About Tau Kappa Epsilon Fraternity
Tau Kappa Epsilon was founded on January 10, 1899 at Illinois Wesleyan University in Bloomington, Illinois. More than 285,000 men have been initiated in the Fraternity. More than 230 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 collegiates.

An Invitation to be a Vendor
We cordially invite your company to be a vendor at the 2022 TKE Regional Leadership Conferences (RLCs). More than 1100 college student leaders, decision-makers and their alumni attended the conferences in 2020.

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
Joey Krzywonos
Director of Health and Education
317-872-6533
317-875-8353 FAX
jkrzywonos@tke.org
www.tke.org

Vendor Hall Hours
The TKE RLC 2022 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
Elmer and Donna Smith RLC
Grand Hyatt Buckhead – Atlanta, GA
Dates: 2/4 - 2/6

Greg and Cay Woodson RLC
Hyatt Regency San Francisco Airport
Dates: 2/11 - 2/13

Donald R. Tapia RLC
Hilton Rosemont (Chicago)
Dates: 2/18- 2/20

NY/NJ Metro RLC
Hyatt Jersey City – New Jersey
Dates: 2/25-2/27

Contact: Joey Krzywonos
2022 Vendor Hall Registration

(Please type or print)

Contact Person: __________________________________________________________________________

Company’s Name: ___________________________________________________________________________

Address: __________________________________________________________________________________

City: ____________________________________________ State: ___________ Zip: _____________

Phone: __________________________ Fax: __________________________

Email: ___________________________________________________________________________________

Website: __________________________________________________________________________________

Registration Fees:

- $200 - I will be attending 2/4 - 2/6
  Elmer & Donna Smith RLC – Atlanta, GA

- $200 - I will be attending 2/11 - 2/13
  Greg and Cay Woodson RLC – San Francisco, CA

- $200 - I will be attending 2/18 - 2/20
  Donald R. Tapia RLC – Chicago, IL

- $200 - I will be attending 2/25- 2/27
  NY/NJ Metro RLC – Jersey City, NJ

-or-

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

- $350 – I will attend two of the four locations:
  ___________________________, __________________________

- $100 – Additional table for vendor booth

- Total

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: __________________________
## RLC Sponsorship Opportunities

<table>
<thead>
<tr>
<th>Tier 1 Sponsorship</th>
<th>$500</th>
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<tbody>
<tr>
<td>Workbook Advertisement</td>
<td></td>
</tr>
<tr>
<td>• One-page spread in RLC workbook</td>
<td></td>
</tr>
<tr>
<td>• Mention of organization and its purpose during one full-group event</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier 2 Sponsorship</th>
<th>$2,000</th>
</tr>
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<tbody>
<tr>
<td>Full Workbook Sponsorship</td>
<td></td>
</tr>
<tr>
<td>• ‘The (Insert Company Here) 2022 RLC Resource Guide’ displayed on workbook cover</td>
<td></td>
</tr>
<tr>
<td>• Mention of your organization during full-group meals</td>
<td></td>
</tr>
<tr>
<td>• Company logo and blurb displayed on RLC web site</td>
<td></td>
</tr>
<tr>
<td>• Inclusion in all RLC promotional emails</td>
<td></td>
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<tr>
<td>• Full-page workbook ad</td>
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</table>

| 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 |
| • Kickoff includes official RLC welcome from TKE CEO and keynote address from TKE VIP |

<table>
<thead>
<tr>
<th>Tier 3 Sponsorship</th>
<th>$3,500</th>
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<tbody>
<tr>
<td>RLC Luncheon Sponsorship (at one RLC)</td>
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<tr>
<td>• The ‘(Insert Company) RLC Luncheon’ listed in workbook and on all RLC schedules</td>
<td></td>
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<tr>
<td>• Three-minute speaking time slot for your organization during luncheon</td>
<td></td>
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<tr>
<td>• Full-page workbook ad</td>
<td></td>
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<tr>
<td>• Company logo and blurb displayed on RLC web site</td>
<td></td>
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<tr>
<td>• Logo displayed on ‘special thanks’ workbook page</td>
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<td>• One sponsored Facebook post on official TKE page</td>
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<tr>
<td>• Opportunity to produce a 5x7 flier included in participant materials</td>
<td></td>
</tr>
</tbody>
</table>

| 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 OR reception |
| • 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 (SFO / NYNJ / ATL / CHI)

_______ Tier-Three Sponsorship - $3,500
    Circle One: Luncheon Sponsorship (SFO / NYNJ / ATL / CHI)
    OR  Networking Reception Sponsorship (SFO / NYNJ / ATL / CHI)

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 2022 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, 2022 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 claims, 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 insurance needed to protect themselves in the event of injury or damage. Each vendor must maintain insurance covering 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-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 or in any way 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.