

2020 CAR-SGC  
Conference  
October 18-20, 2020



Dover Downs  
Luxury Hotel & Casino  
1131 N. Dupont Hwy.  
Dover, Delaware 19901

### VENDOR TERMS & CONDITIONS

Event	2020 CAR-SGC Conference, Hosted by Delaware Federation of Garden Clubs ("Conference Host")
Location	Dover Downs, 1131 N. Dupont Blvd., Dover, Delaware 19901 ("Hotel")
Conference Dates	October 18-20, 2020
Vendor Dates and Open Hours	Monday, October 19, 2020. Open 1—7 p.m. Tuesday, October 20, 2020, Open 9 a.m.—12 noon and 2—6 p.m.
Vendor Space	<ul style="list-style-type: none"> <li>Assigned space 10' x 8' (maximum 2 adjoining). Each includes one or two tables and two chairs</li> <li>Assigned space 15' x 8' (limited availability). Includes two or three tables and two chairs.</li> <li>Tables will be skirted and covered in white.</li> </ul>
Fee	<p>Non-refundable registration fee (full amount due), payable in advance to confirm your reservation on a first-come basis. Any and all profits from sales are yours to keep. Payment options:</p> <ul style="list-style-type: none"> <li>ONLINE WITH PAYPAL - Email your completed registration form as an attachment to Vendor Chair Marie Van Der Wall at <a href="mailto:mavanderwall@gmail.com">mavanderwall@gmail.com</a> and pay via <a href="#">PayPal</a> upon receipt of invoice.</li> <li>CHECK made payable to CAR-SGC 2020 - Mail with your completed registration form to CAR-SGC 2020 % Marie Van Der Wall, 27546 Belmont Blvd., Millsboro, Delaware 19966.</li> </ul>
Vendor Set-up	<p>Supplies may be shipped to Dover Downs in advance for availability at your booth upon your arrival, 8-9 a.m. on Monday, October 19. Shipping instructions will be provided by the Hotel.</p> <p>Set-up of your assigned space in Vendor Area must occur after 8 a.m. and before 11 a.m. on Monday, October 19, and your space must be "manned" during all open hours. If you need help, please bring someone with you. Vendor Area will be secured and locked, except during published open hours.</p>
Vendor Break-down	<p>Complete break-down of Vendor's assigned space shall occur after 6:00 p.m. and before 8:00 p.m. on Tuesday, October 20, in accordance with Hotel requirements. Vendor is responsible for any late fee imposed by Hotel for late breakdown of assigned space. If Vendor needs help to break down and remove all belongings from the assigned space, please bring someone with you.</p>

- Vendor participation is limited due to space constraints. Conference Host reserves the right to reject Vendor's application in the event that product is deemed inappropriate or multiple registrations for similar products have previously been accepted.
- Vendor registration shall be complete and acceptance shall be sent electronically to Vendor upon receipt and processing by CAR-SGC of Vendor's completed registration form and registration fee.
- Vendor or Vendor's representative must be present in their assigned space during all published open hours.
- Vendor is solely responsible for merchandise, money, staging, personal property and anything else in their assigned space throughout the Conference.
- Vendors shall provide their own cash boxes, funds for making change, wrapping materials, bags, receipt books, business cards and any other items needed to conduct business transactions.
- Smoking, eating and alcohol consumption are prohibited in the Vendor Area.
- Vendors must provide a certificate of insurance for the event, if required by Hotel.
- Vendors are responsible for storage, electricity, security, damages and safety in their assigned space and/or any fees incurred at Hotel prior to, during and following the Conference.
- Assigned spaces are not transferable. If you cannot attend after registering, please notify [mavanderwall@gmail.com](mailto:mavanderwall@gmail.com).
- Music, radio/television/video sound and/or use of a microphone are prohibited in the Vendor Area.
- Tables and/or chairs are restricted to inside the assigned space.

**INDEMNIFICATION:** Vendor agrees to indemnify, defend and hold harmless Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC) and Conference Host, including their officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the Vendor's participation in the CAR-SGC Conference. This indemnity agreement shall impose liability on the Vendor to the fullest extent permitted under the laws of Delaware. Conference Host will not be liable for refunds or any liabilities whatsoever for any failure to fulfill this contract due to reasons beyond the control of the Conference Host, including but not limited to fire, flooding or other calamity or an act of God, public enemy, strikes, statutes, ordinances, or legal authority which makes it impossible or impractical for a Vendor to occupy the Vendor Area or participate in the Vendor sale. The Conference Host shall not be liable for any damage by Vendors to public or private property during set-up, tear down and regular operation hours. This includes the operation of any equipment. Vendors must provide their own liability insurance to protect their interests.

## VENDOR REGISTRATION

Business Name as it will appear on signage, online and in publications:

\_\_\_\_\_ Date: \_\_\_\_\_

Business website: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Description of merchandise: \_\_\_\_\_

Payment accepted by Vendor: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Other: \_\_\_\_\_

**PAYMENT:** \_\_\_\_\_ Online with PayPal . Email your completed registration form to [mavanderwall@gmail.com](mailto:mavanderwall@gmail.com) and pay total due as your registration fee via [PayPal](#), upon receipt of invoice.

\_\_\_\_\_ By check made payable to CAR-SGC 2020 and mailed with your completed registration form to CAR-SGC 2020, P. O. Box 693, Millsboro, Delaware 19966

**OPTIONS:** \_\_\_\_\_ Assigned space (10' x 8') @ \$100 \_\_\_\_\_ Vendor will ship products and supplies

\_\_\_\_\_ Assigned space (15' x 8') @ \$150 \_\_\_\_\_ How many tables?

\_\_\_\_\_ Two assigned spaces (20' x 8') @ \$200 \_\_\_\_\_ How many chairs?

\_\_\_\_\_ Please notify me when hotel accommodations are available at the Conference rate

\_\_\_\_\_ **TOTAL DUE**

**ATTENTION:** Before signing this registration, please review the Vendor Terms and Conditions for the 2020 CAR-SGC Conference. By signing below, you acknowledge that you understand and agree to these terms and conditions.

**SIGNATURES:**

\_\_\_\_\_  
Print Name and Title

Gail Corle Manna  
Director, Central Atlantic Region of State Garden Clubs

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date