



CONCLAVE

ORLANDO 2019

2019 Sponsorship Opportunities

About Tau Kappa Epsilon Fraternity

Tau Kappa Epsilon was founded on January 10, 1899 at Illinois Wesleyan University in Bloomington, Illinois. More than 275,000 men have been initiated in the Fraternity. More than 250 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.

Important Facts

- More than 225 colleges and universities should be represented at Conclave
- Vendors and sponsors will come into contact with multiple levels of decision-makers, including chapter officers and members, chapter advisors, board of advisors members, fraternity volunteers and general alumni.

Hotel Information

Feel free to make reservations at the Conclave hotel or any hotel in the surrounding area. Rooms typically sell out so please make your accommodations in advance. 2019 Conclave is taking place at the Renaissance Orlando at SeaWorld.

Vendor Hall Hours

The TKE Conclave 2019 Vendor Hall hours are as follows:

Thursday, August 1st:	Noon - 10:00pm
Friday, August 2nd:	9:00 am – 5:00 pm
Saturday, August 3rd:	Noon to 7:00pm

Installation, Opening, Dismantling

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

Thursday, August 1st:	11:00am
Saturday, August 3rd:	6:00pm

Vendor Booth Size

Booth size varies depending on number of vendors and room size. Booths will include 1 table and two chairs. Additional tables and chairs are available at the included price points. Inquiries for additional booth items (including electricity) should be directed to the hotel.

Payments

We accept Check or Credit Cards.

Tau Kappa Epsilon Fraternity
7439 Woodland Drive Suite 100
Indianapolis, IN 46278

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

Contact Us

Thomas Parkhurst
Programs and Events Coordinator
317-872-6533
317-875-8353 FAX
tparkhurst@tke.org
www.tke.org

Vendor Hall and Sponsorship Pricing

Vendor Booth \$750

- One 6x8 table with two chairs in the Conclave Vendor Hall, Thursday to Saturday
- Additional tables available at \$100 per table

Tier 1 Sponsorship \$500

Workbook Advertisement

- One-page spread in Conclave workbook
- Mention of organization and its purpose during one full-group event

Tier 2 Sponsorship \$3,000

Full Workbook Sponsorship

- 'The (Insert Company Here) 2019 Conclave Resource Guide' displayed on workbook cover
- Mention of your organization during full-group meals
- Full-page workbook ad
- One table in Conclave vendor hall

SWAG Sponsorship

- Company logo featured on piece of standard-issue participant SWAG (lanyard, backpack, coaster, pen, etc.) SWAG sponsorships available on first-come, first-serve basis.
- Company logo displayed on 'special thanks' workbook page.
- One table in Conclave vendor hall

Tier 3 Sponsorship \$5,000

T-Shirt Sponsorship

- Company logo/message printed on back of standard-issue t-shirt to all participants, worn during Saturday's community service project.
- Organization logo on rotating slide show played throughout Awards Luncheon.
- Logo displayed on 'special thanks' workbook page.
- One table in Conclave Vendor Hall for duration of event.

Teke Institute Sponsorship

- The '2019 Teke Institute presented by (Insert Company)' listed on participant schedule.
- Logo displayed on rotation slide show during Awards Luncheon
- Full-page workbook ad
- Logo displayed on 'special thanks' workbook page
- Opportunity to produce a 5x7 flier included in participant materials
- One table in Conclave vendor hall



Corporate Sponsorship Packages

	Bronze \$5k	Silver \$7.5k	Gold \$10k	Platinum \$25k
Special thanks to organization during one full-group event	✓	✓	✓	✓
Full-page workbook ad	✓	✓	✓	✓
Opportunity to provide a 5x7 flier to be included in participant materials	✓	✓	✓	✓
Listing on TKE Conclave website and Conclave Guidebook Sponsorship page	✓	✓	✓	✓
Inclusion in Conclave email sent to all participants	✓	✓	✓	✓
Logo displayed on rotating slide show throughout one full-group meal and on 'special thanks' workbook page	✓	✓	✓	✓
Table in Conclave vendor hall throughout event	✓	✓	✓	✓
Logo displayed on 'Corporate Sponsor' banner displayed at Conclave registration booth	✓	✓	✓	✓
Two tickets to Awards Luncheon	✓	✓	✓	✓
One ticket to Offsite Event at Walt Disney World	✓	✓	✓	✓
Invitation to TKE Educational Foundation reception Saturday evening		✓	✓	✓
One hotel room for two-night stay at Renaissance Orlando Seaworld during Conclave (pick two nights, Aug. 1-4)		✓		
Opportunity for 15-minute meeting or phone call with TKE Senior Management Staff to discuss further partnership opportunities		✓	✓	✓
Access to Conclave attendee email list for future promotional opportunities		✓	✓	✓
One Guidebook push notification during Conclave for your organization		✓	✓	✓
Opportunity for 10-minute meeting with TKE Grand Council (board of directors) to discuss further partnership opportunities (Wed. afternoon)			✓	✓
Exclusive naming rights of Awards Luncheon, Grand Inaugural Dinner or offsite brotherhood event (includes logo printed on event program)			✓	✓
One hotel room for three-night stay at the Renaissance Orlando Seaworld (Aug. 1-4)			✓	✓
Invitation to Grand Prytanis (board chairman) reception Saturday Evening			✓	✓
Two tickets to Grand Inaugural Dinner			✓	✓
Two tickets to Offsite Event at Walt Disney World			✓	✓
Three-minute speaking time slot during one full-group event	✓			
Five-minute speaking time slot during one full-group event		✓		
Ten-minute speaking time slot during one full-group event			✓	
Guaranteed 10-minute speaking slot at Grand Inaugural Dinner				✓
Event referred to as 'TKE Conclave 2019 presented by (Insert Company)' in all publications and event materials				✓
Guaranteed vendor hall space adjacent to TKE Conclave registration desk				✓
Table of 10 reserved for your organization and its guests at Grand Inaugural Dinner				✓



2019 Sponsorship Payment Form

(Please type or print)

Contact Person: _____

Company's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Conference Attendee #1:

Name for Badge: _____

Current Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Conference Attendee #2:

Name for Badge: _____

Current Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Registration Fees:

_____ \$750 - Vendor Booth

_____ \$100 - Additional Table

Tier Sponsorship:

_____ \$500 - Tier 1 Sponsorship

_____ \$3,000 - Tier 2 Sponsorship
Full Workbook/SWAG Item (Circle one)

_____ \$5,000 - Tier 3 Sponsorship
T-Shirt/Teke Institute
(Circle one)

Sponsorship Packages:

_____ \$5,000 - Bronze Sponsorship

_____ \$7,500 - Silver Sponsorship

_____ \$10,000 - Gold Sponsorship

_____ \$25,000 - Conclave Title Sponsorship

TERMS AND CONDITIONS

All vendors for the 2019 Conclave 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 Conclave shall be submitted to Tau Kappa Epsilon, 7439 Woodland Drive, Indianapolis, IN 46278. All vendor displays shall relate to the activities of Conclave 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 \$750. 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 - Vendor spaces are available on a first-come, first-serve basis, with the right to claim a booth open at 11am on Thursday. The space you claim on Thursday is yours for the remainder of the weekend.

Cancellation Deadlines - Any vendor who pays the full amount and cancels the contracted booth(s) after July 24, 2019 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. Changes will be the responsibility 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: Thursday through Saturday. 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-a-ways 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.