



REGIONAL LEADERSHIP CONFERENCE

— TAU KAPPA EPSILON —

2019 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 260,000 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.

An Invitation to be a Vendor

We cordially invite your company to be a vendor at the 2019 TKE Regional Leadership Conferences (RLCs). More than 1000 college student leaders, decision-makers and their alumni attended the conferences in 2018.

Important Facts

- 80% of TKE RLC participants are new to the conference every year.
- On average, more than 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

Tom Parkhurst
Programs and Events Coordinator
317-872-6533 x290
317-875-8353 FAX
tparkhurst@tke.org
www.tke.org

Vendor Hall Hours

The TKE RLC 2019 Vendor Hall hours are as follows:
Friday 4:00 pm – 10:00 pm
Saturday 8:00 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. Additional tables and chairs are available at the price points listed below. 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 (4 in total). Attend all 4 locations for one fee of \$700, or attend your choice of two of the four for \$350.

Payments

We accept Check or Credit Cards.
Tau Kappa Epsilon Fraternity
7439 Woodland Drive STE 100
Indianapolis, IN 46278
Credit card payments for VISA, MasterCard, American Express, or Discover can be made over the phone.

Event Names and Locations

Donald R. Tapia RLC
Hyatt Regency Chicago
Dates: 2/1-2/2
Contact: Tom Parkhurst

NY/NJ Metro RLC
Hyatt Jersey City – New Jersey
Dates: 2/8-2/9
Contact: Tom Parkhurst

Elmer and Donna Smith RLC
Grand Hyatt Buckhead – Atlanta, GA
Dates: 2/15-2/16
Contact: Tom Parkhurst

Greg and Cay Woodson RLC
San Francisco Airport Marriott
Dates: 2/22 – 2/23
Contact: Tom Parkhurst



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(Please type or print)

Contact Person: _____

Company's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Registration Fees:

Conference Attendee #1:

Name for Badge: _____

_____ \$200 - I will be attending 2/1 - 2/2
Donald R. Tapia RLC – Chicago, IL

Current Title: _____

_____ \$200 - I will be attending 2/8 - 2/9
NY/NJ Metro RLC – Jersey City, NJ

Address: _____

City: _____

_____ \$200 - I will be attending 2/15 - 2/16
Elmer & Donna Smith RLC – Atlanta, GA

State: _____ Zip: _____

_____ \$200 - I will be attending 2/22 - 2/23
Greg and Cay Woodson RLC – San Francisco, CA

Phone: _____

-or-

Conference Attendee #2:

Name for Badge: _____

_____ \$700 – I will be attending all four (4) locations

Current Title: _____

_____ \$350 – I will attend two of the four locations:

Address: _____

_____ \$100 – Additional table for vendor booth

City: _____

_____ Total

State: _____ Zip: _____

Phone: _____

RLC Sponsorship Opportunities

Tier 1 Sponsorship **\$500**

Workbook Advertisement

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

Tier 2 Sponsorship **\$2,000**

Full Workbook Sponsorship

- ‘The (Insert Company Here) 2018 RLC Resource Guide’ displayed on workbook cover
- Mention of your organization during full-group meals
- Company logo and blurb displayed on RLC web site
- Inclusion in all RLC promotional emails
- Full-page workbook ad

Kickoff Event Sponsorship (at one RLC)

- The (Insert Company Here) RLC Kickoff Event displayed in RLC workbook and on all RLC schedules
- Three-minute speaking time slot for your organization during kickoff event
- Company logo displayed on ‘special thanks’ workbook page.
- Inclusion in all RLC promotional emails
- Company logo and blurb displayed on RLC web site
- *Kickoff includes official RLC welcome from TKE CEO and keynote address from TKE VIP*

Tier 3 Sponsorship **\$3,500**

RLC Luncheon Sponsorship (at one RLC)

- The ‘(Insert Company) RLC Luncheon’ listed in workbook and on all RLC schedules
- Three-minute speaking time slot for your organization during luncheon
- Full-page workbook ad
- Company logo and blurb displayed on RLC web site
- Logo displayed on ‘special thanks’ workbook page
- Inclusion in all RLC promotional emails
- One sponsored Facebook post on official TKE page
- Opportunity to produce a 5x7 flier included in participant materials

Networking Reception Sponsorship (at one RLC)

- The ‘(Insert Company) Networking Reception’ listed in workbook and on all RLC schedules
- Three-minute speaking time slot for your organization during luncheon
- Full-page workbook ad
- Company logo and blurb displayed on RLC web site
- Logo displayed on ‘special thanks’ workbook page
- Inclusion in all RLC promotional emails
- One sponsored Facebook post on official TKE page
- Opportunity to produce a 5x7 flier included in participant materials

Sponsorship Registration (please complete previous vendor hall form in addition to below information):

_____ Tier-One Sponsorship - \$500

_____ Tier-Two Sponsorship - \$2,000

Circle One: Workbook Sponsorship OR Kickoff Sponsorship (CHI / NYNJ / ATL / SFO)

_____ Tier-Three Sponsorship - \$3,500

Circle One: Luncheon Sponsorship (CHI / NYNJ / ATL / SFO)

OR Networking Reception Sponsorship (CHI / NYNJ / ATL / SFO)

Credit Card Authorization Form

(Please type or print)

Name on Card: _____

Card Number: _____

Card Exp: ____ / ____

Sec. Code: _____

Card Type: AMEX MC VISA DISCOVER

Billing Address: _____

City: _____

State: _____

Zip: _____

TERMS AND CONDITIONS

All vendors for the 2019 TKE RLCs 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. 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 3pm on Friday. The space you claim on Friday is yours for the remainder of the weekend.

Cancellation Deadlines - Any vendor who pays the full amount and cancels the contracted booth(s) after January 21, 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: 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-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.