval. An additional fee will apply.

Requests for additional equipment or customized exhibit arrangements are subject to availability, TBHC approval, and any applicable additional charges. Exhibitors interested should contact admin@tbhcgroup.com to discuss availability and pricing.

Conference Sponsors & Annual Partners

Conference sponsors whose sponsorship packages include exhibit space will receive the space and equipment specified in their sponsorship agreements without an additional standard exhibitor fee. Year-round TBHC partners whose agreements include conference exhibit space will receive the exhibit benefits outlined in their partnership agreements.

Additional space, equipment, or services beyond those included in an agreement may be subject to additional fees.

Approved Exhibitor Activities

Exhibitors may promote only the products, services, organizations, and activities disclosed in their application and approved by TBHC. Any significant changes or additions must receive prior approval from TBHC.

Cancellation Policy & Exhibitor Withdrawal

Exhibitor Withdrawal & Refunds

All exhibitor payments are final and nonrefundable, including deposits, exhibit fees, electricity charges, additional equipment rentals, and any other optional upgrades.

Exhibitors who need to withdraw from the conference must notify TBHC in writing at admin@tbhcgroup.com. Any payments already made will be forfeited; however, exhibitors will not be responsible for any remaining unpaid balance upon withdrawal.

Conference Cancellation or Changes

In the event the conference must be canceled due to circumstances beyond TBHC's reasonable control, including severe weather, natural disasters, government restrictions, or other unforeseen emergencies, exhibitor payments will remain nonrefundable.

TBHC reserves the right to make reasonable changes to the conference schedule, venue arrangements, exhibit hall layout, or booth assignments when necessary.

Revocation of Exhibitor Participation

TBHC reserves the right to revoke an exhibitor's participation for failure to comply with conference policies, payment requirements, or exhibitor agreements. In such circumstances, all payments made will be forfeited, and no refunds will be issued.

Event Logistics

Exhibitor Badges

Each registered exhibitor will receive three (3) complimentary exhibitor badges, providing access to the Exhibit Hall and conference sessions. Exhibitor badges are intended exclusively for individuals working at the exhibitor's booth.

Exhibitors may purchase up to three (3) additional badges at the following rates:

- **Advance Purchase:** $25 per badge
- **On-Site Purchase:** $30 per badge

Exhibitors requiring more than six (6) badges must register additional individuals as conference attendees.

Exhibitor badges are issued for authorized booth personnel and may not be shared or transferred to other individuals. Family members and guests who are not actively working at an exhibit must register separately as conference attendees. *Individuals who have already registered as conference attendees and are assisting at an exhibitor's booth do not need to purchase an additional exhibitor badge.*

Conference sponsors and year-round partners will receive the badge allotments specified in their respective sponsorship or partnership agreements.

Exhibitor Hall Hours

The hall will be open to conference attendees from 10am to 5pm.

All exhibitors are expected to have their booths fully set up and staffed before the Exhibit Hall opens and to maintain their displays throughout the published exhibit hall hours.

Early breakdown or removal of exhibits is not permitted without prior approval from TBHC. Exhibitor setup, check-in, and teardown times are outlined in the Exhibitor Logistics section of this handbook.

Exhibitor Logistics

Exhibitor Information & Setup Instructions

Prior to the conference, exhibitors will receive an email containing event-specific setup instructions, check-in procedures, and exhibit hall information, including a floor plan and assigned exhibit location.

All exhibitors must check in with the TBHC Exhibitor Relations Team upon arrival before beginning setup.

Exhibit Space & Included Equipment

The 2027 conference offers two standard exhibit configurations:

- Exhibitor Tabletop: One 6-foot table and two chairs.
- Exhibitor Booth: A 10' × 8' exhibit space, including one 6-foot table and two chairs.

Select corner booths may accommodate an additional 6-foot table, subject to availability, approval, and an additional fee.

All exhibit materials, tables, displays, and signage must remain entirely within the exhibitor's assigned space. Exhibitors may not obstruct aisles, exits, or neighboring exhibit spaces.

Exhibit Space Assignments

Exhibit locations are assigned by TBHC based on exhibit configuration, available space, exhibitor offerings, overall hall layout, sponsorship commitments, and operational considerations. Specific booth locations are not guaranteed. TBHC reserves the right to adjust exhibit assignments or the exhibit hall layout when necessary. Exhibitors may not exchange, transfer, share, or sublease their assigned exhibit space without prior written approval from TBHC.

Electricity & Equipment

One 6-foot table and two chairs are included with each standard exhibit registration.

Electricity is not included in the exhibit fee and must be requested in advance. Electrical access is subject to approval and availability, and an additional fee will apply.

Exhibitors are responsible for providing any additional display materials, signage, equipment, or supplies needed for their exhibits unless otherwise arranged with TBHC.

Tabletop Display Boundaries

Tabletop exhibitor spaces are intended primarily for displays arranged on the provided 6-foot table. Freestanding banners, display racks, or other floor-standing materials must be approved by TBHC in advance.

Exhibitors requesting approval for freestanding displays must provide the dimensions of the proposed materials. Approval will depend on available space and the surrounding exhibit layout. All displays must remain within the space authorized by TBHC and may not extend into aisles, obstruct walkways, or encroach upon neighboring exhibitor spaces.

Exhibitor Setup, Teardown, and Safety

Loading & Unloading

Exhibitors must follow all designated loading, unloading, and parking procedures established by TBHC and Saddlebrook Resort.

When unloading, exhibitors should promptly unload their materials and move their vehicles to designated parking areas before transporting or arranging materials inside the venue. Vehicles may not remain in loading areas while exhibitors complete booth setup.

At the conclusion of the event, exhibitors must fully dismantle and pack their displays before retrieving their vehicles for loading. Vehicles must be moved promptly once loading is complete.

Set Up & Tear Down Times

Set up will be Friday evening 5-8pm. If you are NOT able to set up Friday evening, please make other arrangements with TBHC staff at least TWO WEEKS PRIOR to the event.

You must be fully set up and ready for guests by 9am on Saturday. Exhibitors must remain open and fully set up until 5:00 p.m., even if an exhibitor sells out of its products or materials. Early teardown is not permitted without prior approval from TBHC. Exhibitors must remove all items from the property **immediately** following the close of the event.

Exhibit Setup Requirements

Each standard exhibitor space includes one 6-foot table and two chairs. Exhibitors are responsible for providing their own signage, table coverings, display materials, and other supplies necessary for their exhibit. All tables must be fully covered with a clean, professional-looking table covering.

Displays must be stable, properly secured, and arranged so they do not interfere with neighboring exhibitors or attendee movement. All materials, merchandise, equipment, and personal belongings must remain within the exhibitor's approved space.

Exhibitors may not attach signage, decorations, or other materials to venue walls, floors, doors, or fixtures without prior approval.

Safety & Venue Compliance

Exhibitors must comply with all applicable safety requirements and instructions provided by TBHC and Saddlebrook Resort. Aisles, walkways, emergency exits, and access to safety equipment must remain clear at all times. Electrical cords and equipment must be safely arranged to prevent tripping hazards or interference with neighboring exhibits.

Exhibitors are responsible for any damage to venue property or equipment caused by their setup, materials, or activities.

Demonstrations, presentations, music, or other activities must not create excessive noise or interfere with neighboring exhibitors or conference programming. TBHC reserves the right to require modifications to any display or activity that presents a safety concern or disrupts conference operations.

Internet & Electricity

Free wireless internet will be available to exhibitors for digital payment processing, including Square, Apple Pay, and similar services. Exhibitors are encouraged to use a personal hotspot when available, as wireless service may become overloaded during the event.

Electricity is available on a limited basis and must be requested and approved by TBHC management in advance. Additional fees will apply.

Personal generators are not permitted.

Overnight Equipment & Personal Property

The Exhibit Hall will be locked overnight following Friday setup. Exhibitors are responsible for securing their merchandise, equipment, valuables, and personal belongings. TBHC and Saddlebrook Resort are not responsible for lost, stolen, or damaged personal property, except as required by applicable law.

Event Marketing

Photos at the Event

By participating in the Tampa Bay Homeschool Conference, exhibitors acknowledge that photographs and video recordings may be taken throughout the event, including images of exhibitors, booth displays, products, and activities.

Exhibitors grant TBHC permission to use their image, likeness, organization name, and images of their exhibit in conference-related marketing, advertising, social media, publications, and promotional materials for current and future TBHC events, without additional compensation or approval.

Photographs and video recordings created by TBHC or on its behalf may be retained and used by TBHC for these purposes, subject to any applicable third-party rights.

Marketing Expectations

The success of the Tampa Bay Homeschool Conference benefits both TBHC and our participating exhibitors. We encourage all exhibitors to help spread the word about the conference and their participation.

Exhibitors are encouraged to support conference promotion in ways appropriate for their organization, including:

- Sharing TBHC conference announcements and social media posts.
- Announcing their participation in the conference through their own social media channels.
- Sharing the conference website and event information with their audiences.
- Including conference information in email newsletters or other communications with customers, members, or subscribers.
- Displaying conference promotional materials at their business or organization, when applicable.

TBHC may provide promotional graphics, suggested messaging, and other resources to assist exhibitors with these efforts. Exhibitors interested in additional promotional collaboration opportunities are encouraged to contact TBHC at admin@tbhcgroup.com.

Sponsorship Opportunities

TBHC offers conference sponsorship opportunities for organizations interested in increasing their visibility and supporting the Tampa Bay Homeschool Conference. Organizations interested in becoming conference sponsors may indicate their interest on the Exhibitor Application or contact TBHC at admin@tbhcgroup.com to request information about available sponsorship opportunities.

Sponsorship packages offer varying levels of recognition, promotional benefits, and conference participation opportunities. Certain packages include exhibit space as part of their benefits.

Exhibit space included in an approved sponsorship package does not require an additional standard exhibitor registration fee. Any additional exhibit space, equipment, or services requested beyond the package's included benefits may be subject to availability and additional charges.

Sponsorship opportunities are subject to availability and are confirmed through TBHC's sponsorship approval and payment process.

Organizations participating through a year-round TBHC partnership follow a separate partnership process and will receive instructions for submitting their conference exhibitor information when applicable.

Exhibitor Agreement & Waiver

Exhibitor Agreement

By completing the exhibitor registration process, the exhibitor acknowledges that they have read, understand, and agree to comply with the policies, procedures, and requirements outlined in the 2027 Tampa Bay Homeschool Conference Exhibitor Handbook.

Exhibitors agree to provide accurate and complete information throughout the application and registration process and to notify TBHC of any significant changes to their approved exhibit or organization.

Exhibitors acknowledge that exhibit participation is subject to TBHC approval, completion of all required registration documents, and payment of applicable fees.

All exhibitor payments are subject to the nonrefundable payment and cancellation policies outlined in this handbook.

TBHC reserves the right to deny, revoke, or terminate exhibitor participation for misrepresentation, failure to meet payment or documentation requirements, violation of conference policies, or conduct that compromises the safety or orderly operation of the event.

Violations may also affect eligibility to participate in future TBHC events.

Exhibitors agree to follow reasonable instructions issued by TBHC representatives and Saddlebrook Resort personnel regarding event operations, safety, and venue requirements.

Waiver & Release

All exhibitors are required to complete and submit the TBHC Exhibitor Liability Waiver & Release as a condition of participation in the 2027 Tampa Bay Homeschool Conference.

The waiver will be provided with the exhibitor's registration and payment instructions following application approval.

The required waiver and initial deposit must be completed within five (5) business days of approval. Exhibit space is not officially confirmed or reserved until both requirements have been satisfied.

Failure to complete the required waiver or payment may result in the release of the exhibitor's space.

Completion of the waiver does not replace the exhibitor's responsibility to comply with the policies and requirements outlined in this handbook.

Updated: 11/17/2026