



**Welcome to the 2019 DKG International Conference - Asheville  
Marketplace**

**Delta Kappa Gamma Conference Vendor/Exhibit Information**

- Application/Agreement submitted by **April 2, 2019**
- Payment submitted by **April 2, 2019**
- Register for a NC Sales tax certificate or tax number
  - Call 1-828-259-4000 if needed
- Bring copy of the NC tax certificate or tax number to conference
  - Give copy to Marketplace staff to have on file
- Book a hotel room - Crowne Plaza Resort Asheville - mention the DKG block
  - <https://www.ihg.com/crowneplaza/hotels/us/en/reservation>
- Review information below - contact Teresa or Phyllis as needed

**Hours of Operation**

**Friday, June 29: 10:00-4:30 p.m.**

**Saturday, June 30: 10:00-4:30 p.m.**

Booth should have someone in attendance at all times during the scheduled hours of operation.

**Set-up for Vendors and Exhibits**

**Friday, June 29: 8:00-10:00 a.m.**

***The Marketplace will be located in the Roan and Mitchell rooms***

All booths must be ready to open at 10:00 a.m. on Friday, June 29. Any space not occupied or for which no special arrangements have been made prior to opening of show may be resold or reassigned by the Business Director with no obligation for refund.

**Dismantling of Exhibits**

**Saturday, June 30 4:30-6:00 p.m.**

You may dismantle your booth on Saturday, June 30 after *The Marketplace* closes. All displays and materials must be out of the room by Saturday, June 30 6:00 p.m.

**Booth Furnishing**

Included with each booth will be one small identification sign, at least one 6-foot draped table and two chairs as specified in your application. Each vendor/exhibitor is responsible for all charges incurred through the ordering of supplementary materials and/or services. If you have ordered electricity, please bring a power strip.

**Safety Regulations**

Each exhibitor will also be knowledgeable of and comply with all ordinances and regulations pertaining to health, fire prevention and public safety while in the hotel.

### **Vendor/Exhibitor Packet at Conference**

Each exhibitor is requested to check-in at the Vendor/Exhibitor table which will be located outside the Mitchell room between 7:30 a.m. and 10:00 a.m. on Friday, June 28. At that time you will receive a packet containing your company name badges plus additional conference material. Please be sure that all persons working in the booth wear a badge.

### **Use of Space**

All solicitation of business is to be restricted to the space assigned to each vendor. Please be sure that your exhibit does not interfere with or impede access to other exhibits. We request that any noise-creating devices or amplifying systems be operated only at a level which does not interfere with other exhibitors. No products or materials shall be hung, fixed, taped, glued, nailed and/or attached to any wall or column. Any damage caused by the above shall be billed directly to you.

### **Sale and Distribution of Items**

Those participants with Vendor Designation will be allowed to sell items at their booths in *The Marketplace*. The Business Director for Delta Kappa Gamma must be notified of all items that will be sold at booths. No food or beverage may be sold.

### **General Conditions**

In an effort to guarantee that *The Marketplace* maintains a professional and educational atmosphere, all booths must maintain a professional appearance. Trash should not be visible at any time.

### **Non-Exhibiting Vendor/Exhibitor**

Vendors and suppliers who have not rented exhibit space are not allowed to advertise, display products and/or services, distribute literature or solicit business in *The Marketplace* unless approved by the Delta Kappa Gamma Executive Director.

### **Refunds**

No refund of booth rental will occur for any space that is not canceled by June 13, 2019. All cancellations must be submitted in writing and are subject to \$25 cancellation fee.

### **Liability**

Vendor/Exhibitor assumes entire responsibility and hereby agrees to protect, defend, and indemnify Delta Kappa Gamma and the Crowne Plaza Asheville against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of, or caused by, vendor/exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, vendor/exhibitor acknowledges that Delta Kappa Gamma and the Crowne Plaza Asheville do not maintain insurance covering the vendor/exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. Security will be hired to monitor *The Marketplace* when it is not open to the public. No responsibility is assumed for goods delivered to the hotel or for materials left in the rooms after the closing hour. Any discussion concerning a matter not specifically covered by this contract, on subject matters reasonably inferable from the terms of this contract, shall rest solely within the reasonable discretion of the Executive Director, acting by and on behalf of the Society.

*This information becomes a part of the contract between the vendor/exhibitor and Delta Kappa Gamma. We respectfully ask for your full cooperation in observance of this information. They have been formulated with your best interest in mind.*

**Phyllis A. Hickey**  
Business Director  
512-478-5748, ext. 115  
[phyllish@dkg.org](mailto:phyllish@dkg.org)

**Dr. Teresa H. Cowan**  
Local Marketplace Contact  
828-298-1240 / 828-230-5034  
[drthcowan@gmail.com](mailto:drthcowan@gmail.com)

(Please print/save for reference.)



## DKG 2019 International Conference North Carolina Vendor and Exhibitor Application/Agreement

**June 27 – 29, 2019 • Table Rental • Please read carefully**

**Email/Send Check to**

Delta Kappa Gamma International Society  
Attn: Phyllis A. Hickey, Business Director  
416 W. 12<sup>th</sup> St.  
Austin, TX 78701-1817  
Tel: (512) 478-5748 ext. 115  
phyllish@dkg.org  
Checks can be made out to DKG and mailed to the address above.

**Conference Location**

Crowne Plaza Tennis and Golf Resort  
1 Resort Dr  
Asheville, NC 28806

**Marketplace Hours**

Friday, June 28	8:00 a.m. – 10:00 a.m. (Setup) 10:00 a.m. - 4:30 p.m.
Saturday, June 29	10:00 a.m. - 4:30 p.m.

**Local Marketplace Contact**

Dr. Teresa Cowan  
Tel: (828) 298-1240  
drthcowan@gmail.com

**Email/Postmark by April 2, 2019**

The Delta Kappa Gamma Society International will hold the 2019 International Conferences in five sites with different facilities and consequently different regulations. After you have been approved by The Delta Kappa Gamma Society International Administrative Board, the coordinator from the region will contact you with specific information about guidelines, local tax information and schedules for that site. **Vendors are responsible for their own sales tax in North Carolina.**

Company/Organization Name \_\_\_\_\_

**PLEASE LIST THE PERSON IN CHARGE OF RECEIVING SPACE CONFIRMATION AND OTHER INFORMATION:**

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Table sign should read (please limit to 45 characters): \_\_\_\_\_

Please list the products or services to be sold/exhibited (please limit to 15 words):

\_\_\_\_\_

Companies or products to which you prefer NOT to be adjacent: \_\_\_\_\_

Your organization's table staff (names to appear on vendor/exhibitor badges):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(No more than 4 badges will be issued per booth.)

Payment: All vendors/exhibitors must be approved by the International Administrative Board. Payment is due in full to DKG prior to April 2, 2019. **Please make checks payable to DKG.**

Cancellation: Requests must be submitted to Phyllis Hickey, Business Director. \*All cancellations will be charged a one table affiliate or non-affiliate vendor/exhibitor fee. No refund for cancellations made two weeks or less prior to the event.

*We agree to abide by the provisions set forth in this agreement. Signed* \_\_\_\_\_

**Additional Charges:**  We will need access to electricity: \$50.00

**VENDOR**

- DKG Affiliate Vendor**
  - One in-line table (draped) 2 chairs: \$100.00;  Two in-line tables (draped) 4 chairs: \$200.00;
  - Three in-line tables (draped) 6 chairs: \$300.00
  
- Vendor**
  - One in-line table (draped) 2 chairs: \$150.00;  Two in-line tables (draped) 4 chairs: \$250.00;
  - Three in-line tables (draped) 6 chairs: \$325.00

**EXHIBITOR**

- DKG Affiliate Exhibitor**
  - One in-line table (draped) 2 chairs: \$75.00;  Two in-line tables (draped) 4 chairs: \$150.00;
  - Three in-line tables (draped) 6 chairs: \$225.00
  
- Exhibitor**
  - One in-line table (draped) 2 chairs: \$100.00;  Two in-line tables (draped) 4 chairs: \$200.00;
  - Three in-line tables (draped) 6 chairs: \$300.00

**Vendor/Exhibitor Designation Definitions**

**DKG Affiliate Vendor** = an organized part of the Society i.e., chapter, state organization, who is selling DKG items from the table

**Vendor** = a company or other organization who wishes to sell items directly from the table

**DKG Affiliate Exhibitor** = an organized part of the Society i.e., chapter, state organization or contracted Society partner, who wants to demonstrate or display DKG related items without selling directly from the table

**Exhibitor** = a company or other organization who wants to demonstrate or display items without selling directly from the table