

Tau Kappa Epsilon Fraternity
2012
Regional Leadership Conferences



Vendor Hall Registration

About Tau Kappa Epsilon Fraternity

Tau Kappa Epsilon was founded on January 10, 1899 at Illinois Wesleyan University in Bloomington, Illinois. More than 257,000 men have been initiated in the Fraternity. 291 active collegiate chapters and colonies operate throughout the United States and Canada. TKE is governed by its Grand Chapter, which meets in Biennial Conclaves to elect a Grand Council and revise or amend the International Constitution and Bylaws. The Grand Chapter is made up primarily of undergraduates.

An Invitation to be a Vendor

We cordially invite your company to be a vendor at the 2012 TKE Regional Leadership Conferences. More than 1,500 college student leaders, decision-makers and alumni attended the conferences in 2011.

Important Facts

- ▷ 80% of TKE RLC participants are new to the conference every year
- ▷ On average, 25-40 colleges and universities should be represented at each RLC
- ▷ Vendors will come into contact with multiple levels of decision-makers: 1) chapter officers and members, 2) chapter advisors, 3) board of advisor members, 4) fraternity volunteers, 5) general alumni

Hotel Information

Feel free to make reservations at each hotel or any hotel in the surrounding area. Rooms typically sell out so please make your accommodations in advance. For more information about the hotels visit:

<http://www.tke.org/rlc/>

Contact Us

Chris Walsh

Director of Events and Marketing

317-872-6533x250

317-875-8353 FAX

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www.tke.org

Vendor Hall Hours

The TKE RLC 2012 Vendor Hall hours are as follows:

Friday 4:00 pm – 8:00 pm

Saturday 9:30 am – 4:00 pm

Installation, Opening, Dismantling

Display space will be available for set-up and tear down at:

Friday 3:00 pm

Saturday 4:00 pm

Booth Size

Booth size varies depending on number of vendors and room size. Booths will include 1 table and two chairs. Inquiries for **additional** booth items (including electricity) should be directed to the hotel.

Vendor Fees

To be a vendor you must be a TKE Licensed Vendor. Vendor fees are \$200 for each RLC location (5 in total). Attend all 5 locations for one fee of \$500

Payments

We accept Check or Credit Cards.

Tau Kappa Epsilon Fraternity

7439 Woodland Drive

Indianapolis IN 46278

Credit card payments for VISA, MasterCard, American Express, or Discover can be made over the phone.

Event Names and Locations

Greg and Cay Woodson Regional Leadership Conference

Hyatt Regency San Francisco Airport – California

Dates: 2/3 – 2/4

Contact: Chris Walsh

Philadelphia Regional Leadership Conference

Hyatt Regency Philadelphia at Penn's Landing – Pennsylvania

Dates: 2/10 – 2/11

Contact: Chris Walsh

Wichita Regional Leadership Conference

Hyatt Regency Wichita - Kansas City

Dates: 2/17 – 2/18

Contact: Chris Walsh

Elmer and Donna Smith Regional Leadership Conference

Grand Hyatt Atlanta - Georgia

Dates: 2/24 – 2/25

Contact: Chris Walsh

Indianapolis Regional Leadership Conference

Hyatt Regency Indianapolis – Indiana

Dates: 3/2 – 3/3

Contact: Chris Walsh

TERMS AND CONDITIONS

All vendors for the 2012 TKE RLC's shall, by completing the application form and forwarding with the payment as stipulated below, agree to each and every one of the following points.

Application for Vendor Space - All fully completed applications of vendor space at the RLC shall be submitted to Tau Kappa Epsilon, 7439 Woodland Drive, Indianapolis, IN 46278. All vendor displays shall relate to the activities of RLC and its members and shall not detract from the general character of the conference. Accordingly, TKE reserves the right to decline any vendor application which it feels, at its sole discretion, is not appropriate for the conference. TKE's decision will be final.

Vendor Space Fees - The price of a regular vendor space (booth) shall be \$200 (better booth locations will have an increased price associated with them). Fees shall be payable in U.S. funds.

Vendor Hall Hours - Vendors must be present in their booths during vendor hall hours. TKE is not responsible for booths without vendor staffing during vendor hall hours. Vendors should report to the vendor hall not later than five minutes before the vendor hall opens.

Assignment of Space - Each vendor space shall be assigned by TKE in the order in which applications and checks are received. Vendor hall space shall not be assigned until the payment has been received with the application. The number of booths which a vendor may rent shall be limited only by vendor hall space requirement.

Cancellation Deadlines - Any vendor who pays the full amount and cancels the contracted booth(s) after January 27, 2012 will forego any refund of the balance paid. Further, no refund shall be made to any vendor who fails, for any reason, to occupy the space reserved.

Standard Vendor Area (Booth) - Each vendor area (booth) shall consist of space approximately 8' wide by 10' deep and shall contain one table and two chairs. The height of all displays must not exceed 10'. Decorum and good taste as well as safety and structural integrity shall be adhered to by the vendor. No vendor shall erect any walls, partitions, paintings, decorations, or other types of obstructions which would interfere with the view of any other vendor's booth.

Additional Furniture/Electric - Additional furniture (tables, chairs, etc.) and electricity will be available to vendors at an extra charge and pending availability. Please forward any such requests to the hotel for each location. The cost for such additional services shall be at the sole expense of the vendor.

Registration - By completing the application, there is no need to complete a conference registration form. This will serve as your registration form. Any updates to representatives attending the conference should be provided to TKE. All hotel arrangements are the responsibility of the vendor. Registration provides only booth space and no meals are included.

Vendor Schedule - The dates for the conference shall be as follows: Friday – Saturday for each RLC weekend. All vendors must be dismantled from the vendor hall area no later than 8:30 pm on Saturday of the event.

Security - TKE shall not be responsible for the loss by theft or otherwise of any property of the vendor and thus recommends that vendors remove any portable technology or other valuables from the Vendor Hall when not attended.

Liability – Tau Kappa Epsilon Fraternity and the facility in which vendor spaces are housed will not be responsible for any injury, loss, or damage that may occur to a vendor, the vendor's employees or property, or to any other person prior, during, or subsequent to the period covered by the vendor contract. Each

vendor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless TKE and the facility in which vendor spaces are housed and their employees and agents against all crimes, losses, damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by vendor's installation, removal, maintenance, occupancy, or use of vendor hall premises or part thereof.

Damage to property of others - Vendors agree not to injure, deface or to otherwise damage the host property of others. If such damage occurs, the vendor is liable to the owner of the property.

Insurance - Each vendor acknowledges that TKE and the facility in which vendor spaces are housed does not maintain insurance covering vendors property or persons, and that it is the sole responsibility of each vendor to obtain business interruption, property damage, extra territorial, personnel, public liability and any other related insurance. Such coverage should be arranged through the vendor's regular insurance carrier.

Prohibited Posting/Stickers - No stickers, decoration, poster, sign or similar items shall be posted on, tacked on, nailed, screwed, distributed or otherwise attached to any column, wall, floor or any other part of the vendor hall and/or conference building or furniture.

Distribution of Materials/Sales - The printed advertising or other materials of the vendor may be distributed only from within the vendors own booth. Drawings, contests, lotteries or the sale of merchandise of any kind and description may be permitted only if pre-approved in writing by TKE. Promotional give-aways are permitted and encouraged so long as they fit in good taste with the educational mission of TKE.

Alcoholic Beverages - The sale, distribution and/or consumption of alcoholic beverages in the vendor hall or conference shall be strictly prohibited.

ADA Compliance - The vendor must be in full compliance with Title III of the Americans with Disabilities Act in all of its offerings of public information and services during the conference.

Music Licensing - Any vendor using licensed music in the area of their booth, or any booth presentation or any other presentation during the course of the conference shall be responsible for reporting any such use to ASCAP or BMI and shall pay any licensing fee due for any such use of music.

Payment of License Fees/Taxes - Vendors shall be solely responsible for the payment of any ASCAP or BMI licensing fees, the payment of any sales or for the collection and payment of any sales or other tax necessitated by any sales tax or promotion within its booth or any other place on the conference premises during the course of the said conference. TKE shall not be responsible for the payment of such fees or tax, and the vendor hereby expressly holds TKE harmless for the obligation of the payment of any such fee or tax and further agrees to indemnify TKE in the event that a demand for the payment of any such fee or tax is made upon TKE. TKE reserves the right to prohibit sales. Vendors are responsible for acquiring appropriate license.

Hold Harmless - Vendors shall hereby protect, safe and hold TKE and the management of the conference and hotel, their respective employees, agents, contractors, and subcontractors harmless from any and all claims arising for loss, costs, liability, expense or any other claim arising from, out of an/or by reason of the vendor's occupancy and use of the vendor hall premises or vendor booth or any part thereof during the course of the conference. The indemnification also extends to the payments of or liability for nonpayment of any fee or tax levied upon the distributor.

Shipping and Handling- All shipping to and from the conference shall be under separate agreement and conditions by the vendor and the hotel. All expenses related to shipping and handling will be the sole responsibility of the vendor.



TKE Regional Leadership Conference 2012 Vendor Registration

(Please type or print)

Contact Person: _____

Company's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Brief description of services/products to be displayed:

Please complete the following for each person attending the conference:

Conference Attendee:

Name: _____ Name for Badge _____

Current Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Registration Fees:

_____ \$200 - I will be attending Feb 3 – 4, 2012
Greg and Cay Woodson RLC – San Francisco, CA

_____ \$200 - I will be attending Feb 10 – 11, 2012
Philadelphia RLC – Philadelphia, PA

_____ \$200 - I will be attending Feb 17 – 18, 2012
Wichita RLC – Wichita, KS

_____ \$200 - I will be attending Feb 24 – 25, 2012
Elmer and Donna Smith RLC – Atlanta, GA

_____ \$200 - I will be attending Mar 2 – 3, 2012
Indianapolis – Indianapolis, IN

-or-

_____ \$500 – I will be attending all five (5) locations

Payment Information:

Name on card: _____ Type of card: Visa – MC – Disc - Amex

Card Number: _____

Expiration Date: _____ Security Number: _____

Billing Address: _____

City: _____ State: _____ Zip: _____