

SUBJECT: Kappa Derby III - 2019

Dear Vendor:

The Decatur Alumni Chapter, Kappa Alpha Psi Fraternity, Inc. will host Kappa Derby III on May 4, 2019 at the Infinite Energy Center- Forum in Duluth, GA. An American tradition since 1875, the Kentucky Derby is the second biggest party day of the year. The Kappa Derby is Kentucky Derby themed event where 1750 - 2000 of Atlanta's most well-connected residents come together to network and "party with a purpose." Attendees enjoy fashion, fun and entertainment. The Kappa Derby features...contests for the Best Hat for Ladies and viewing of the Kentucky Derby Race with friendly wagering. Guests sip Mint Juleps and dine on traditional southern cuisine. The party is topped off with music and dancing!

**Vendors may secure exhibit space for the event at the cost of \$200.00. The number of participating vendors will be limited!**

Enclosed is a Vendor Agreement to complete and return not later than March 04, 2019 to secure space. An additional \$50.00 will be charged, if agreement is submitted after this date.

For questions or additional information, please contact:

Clarence Wells-Vendor Coordinator  
Email: [cowells@bellsouth.net](mailto:cowells@bellsouth.net)  
Ph: (678) 516-1911

Decatur Alumni Chapter  
KAPPA ALPHA PSI FRATERNITY, INC.

**Kappa Derby**

May 4, 2019

INFINITE ENERGY CENTER – FORUM  
6400 SUGARLOAF PARKWAY  
DULUTH, GA 30097

**AGREEMENT FOR EXHIBIT SPACE**

- I. Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
  
Products/Services/Programs for display: \_\_\_\_\_  
\_\_\_\_\_  
  
Company Representative (Exhibitor): \_\_\_\_\_  
\_\_\_\_\_
- II. **The EXHIBITOR agrees to pay \$200.00 and provide an item to be given away as a door prize for each exhibit space.** There is an additional charge of \$10, if EXHIBITOR requires a dedicated WIFI connection. Total submitted \$ \_\_\_\_\_  
Make check or money order payable to: Decatur Alumni, Kappa Alpha Psi Fraternity, Inc.
- III. The EXHIBITOR understands that this AGREEMENT must be returned by March 4, 2019. Exhibit Space is not guaranteed until the AGREEMENT is countersigned and a copy returned to the EXHIBITOR.
- IV. Terms: By signing this AGREEMENT, I, the duly authorized representative of the company named above, on behalf of said company, subscribe to all terms and conditions set forth in GENERAL INFORMATION, which is part of the AGREEMENT.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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FOR OFFICIAL USE ONLY:

\_\_\_\_\_  
Chapter Representative, Title

\_\_\_\_\_  
Date

## GENERAL INFORMATION

### 1. WHAT MAY BE EXHIBITED

Exhibitor will show only those goods or promote those services which it manufactures or deals in during regular course of its business. Flammable items, explosives, or food items will not be permitted for sale or display in exhibit area.

### 2. ARRANGEMENT OF EXHIBITS

Exhibitor shall arrange its display so it utilizes only the exhibit space contracted for, and in such manner as to recognize the rights of other Exhibitors and visitors, and to conform to the overall pattern developed by the event sponsors. An 8-ft. table and two chairs will be provided for Exhibitor. Decorations must be provided by the Exhibitor. Exhibitor is responsible for keeping exhibit space in order.

### 3. STORAGE

Exhibitor shall provide needed storage area within its own exhibit space.

### 4. REPRESENTATIVE

Exhibitor will provide, with the return of the AGREEMENT, the name and contact information of the representative who will be responsible for Exhibitor space.

### 5. EXHIBIT PERSONNEL

Each exhibit is limited to three (3) personnel who must be registered and wear an identification badge while exhibiting on the premises of the event.

### 6. SUBLETTING SPACE

Exhibitor agrees not to assign, sublet or share its exhibit space without the full knowledge of the event sponsors. If the exhibit space is occupied by more than one Exhibitor, an additional fee of \$175.00 per additional exhibit will be required.

### 7. REFUND

Event sponsors will not be granted a refund for any reason.

### 8. EXHIBIT HOURS

Displays may be set-up beginning at 10 am on Saturday, May 4, 2019. The exhibit area will be open for sales from 4:00 p.m. to 8:30 p.m. **Exhibitor acknowledges and agrees that failure to have set-up complete 1 hour prior to the scheduled opening of the exhibit area will result in a \$50 Late Fee Penalty, which must be paid before the Exhibitor will be allowed to operate.**

### 9. WAIVER OF LIABILITY

It is expressly understood and agreed by Exhibitor, in the event of personal injury or loss or damage to property resulting from any cause whatsoever, either before, during or after the event, to hold blameless and harmless the Decatur Alumni Chapter, Kappa Alpha Psi Fraternity, Inc., its members - both individually and collectively, sponsors, partners and

affiliates, as well as the Infinite Energy Center, Gwinnett County Government and the Gwinnett County Convention and Visitor's Bureau, Inc.

10. GENERAL

All matters and questions not covered by the Agreement and GENERAL INFORMATION, are subject to the decision of Decatur Alumni Chapter, Kappa Alpha Psi Fraternity, Inc. GENERAL INFORMATION, may be amended at any time by Decatur Alumni Chapter, Kappa Alpha Psi Fraternity, Inc. and all Amendments that may be so made, shall be equally binding on all parties.

The signed AGREEMENT must be accompanied by a check or money order made payable to: Decatur Alumni, Kappa Alpha Psi.

Please submit payments to: Clarence Wells  
4522 Flat Shoals Parkway  
Decatur. GA 30034

Phone: 678-516-1911 - cell