

**2026**

# **Chattanooga Homeschool Expo**

A CSTHEA Event

*Our Exhibitors are part of our  
Chattanooga Homeschool family and you are important to us!*

## **Chattanooga Convention Center**

1 Carter St, Chattanooga, TN 37402

### **New Homeschoolers & Special Needs Day**

Thursday June 25th

9:00am - 6:00

*Optional*

### **Exhibit Days**

Friday June 26th 9:00 AM - 6:00 PM

Saturday June 27th 9:00 AM - 6:00 PM

### **Special Events**

#### **Mom's Night Out**

Friday June 26th 6:00pm - 9:00pm

#### **Family Game Night**

Saturday June 27th 6:00pm - 9:00pm

### ***Encourage, Equip, Empower***

Chattanooga Southeast Home Education Association (CSTHEA) is a Christian, non-profit organization, and a chapter of the Tennessee Home Education Association (THEA). We serve the Chattanooga Southeast Tennessee homeschool families, as well as families from north Georgia and northern Alabama.



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# Important General Information

## Beliefs

The Chattanooga Homeschool Expo is sponsored by Chattanooga Southeast Tennessee Home Education Association (CSTHEA).

### A Christian Organization

CSTHEA and The Chattanooga Homeschool Expo are Christian organizations that hold to Christian standards throughout all events.

All Exhibitors must present content that is in keeping with CSTHEA's Christian Statement of Faith. If you are unsure of whether or not your company or organization's views are opposed to this view, please contact [expo@csthea.org](mailto:expo@csthea.org) to discuss.

Existing & Past Exhibitors, if there are any changes in world view or type of curriculum that you sell, please indicate those changes on the Exhibitor Application for review.

We reserve the right to take down or remove material that we deem offensive or not in keeping with our organization's beliefs or that are not in keeping with the goal of the Expo.

## Homeschool

Schools, Public or Private, are not allowed to attend as exhibitors unless they provide a homeschool option or are a "church-related school" or "umbrella school." If invited, they may not promote their school in any way other than the approved homeschool options.



# What's New

New Location  
Additional Day  
New Dates  
More Speaking and Workshop Options  
Added Events

## New Location

### The Chattanooga Convention Center

Those of you who have been with us before know that we have held this Expo at Camp Jordan Arena for decades. We have grown in exhibitors and attendees over the years, and we maxed out the Arena the past 2 years in a row!

Our move to the Chattanooga Convention Center allows us to extend our expo by adding an extra day, will allow for more exhibitors, events spaces, speaking and workshop spaces. This will all encourage more homeschool families to attend!

## Additional Day

### New Homeschoolers and Special Needs Day

This optional day will have speakers, workshops, and other programming that will be specifically designed for our New Homeschool Families & our families with Special Needs.

We would love to hear your ideas about how to make this a special day for these families that need a bit of special and extra encouragement and support!

**If you are interested in Speaking or Presenting at this special day, you may indicate this on the Exhibitor Application.**  
**There will be separate pricing for this extra day sent to those who are interested.**

Please consider being a part of this new day!



## New Dates

June 25th - 27th

We have had to adapt with the changes in the Expo culture and with the dates available in the Conference world. We hope these new dates will allow more time for preparation at the end of the summer for our families. The changes also allowed our Expo to secure a spot at a much needed larger venue.

## More Speaking and Workshop Opportunities

The new venue allows for more **dedicated space for speakers and workshops!** We have several dedicated, separate, technology available rooms for you. We are excited to fill these times and spaces with learning opportunities for all.

We are excited to accept many different types of talks, demonstrations, and workshops. We would also love to provide something for several age groups, especially teens! If you have ideas and would like to be a part of these, please check out our [Speaking and Workshop Opportunities Packet here](#).

## Added Events

### Mom's Night Out

Friday, June 26th at 6:00pm - 9:00pm

Let's give our mom's a break and provide a fun-filled night out!

Register to be a part of this evening's festivities.

### Family Game Night

Saturday, June 26th at 6:00pm - 9:00pm

This fun-filled night will allow families to spend time together while learning and playing games offered by our Exhibitors.

Registration by Exhibitors will be required

### Student Art Show

June 26th - June 27th

Keep checking back for more options as they become available!

We would love for you to be a part of these great activities. If you would like more information about how to participate, please visit our [Events & Activities Packet](#).



# Location and Facilities

The Chattanooga Convention Center is the perfect place for The Chattanooga Homeschool Expo! They have modern convenience spaces with the charm and comfort of Chattanooga. We are so excited that you will be joining us!

Check out [The Chattanooga Convention Center's](#) website to learn more about the facilities.

Once updated, extra items may be ordered through this site, including Dryage. An email will be sent once this option is available.

Please email me at [expo@csthea.org](mailto:expo@csthea.org) with any questions about the facilities.



# Registration Information

## Steps to Apply & Register

1. Read through this Exhibitor packet in its entirety.
2. Fill out the [Exhibitor Application Form](#).
3. After receiving your Acceptance Email, Fill out the [Exhibitor Registration](#) and Make Payment in Full. (Please allow for 7 to 10 business days for the acceptance email. Also, add [expo@csthea.org](mailto:expo@csthea.org) and [mandi@csthea.org](mailto:mandi@csthea.org) to your contact list.
4. Share Registration Information with others involved in representing your company.

## Who Can Register

Our families and exhibitors are so important to us that we carefully curate the expo to best fit the needs of our families. We strive to provide encouragement, inspiration, and to equip our families with the resources they need to succeed!

*Tennessee has one of the highest percentages of homeschoolers in the country!*

It is also important that our exhibitors are well taken care of. We strive to provide an atmosphere that will give our exhibitors the opportunity to sustain and expand their businesses, so that they are able to continue to provide the amazing resources our families need!

We are not able to accept all applicants, but will do our best to accommodate as many as possible.

### 2025 Stats

486 registered families

Over 1400 in attendance

99 exhibitors

An extensive waiting list!



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## Things we consider for acceptance:

### **CSTHEA is a non-profit, Christian organization.**

We keep to our beliefs and values throughout this expo. As a non-profit, we truly do not strive to make money with this event. The purpose is to support our homeschool community with resources that will enrich their families. Any money left over is put back into our other programs. For more information about our organization, please visit [csthea.org](http://csthea.org).

### **We do give preference to some of our long-term vendors (you know who you are!)**

It is not always a first come-first served entry. As mentioned above, our exhibitors are family, we do stay loyal to our exhibitors, just as our exhibitors have stayed loyal to us! Don't worry! We have moved to the Chattanooga Convention Center, in part to allow for more businesses to participate.

### **We will only take one exhibitor per company.**

If there is an expressed difference in what each vendor carries, the company may get special permission.

It is your responsibility, as the Exhibitor, to make sure that there are no other companies that you are not allowed to attend with. If your company can go by a different label, we may not be aware of this. If there is any doubt, please contact us at [expo@csthea.org](mailto:expo@csthea.org).

We strive to accept companies that benefit and enrich our homeschool families.

We reserve the right to refuse anyone for any reason. If not accepted, you will receive a full refund. If you are not accepted, but feel it is in error, or would like to explain your services, please reach out to us at [expo@csthea.org](mailto:expo@csthea.org).

Past Exhibitors, in good standing, may receive priority, at the sole discretion of the Expo Director.



# Right to Decline

CSTHEA and The Chattanooga Homeschool Expo reserve the right to refuse or decline a company for any reason, without comment or explanation.

Participation in the Expo is by invitation only.

## Cancellation Policy

There is a no-refund policy, unless you are denied acceptance.

We do hope that you do not have to cancel your booth reservation, however please let us know as soon as possible if it is unavoidable.

No shows, poor attendance at assigned booth space or other assigned area, and/or cancellations without valid reasoning may not be invited to future CSTHEA sponsored events.

If you are unable to attend the Expo, please contact [expo@csthea.org](mailto:expo@csthea.org) and explain the circumstances.

## Weather and Other Emergencies

We have never had to reschedule an event!

However, in the event of extremely adverse weather conditions, health emergencies, acts of nature, and other circumstances, best efforts will be made to reschedule the event. Exhibitors must agree to the same terms and conditions that were agreed to upon the Exhibitor Application submission.

CSTHEA, The Chattanooga Homeschool Expo, and The Chattanooga Convention Center shall not be liable to exhibitor, or representatives, for any loss or damage suffered rescheduling of the show.



# Payment Options

All payment options require an online form to be submitted. Either submit payment:

**Online**, alongside the Registration that will be sent along with your acceptance or invitation letter. *Online payments are subject to a Credit Card fee.*

Or

**By check**, after the online application is submitted, along with the following information:

Payments made by check are to be written to:  
CSTHEA

Please include the following printed form with all checks.  
Paid by Check Form

Mail to:  
CSTHEA  
% Mandi Leigh Johnson  
9648 Wiltshire Dr.  
Ooltewah, TN 37363

**Your application may be void if payment is not received promptly.**



# Emails, Texts, and Communication

Please add the following emails to your contacts in order to make sure you receive all of the information from CSTHEA and The Chattanooga Homeschool Expo.

[mandi@csthea.org](mailto:mandi@csthea.org)

[expo@csthea.org](mailto:expo@csthea.org)

[treasurer@csthea.org](mailto:treasurer@csthea.org)

If you were an exhibitor at the 2025 Chattanooga Homeschool Expo, please check the email address used, to make sure you received the “Save-the-Date” email sent on 11/17/2025. If you did not, please check your spam first. If it is in your spam folder, please check the “It’s not spam” button. If it is not in spam, then let me know at [mandi@csthea.org](mailto:mandi@csthea.org). The email management company used is “MailerLite”.

No person or entities will contact you for payment or information, on our behalf, other than these addresses, unless you have been notified by Mandi Leigh Johnson through one of these emails. If there are any questions about emails, call, or texts that you receive, please contact Mandi Leigh Johnson directly at [mandi@csthea.org](mailto:mandi@csthea.org)

CSTHEA and the Chattanooga Homeschool Expo will not share, distribute, or sell any of your information.



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# Changes Needed by Exhibitors After Registration

Exhibitors may make or request changes on the appropriate forms. Deadlines have not been set for changes at this time, but there will be deadlines. An email will be sent out with these dates as soon as they are set.

Changes will be subject to availability and approval of the Chattanooga Homeschool Expo's Director.

For Additions, please use the Exhibitor Changes and Additions Form (to be updated on the website and emailed when available).

**Changes and/or additions that are emailed only will not be considered official and may or may not be accommodated.**

For changes that need refunds, which will be accepted on a case-by-case basis, please use the Exhibitor Changes and Refunds Form.

## Photos, Videos, and Audio

By registering, you acknowledge that all photographs, videos, and audio taken at the event, by CSTHEA and The Chattanooga Homeschool Expo representatives, are to be owned by CSTHEA and The Chattanooga Homeschool Expo, unless otherwise agreed upon in writing. This media may be used for the purposes of promoting and celebrating this event as well as other CSTHEA-sponsored events in the future.

There are times that CSTHEA, The Homeschool Expo, The Chattanooga Convention Center, and/or general homeschool information will be presented in the media in forms of news reports and advertisements. By registering, you are agreeing to only speak truthfully about the event.

No royalties or fees will be provided or owed.



# Media

In promoting The Chattanooga Homeschool Expo:

- Follow our Branding Kit guidelines, found on The Chattanooga Homeschool Expo website.
- Speak positively about the event, CSTHEA, and homeschooling.
- Only use photos of individuals who have given consent to the use of the images.
- Don't use information that you do not own or have the rights to use.

CSTHEA and The Chattanooga Homeschool Expo reserves the right to request that you remove and/or delete any promotional material that does not meet these guidelines, per our discretion.

# Compliance

All participants and representatives of your company or organization must comply with all regulations by CSTHEA, The Chattanooga Homeschool Expo, as well as The Chattanooga Convention Center.

Registering for The Chattanooga Homeschool Expo acknowledges and agrees to these regulations listed on/in:

- The Chattanooga Homeschool Expo website
- The CSTHEA website
- The Chattanooga Homeschool Expo Exhibitor Packet
- The Chattanooga Convention Center Website

Lack of compliance with any listed regulations could result in expulsion from the event, the premises, loss of any fees paid, and/or could result in not being allowed to participate in present or future events sponsored by CSTHEA.



# Liability

The Chattanooga Homeschool Expo assumes no responsibility for speaker/exhibitor inventory, materials, or equipment on the site of the convention.

Companies and Organizations agree to hold The Chattanooga Homeschool Expo harmless from any and all liabilities from any cause; agree that The Chattanooga Homeschool Expo shall not be responsible for any loss, damage, or injury that may occur to the exhibitor, their volunteers, employees, or property from any cause whatsoever, prior, during or subsequent to the event. The speaker/exhibitor on registering for The Chattanooga Homeschool Expo expressly releases The Chattanooga Homeschool Expo and CSTHEA from and agrees to indemnify same against any and all claims for such loss, damage or injury.

The Chattanooga Homeschool Expo or its representatives will not mediate any dispute between exhibitors.

Exhibitors are liable for any damage caused to the building floors, walls, curtains, and drapes as well as to standard booth equipment or to other property of the facility or other Exhibitors. Exhibitors must not apply any adhesive to the building floors, walls, or any standard booth equipment.



# Booth and Exhibit Information

## Booth Prices and Components Included

10 x 10 Booth Spaces

Booth Prices automatically include fees for

- 2 Representatives for 1st booth, 1 Representative for each booth after that (extra representatives may register for the event at a reduced cost)
- High Speed Wireless Internet
- Pipe and Drape
- Company/Organization Name and Link listed on the Expo's new dedicated website

Booth Prices DO NOT include:

- [Electricity](#)
- [Tables, Chairs, Table Cloths](#)
- [Trashcans](#)

Booth Type	Description	Registration Until May 1st, 2006	Late Registration If available
Premium - Gold	For Premium Gold Sponsors	\$325	\$380
Premium - Silver & Bronze	For Premium Silver & Bronze Sponsors	\$310	\$360
Standard	Inline, Middle	\$260	\$300
One Corner	End of aisle	+\$35	+\$55
End	Two Corners, end of aisle	+\$60	+100
Island	Must rent at least 8 booths	+\$125	+\$160
Extra Representatives	Reduced cost for those working at least 6 hours	\$15	\$15



For example, a standard booth that would like to add one corner would be:

Standard Booth \$250  
+Once Corner \$25  
= \$275

## Booth Locations and Requests

Because of our ever-growing expo, exhibitors may request booth spots, but may not get the spot that they request.

We reserve the right to place your company in the space that fits best for the Expo and works with the other exhibitors.

We reserve the right to move your space at any time.

Exhibitors may not share booth space with any business, group, or other persons, unless it has been approved by CSTHEA.

Subletting booth space is not allowed.



# Tables and Chairs

Because so many of our exhibitors bring their own tables and chairs, there are **no tables and chairs automatically added** to your booths.

Please indicate how many tables and chairs your company will need in the Tables and Chairs section of the Exhibitor Registration.

You will have the option of either 8ft or 6ft Folding Tables and Folding Chairs.

Early Pricing up to May 1st, 2026, for guaranteed availability.

Late Pricing May 2nd through June 15th, subject to availability.

Late Pricing with added fee (we get charged for late changes), June 15th - Expo if available.

Item	Early Price by May 1st, 2026	Late Price May 2 - June 15	Late with fee June 15 - Expo
Chairs - Metal Folding	\$5.00 each	\$7.00	10.00
Tables - 6 ft	\$13.00 each	\$15.00	18.00
Tablecloth - 6ft (black)	\$18.00	\$20.00	23.00
Tables - 8 ft	\$15.00 each	\$17.00	19.00
Tablecloth - 8ft (black)	\$19.00 each	\$21.00	24.00
Small Trashcan	\$3.00	\$4.00	\$5.00

- **Do not move tables and chairs outside of your booth.**  
Representatives may not take tables or chairs from other booths, the dining area, or any other areas. If this occurs, your company will be liable for the cost of renting the tables and chairs, as well as a \$15 additional fine per item.
- **Order the correct amount early, and keep a record of your rentals.**



# Electricity

**Electricity is \$50** if paid through registration or our Changes and Ad-Ons form by June 1st.

Electricity is \$100 if paid through the Convention Center on the day of so it is important that you think through your needs.

If you have any of these needs, you need to register for electricity:

- Computer use for representatives or attendees
- Payment system that uses plugs or charging
- Phone use that will require charging before the end of a 10 hour plus day
- Media such as monitors, televisions, or audio components
- Children (your own) who will be using any of these or video game systems while parents are working

**Most people need electricity.** You must pay the charge for your own booth's electricity. Sharing other booth's access points is prohibited and will be subject to a fine.

Please **bring a surge protector** that is large enough to accommodate all of the devices needing to be plugged in and/or charged, as you may only have one available outlet.

Please also **bring any extension cords needed to reach your devices.** (Suggested length is the combined total length of your rented booths. Example: If you rent 3 booth spaces, you should be prepared with a surge protector and extension cord with a combined length of 30 feet.)

# Pipe and Drape

**All booth spaces will come with the option of 2 3ft draped sides and 1 8ft draped backdrop per 10 x10 space.**

All booths that are directly beside/behind another company will automatically be given a draped side and/or backdrop between the companies.

No pipe and drape, or other boundary markings, may be removed unless approved and removed by the CSTHEA Expo Team.

However, if you are requesting a corner booth, or an island, you may request to use your own border or backdrop. Please think through your options as it is difficult to make these types of changes once the Pipe and Drape has been set up. You will have another chance to indicate your exact needs, or any changes, once all booth assignments have been made, closer to the time of the event.



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Please indicate which of these options will likely work best for your company in the Pipe and Drape section on the Exhibitor Application.

S-hooks will be available to hang components onto the piping.

## Internet Services

**High-speed wireless Internet is included** and available for you to use throughout the facilities, without a password.

If hard-wired internet is necessary, ordering through the Convention Center will be available. Please email [expo@csthea.org](mailto:expo@csthea.org) for arrangements.

Chattanooga and the Convention Center are known for their reliable internet service, however please always have a backup payment plan, like a mobile hot spot, in place in case of disruptions.

## A/V and Other Tech Needs

Chattanooga Convention Center contracts with [m&m Productions](#) for its A/V needs. If you need more than electricity and wireless internet in your booth, you may rent equipment from them directly.

This applies only to the booth area at this time. Speakers and Workshop Demonstrators will have options in the Speakers and Workshops Form.

All equipment rented through m&m Productions is the sole responsibility of the rentee, and the agreement is between the rentee and m&m Productions. CSTHEA and The Chattanooga Homeschool Expo are not responsible or liable for any rented equipment.

## Signs and Booth Components

Exhibitors may not move their display outside the area of their space or stand in the aisle to hand out material.



Exhibitors may place brochures, advertising, or other promotional literature in their spaces, but not in any other part of the convention facility.

Custom display racks and counters may be used as long as they do not interfere with the visibility or operation of adjoining exhibitor spaces.

Any signs and other booth components must stay within your rented booth space and not impede the view of other booths.

No signs or other products are allowed to be presented, demonstrated, or displayed outside of booth space or the assigned Presenting Room. This includes, but is not limited to, hallways, dining spaces, sidewalks, parking lots, and bathrooms.

Mascots are permitted, but are only allowed to and from the booth, not walking up and down aisles or hallways.

If you have questions about what you may or may not have at the Expo, please email [expo@csthea.org](mailto:expo@csthea.org).

Please read the [Chattanooga Convention Center's Regulations](#) and share them with each Representative that is attending the Expo.

## Other Rentables

If there are items needed that are not already provided or rented by the Chattanooga Homeschool Expo, these may be rented from the Chattanooga Convention Center directly. All rentals made privately are solely the responsibility of the Exhibitor. All agreements are completely and exclusively made between the Rental Company and the Exhibitor.

The Chattanooga Homeschool Expo will not be responsible, in any way, for these private rentals.

**Extra Tables and Chairs are ordered through CSTHEA on the registration form. Or through the Changes form if changes need to be made after registration.**



All other supplies that will be available are being negotiated with [The Chattanooga Convention Center](#). An email update will go out once this is available.

## Be Prepared

Things you may need in addition to your products and/or services:

- A tablecloth (these are [available to rent](#), however are quite expensive)
- Large Sign or Banner (there will be a small sign to indicate where your booth is located, but you may want additional signage with your design and logo)
- Trash can, unless you [rented](#) one from the Convention Center
- Trash bags
- Pens and/or Pencils for you as well as your customers
- Information Sheets to get customer's information
- Paper - Copy and Notebook
- Scissors
- Box cutter if you will be opening shipping boxes
- Sharpies or other markers - Great for last minute sales signs!
- Tape - packing, painters, scotch
- Computer and chargers
- Phone and chargers
- Payment devices and chargers
- Extension cords



- Heavy-duty power strips
- Rugs (especially if you will have cords running through traffic areas of your booth)
- Any other electronics or monitors
- An alternative way to take payment (if you primarily use online payments, having an alternative way for customers to pay can help in the event of outages or problems with your payment system. I have seen it happen! Having cash, being able to manually take a credit card, or even being prepared to take an order that is invoiced after the event, can make a big difference when things don't go as planned.
- First Aid and Medicine for you (you may not give first aid or medicine to customers. Please have them come to the CSTHEA booth to be taken to our first aid center.

## Prohibited Items

Please read through the Exhibitor Expectations for The Chattanooga Convention Center's Expectations and Prohibitions.

### Animals

We love our animal friends, but the expo is not the place for them

(With the exception of official service animals.)

### Food for Sale

No food or beverage items may be sold per the Chattanooga Convention Center regulations.

If your exhibit requires food samples, please indicate that on the Exhibitor Application and make arrangements with [mandi@csthea.org](mailto:mandi@csthea.org).

You may give out individually wrapped candies or mints at your booth for attendees to enjoy.

### Fire

No open flames are permitted.



## Weapons

No weapons of any kind are to be sold. If there is a question about this, please contact [mandi@csthea.org](mailto:mandi@csthea.org).

## Food / Beverages

No food or beverages purchased offsite may be brought into the Exhibit Hall. Food purchased at the concession stand may be brought into the exhibit hall space. There are a variety of restaurant options in the vicinity of the Expo.

## Sales Tax

**Sales Tax for The Chattanooga Convention Center is %9.25.**

It is the sole responsibility of the company/organization to collect the appropriate sales tax for products or services, as well as to keep appropriate tax and sales records.

For information regarding the details of this tax rate, go to:

[TN Streamlined Sales Tax](#)

The address of The Chattanooga Convention Center, for all purposes, including tax rates is:

1 Carter St.  
Chattanooga, TN 37402

## Shipping and Drayage

The Chattanooga Convention Center contracts for all Shipping and Drayage and has given our event a dedicated link for their services.

- This [Shipping and Drayage link](#) will be active February 28, 2026 at 9:00am
- Deliveries should be scheduled between June 19 - 23, 2026
- Pick ups should be scheduled between June 28 - July 1, 2026



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- Please be aware of packing instructions from your shipping company.

### [Shipping and Drayage Options](#)

The Convention Center provides four options for your shipment/freight:

1. Combined Services– Includes receiving incoming freight, booth transport, and outgoing services. This is the most common, preferred type of service.
2. Inbound Only– Includes unloading of freight and storage prior to show.
3. Booth Transfer– Includes moving freight from storage to booth and from booth to loading dock.
4. Outbound Only– Includes storage of freight and loading onto carrier. All drayage rates are based on CWT (weight per 100 lbs, in the US) multiplied by an established rate. Please note, there is a 200 lb minimum weight per order. Please review the Drayage & Freight form for any additional information.

## Travel

Chattanooga, Tennessee, and the surrounding areas have been the recipients of many awards and honors for the area's beauty, businesses, and atmosphere.

We hope you are as excited to visit our city as we are to host you!

Learn more about our great city at [VisitChattanooga.com](http://VisitChattanooga.com).

## Hotels

There are so many great hotel choices in downtown Chattanooga that are in walking distance.

No Hotels will ever contact you on behalf of CSTHEA or the Chattanooga Homeschool Expo. Please do not click on any links not given to you in an email directly from the Chattanooga Homeschool Expo.



There are no hotel blocks or deals to share at this time. If this changes, I will send an email to registered Exhibitors and change this information.

## Parking

Once unloaded, there will be paid parking at the Convention Center as well as several paid parking lots surrounding the area.

### [Chattanooga Convention Center Parking Information](#)

Options for the most affordable parking and parking for larger vehicles is being coordinated. All Exhibitors will be updated when more information is available. If you have parking concerns, including where to park larger trucks, trailers, or RV's, please indicate these on the application form.

## Airport

Chattanooga has an amazing airport with flights from all over the United States. It is close to the Chattanooga Convention Center and has many rental car and other transportation options.

### [Chattanooga Airport](#)

The Atlanta, Nashville, and Maryville (Knoxville) airports are all within 2 to 3 hours of the Convention Center as well.



# Set Up

## Unloading

### **Dedicated Loading and Unloading Dock**

The Chattanooga Convention Center has a dedicated ramp and loading docks at the back of the exhibit halls. All Exhibitors are required to use these to bring in all booth contents.

Exhibitors **may not** use the main Convention doors for taking booth contents out of the building.

### **Only Use Assigned Dock**

There will be certain docks assigned to our group, along with a shared ramp. You may only use these docks unless otherwise told at move-in.

### **Sign Up for Dock and Ramp Use**

In order to keep the dock area free from traffic, we will have sign-ups available for unloading and loading. Sign-ups will be available closer to the time of the event.

### **Move Vehicle**

For unloading, please move all of your items into your space, then move your vehicle before unpacking and setting up.

## Check In

After you have moved your vehicle from the unloading/loading area, please check in at the Exhibitor Information area that will be marked on the Expo map when available.

Checking in is important for the event staff and is where you will receive your Exhibitor Badges and Welcome Packet.

All Exhibitors and their volunteers will have to come by the Check In Station for the first time they arrive.



# Welcome Packet

A welcome packet for each Company or Organization will be available at check-in, along with exhibitor name tags.

This welcome packet will have important information, including any updates or changes needed.

Please have each representative from your company read through the welcome packet.

## Exhibitor Name Badges

Exhibitor Name Badges/Passes will be given at Registration. Each company will receive a Name Badge for 2 Representatives for their first booth rental. One badge will be given for each additional booth.

Additional name badges for Representatives and Volunteers may be purchased for an additional fee, at a discounted registration rate.

You are not required to wear your badge in the Exhibit Hall, but you will need them to get in and out of the Exhibit Hall.

Please do not share your Name Badges or get a Badge for someone other than yourself. All Exhibitor Representatives must come to the Exhibitor Information Table to receive their own Badge.

All Exhibitor Volunteers must have an Exhibitor Volunteer Badge. All Volunteers must work at a booth for a total of 6 hours in order to receive discounted registration to the Exhibit Hall as a Shopper/Attendee. Please encourage the keeping of this practice as one of honesty and to keep to the integrity of the event.

If Exhibitor Representatives, or their volunteers, begin to take advantage of this, we will consider more strict guidelines in the future. Thank you for understanding while we continue to use admission as one way to cover the cost of the event.



# Daily Set Up and Schedules

Exhibitors, Speakers, and Demonstrators may come to set up and get ready for each day at 8:00am.

All Exhibitors, Speakers, and Demonstrators need to come through the main Convention Center doors and through Registration, not through the loading area.

All Exhibitors will need to be out of the Exhibit Hall within 30 min after closing on Friday night.

The tentative schedule is as follows, but may be changed slightly until closer to the time of the event.

Each Day:

Times	Space
8:00am	Exhibitor, Speaker, Presenter Registration
9:00am	Attendee Registration Exhibit Hall Opens
9:30am	Speaker & Workshops Session 1
11:00am	Speaker & Workshops Session 2
1:30pm	Speaker & Workshops Session 3
3:00pm	Speaking & Workshops Session 4
4:30pm	Speaking & Workshops Session 5
6:00pm	Friday - Family Game Night Saturday - Mom's Night Out
8:00pm	Exhibit Hall Closes (This is definitely tentative.)



# Clean Up

## Packing Up Booths

### Loading

#### **Dedicated Loading and Unloading Dock**

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Exhibitors **may not** use the main Convention doors for taking booth contents out of the building.

#### **Only Use Assigned Dock**

There will be certain docks assigned to our group, along with a shared ramp. You may only use these docks unless otherwise told at move in.

#### **Sign Up for Dock and Ramp Use**

In order to keep the dock area free from traffic, we will have sign ups available for unloading and loading. Sign ups will be available closer to the time of the event.

#### **Move Vehicle**

If you need to go back to your booth space after loading, please move your vehicle to a short-term parking space before re-entering. The Check Out Team Member can help you locate the best spot to do this.

### Check Out

Check Out will be at the Loading Dock/Ramp area.

It is important to fill out your Check Out form and hand it to the Check Out Team Member so we can keep the loading dock running smoothly.

Further Check Out instructions will be in your Welcome Packet.



# Expectations and Decorum

## Exhibitor Representatives, Employees, and Volunteers

As mentioned before, CSTHEA and The Chattanooga Convention Center love our Exhibitors! We have become more than friends, we are family! We have been so blessed by the amazing people we have met and partnered with over the years, and we are excited to continue meeting new representatives as our community grows!

As we grow, we would like to remind all exhibitors, their representatives, employees, and volunteers to remember our organization's [Statement of Faith](#).

Please do not speak against our Statement of Faith, home education, or the other companies represented at the Expo.

Please consider your words and actions while speaking with the attendees and be encouraging.

Offensive language, negativity against other companies, and speaking against CSTHEA or The Chattanooga Homeschool Expo will not be tolerated.

We welcome comments and feedback. Please see the Expo Director with any problems you may have.

## Number of Exhibitor Attendees, Representatives, or Volunteers

Please note the information under [Exhibitor Name Badges Information](#) for more information. Please do not take advantage of our generous allowance of Exhibitor Badges for your booths. Local volunteers, who are also shopping, need to register as attendees first, then check in as volunteers.



## Booth Attendance

Please do not leave your booth unattended unless absolutely necessary. If you do need to take a break, your booth "neighbors" are usually happy to help out and watch your booth for you. We also have volunteers that can sit in for you if you need to be away for an extended period of time. Please just let me know if you need assistance. If you need to leave the exhibit hall completely, please let a CSTHEA Team Member know.

Exhibitor agrees to have assigned booth space open and operated at all times during show hours. If booths are not operational during the event times, this will hinder your company's acceptance in future CSTHEA events.

## Exhibitor Children

We love Exhibitor families and their children!

On a personal note, I have enjoyed watching our family of exhibitors grow! It has been amazing to see the children, that come every year, grow and mature. They become wonderful helpers and friends. I hope to be able to continue to be a part of their growing up story!

Since our venue has changed, we do need to be more mindful of where exhibitor's young children are. The Chattanooga Convention Center is rather large and there are many exits.

We have to ask that you keep your families with you. If they are of the age to become a helper, we would love for them to volunteer!

As much as we love the children that come to the Expo, we aren't able to keep up with where they are and can't be responsible for them.

Exhibitor children have never caused any problems in the past, and I don't anticipate any in the future, but I do have to put it in writing that we have asked you to keep your children with you at all times while on the property of the Chattanooga Convention Center. Please make them aware that there may be other groups or parties at another end of the facilities. Please walk them through where your booth is located, in case they find themselves lost.



Please also remind them that there is no running or rough housing, they may not take things from another Exhibitor's booth without permission, (Please also ask your children to be mindful of the other exhibitor's time and attention.)

I sincerely am excited to see you all, and your precious children at the Expo this year!

For safety reasons, during load-in and load-out, children age 15 or under may not be anywhere near the loading area at the back of the hall while the roll-up doors are open and vehicles are moving. In addition, all children should remain in the booth space while the decorator's forklifts are moving tables and equipment.

## Audio in Booth

**This section refers to any music, video, and/or other sound related exhibits, booth components, presentations, and demonstrations.**

You may have sound components at your booths including music, videos, and other sound equipment.

**Please keep your sound low enough as to not disturb the other booths around you.**

If your sound is too loud, as a courtesy, you will be asked to turn it down. If the CSTHEA Team has to make multiple requests, you will be asked to turn off your sound completely.

Thank you for being courteous to the other exhibitors, as well as the attendees.

If you intend to use sound at your booth, or think you might, please indicate what type of sound you may have on the appropriate section of the Exhibitor Application.

## Decorum

Exhibitors shall not criticize other exhibitors, convention speakers, attendees, the convention, or The Chattanooga Homeschool Expo, except to the event director.

Exhibitors, their representatives, and their families will conduct themselves in a professional manner at all times and refrain from conduct or language which would discredit The Chattanooga Homeschool Expo, CSTHEA, or home education.



Exhibitors, their representatives, and their families will not promote, endorse, nor encourage participation in a virtual charter school or other public school program.

## **Attendance Information**

### **Attendance Registration Information**

#### **Early Registration**

**March 1st - April 30th**

Prices will be announced soon

#### **Regular Registration**

**May 1st**

Prices will be announced soon

\*Please see the [Media Section](#) and our Media Kit for advertising instructions and guidelines.

