



2015 Delaware Highway Safety Conference



Dover Downs Hotel & Casino
November 3-5, 2015

Vendors



The Delaware Office of Highway Safety is holding its 5th statewide Highway Safety Conference November 3rd to 5th, 2015 at the Dover Downs Hotel & Casino in Dover, Delaware and would like to invite you and your business to be a vendor. We are excited to host the 2015 conference at Dover Downs as it will provide a much larger space for attendees and vendors and will also allow new options for vendor involvement and sponsorship. After surveying the attendees last year, we are expanding the vendor invite to include health and wellness options for the officer and their family along with vendors for officer safety. As always, we are expecting a large turnout of conference attendees that will include Delaware law enforcement officers, prosecutors, judges, traffic safety officials, and traffic safety partners.

Basic vendor registration and exhibit space will remain at \$300 for all three days and includes one (1) 6 foot draped table, 2 chairs, electric, 10 x 10 exhibit space, 8 foot high four panel drape back wall with 3 foot high side drape, 2 conference registrations that include continental breakfast, lunch, and snacks. New vendor sponsorship options include Door Prize Sponsor, Lunch Sponsor, Meet and Greet Sponsor, and Conference Sponsor. All of them each have additional benefits including expanded space, prime booth location, ads in conference program and more. Enclosed is a vendor price sheet, please make 1 selection. Sponsorships will be filled on a first come first served basis.

All vendors are invited to attend the Tuesday evening Meet and Greet reception that will be held at the hotel to network with conference attendees. We welcome vendors to sell products at the conference.

Vendors may reserve rooms at Dover Downs Hotel, rates are \$119.00 single/double occupancy with 8% room tax plus an additional \$6.00 per night resort fee. You can call 302-674-4600 or 1-800-711-5882 to make the reservation, mention the Highway Safety Conference and the rooms are blocked under code GSAFE.

To be a vendor please send checks payable to the **State of Delaware** along with the signed contract Office of Highway Safety, P.O. Box 1321, Dover, DE 19903 by Tuesday September 1, 2015. If you have questions please contact Bonnie Dixon at (302) 744-2741 or bonnie.dixon@state.de.us

Thank you and we look forward to another great conference.

Delaware Office of Highway Safety

Vendor Sponsorship Options

- ❧ Vendor Booth \$300.00
- ❧ ~~Door Prize Sponsorship \$500.00~~
SPONSORED
- ❧ Networking Reception Sponsorship
\$2,000.00
- ❧ Conference Lunch Sponsorship
\$3,000.00
- ❧ Conference Primary Sponsor \$5,000.00
- ❧ Other options
 - ❧ Networking reception bar sponsorship
 - ❧ Breakfast and snack break sponsorships
 - ❧ Conference raffle prize(s)- examples
include free membership to
organization, piece of equipment
(tactical, agency related, software, etc.)

Vendor Booth



\$300.00

Each 10 x 10 exhibit booth consists of:

- ❧ 8' high four panel drape back wall/3' high side drape
- ❧ One 6' draped table
- ❧ Two side chairs
- ❧ Wastebasket
- ❧ Electric access
- ❧ Two complimentary Conference registration (may attend all meeting sessions, workshops and social functions)
- ❧ Logo included in Conference program

Door Prize Sponsorship

\$500.00

- ☞ Vendor booth in high traffic prime location, PLUS
- ☞ Sponsor purchase 10 gift cards, each worth \$50 to various restaurants, gas stations, home improvement stores, etc
- ☞ Placement of logo at Registration Desk and recognition of your company during each giveaway period
- ☞ Quarter page full color ad in Conference program

Networking Reception Sponsorship



\$2,000.00

- ❧ Vendor booth in high traffic prime location, PLUS
- ❧ Placement of your corporate name on signage at the entrance of the networking reception.
- ❧ Recognition of company at networking reception
- ❧ Quarter page full color ad in conference program
- ❧ Complimentary registration for two additional people from your company to attend the conference

Conference Lunch Sponsorship

Wednesday Awards Lunch \$3,000.00

- ☞ Vendor booth in high traffic prime location, PLUS
- ☞ Placement of logo on each table and recognition of your company during lunch
- ☞ Placement of a full banner with your corporate name and logo at the event you are sponsoring (sponsor is responsible for providing the banner)
- ☞ Quarter page full color ad in conference program
- ☞ Complimentary registration for two additional people from your company to attend the conference
- ☞ Opportunity to offer brief remarks about your company's support of traffic safety at lunch

Thursday Closing Lunch \$3,000.00

- ☞ Vendor booth in high traffic prime location, PLUS
- ☞ Placement of logo on each table and recognition of your company during lunch
- ☞ Placement of a full banner with your corporate name and logo at the event you are sponsoring (sponsor is responsible for providing the banner)
- ☞ Quarter page full color ad in conference program
- ☞ Complimentary registration for two additional people from your company to attend the conference
- ☞ Opportunity to offer brief remarks about your company's support of traffic safety at lunch

Conference

Primary Sponsor

\$5,000.00

- ❧ Vendor booth in high traffic prime location, PLUS
- ❧ Placement of a full banner/signage with your corporate name and logo at registration desk and in the general session main meeting room. (Sponsor is responsible for providing the banner(s))
- ❧ Expanded premium corporate exhibit space in high traffic prime location.
- ❧ Full page full color ad in conference program and recognition each day at the conference.
- ❧ Complimentary registration for two additional people from your company to attend the Conference.
- ❧ Opportunity to offer brief remarks about your company's support of traffic safety Tuesday morning before the general session.



Statewide Highway Safety Conference

Vendor Registration Form

2015 Vendor Space Application/Contract

Instructions

Application/Contract will not be processed without:

- 1) Completed application and payment
- 2) Signature of official representative.

Be sure to make a copy this application before returning it to the Office of Highway Safety. Return form and check to Bonnie Dixon, OHS, PO Box 1321, Dover, DE 19903. Contact Bonnie with any questions at (302) 744-2741 or bonnie.dixon@state.de.us.

Two complimentary conference registrations will be provided for each booth. You will receive a link to an online registration form to be completed by the staff attending the conference.

Company Information

Name (As it should appear on booth sign and in the final program)

Address (Do not use PO Box)

City

State

Zip

Telephone

Toll free

Website address

email address

On-site booth contact/Person in charge

Title

Products/Services being displayed or offered;

Vendor space confirmation and other information should be sent to:

Name

Address

City

State

Zip

Telephone

Fax

Email

Vendor Fees: Please select one option.

\$300.00 Basic Vendor Sponsor

\$500.00 Door Prize Sponsor

\$2,000.00 Networking Reception Sponsor

\$3,000.00 Wednesday Lunch Sponsor

\$3,000.00 Thursday Lunch Sponsor

\$5,000.00 Conference Title Sponsor

\$ Other sponsor _____

Exhibitor Acceptance

Exhibitor agrees to abide by the Terms and Conditions and the Rules and Regulations which are made a part of the Contract by reference and are fully incorporated herein.

Agreed to:

Signature of Company Official

Date

Printed Name of Signatory

Title



Statewide Highway Safety Conference

Terms & Conditions

2015 Exhibitor Terms & Conditions

1. Application

The Application/Contract must include information on products/services to be displayed and official signature with payment. Incomplete applications will not be processed.

2. Eligibility

The purpose of the Office of Highway Safety Conference Vendor area is the promotion and stimulation of interest for the products and services related to traffic and officer safety and officer health and wellness. All products and services exhibited and/or promoted must be specifically related to this industry. Applications deemed ineligible will be returned.

3. Policy on Selling

In order to stimulate interest in the traffic safety, exhibitors shall be permitted to take orders for the sale of their products or services at the Show provided that the products or services are related to this industry. Exhibitors shall furnish visitors with a price list for their products or services upon request. Cash sales, credit cards, or exchanges of products will be permitted. The Exhibitor shall be solely responsible for any federal, state or local tax required to be collected or withheld on any purchase.

4. Exhibitor's Representation

The application signatory or his/her designee shall be the official representative of the exhibiting company, certify representations and act on behalf of the exhibitor in all negotiations.

5. Agreement

Space assignment will be made on a first-come first-available basis. Confirmed space and location will be communicated when payment is received. OHS reserves the right to rearrange the floor plan at any time, as well as to relocate exhibitors should it become necessary or advisable in the best judgment of OHS. In the event any part of the exhibit hall is destroyed or damaged so as to prevent OHS from permitting an exhibitor to occupy assigned space during any part of the whole exposition period, or in the event occupation of assigned space during any part of or the whole of the exposition period is prevented by strikes, acts of God, national emergency or other causes beyond the control of OHS, this agreement shall terminate and the said exhibitor shall and does hereby waive any claim for damages or compensation against OHS, its directors, officers, agents, or employees, except the pro-rata return of the amount paid after deduction of actual expenses incurred by OHS, in connection with the conference. There shall be no further liability on the part of either party.

6. Booth Size

Minimum booth size is 10 X 10' or 100 square feet.

7. Cancellation

Notification of cancellation or reduction of space must be received in writing to OHS. Cancellations received by September 1, 2015 are entitled to a refund of fees paid, less 25% fee. For cancellations/reductions received after September 1, 2015, no refund will be made. In the case of the exhibitor not occupying assigned space by 12:00 p.m. on Tuesday November 3, 2015 OHS is authorized to occupy or reassign the space in such a manner as it may deem best for the Show without in any way releasing the exhibitor from any liability.

8. Liability and Indemnification

Exhibitor shall be fully responsible for and hereby releases the OHS from any claims, liabilities, losses, damages or expenses relating to or arising from any injury to any person, or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with Exhibitor's participation in the conference. The Exhibitor shall protect, indemnify, hold harmless and defend the OHS, its officers, directors, agents, and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation arising in any manner, directly or indirectly, from Exhibitor's participation in the conference; provided that the foregoing indemnification shall not apply to injury, loss or damage caused by or resulting from the sole negligence of the OHS, its officers, directors, agents or employees. It is the Exhibitor's sole responsibility to obtain, at his own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Rehoboth ordinances for any activities conducted in association with or as part of the conference.

The Exhibitor shall be fully responsible to pay for any and all damages to property owned by its owners or managers, which results from any act or omission of the Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the hotel does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

If any negligent or intentional act or omission of a party or its employees, agents or representatives occurs during the performance of this Agreement and causes or results in: (i) damage to or destruction of property of the other party or third parties, and/or (ii) death or injury to persons including, but not limited to, employees or invitees of either party, then such party shall indemnify, defend (at the other party's option), and hold the other party, its officers, directors, employees and agents, harmless from and against any and all claims, actions, losses, damages, liabilities, costs and expenses, including reasonable attorneys' fees, resulting from the act or omission. The indemnifying party shall pay or reimburse the other party for all such damage, destruction, death or injury, and for all related costs and expenses, once liability has been established through a judgment by a court of law.

9. 2015 Exhibitors Rules/Regulations

The Exhibitor understands and accepts that these Terms and Conditions and the Rules and Regulations are integral and binding parts of this contract. OHS shall have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations. The decision and interpretation of OHS shall be final and the Exhibitor hereby agrees to abide by said interpretation which, if requested, shall be in writing and become part hereof, unless duly endorsed hereon.



Statewide Highway Safety Conference

Rules & Regulations

2015 Exhibitor Rules & Regulations

1. Exposition Dates and Hours (subject to change)

Tuesday, November 3, 2015 - 12 p.m. – 5 p.m.
Wednesday, November 4, 2015 - 8 a.m. – 5 p.m.
Thursday, November 5, 2015 - 8 a.m. – 1 p.m.

2. Installation of Exhibits

Installation of exhibits at the Dover Downs Hotel & Casino may begin at 12 p.m. on Monday, November 2. Setup must be completed by 12 p.m. on Tuesday, November 3, 2015.

3. Dismantling of Exhibits

Teardown will begin on Thursday, November 5, 2015 at 1 p.m. Each exhibitor will complete arrangements for removal of material from Dover Downs Hotel & Casino. All exhibit material must be packed and ready for removal by 5 p.m.

4. Design of Exhibits

All efforts to design the booth must be done in such a way as to not violate the rights of other exhibitors and visitors. Booths must not extend beyond 8' in height. Further, reasonable sightlines of neighboring exhibitors must be allowed.

5. Operation of Exhibits

- a. Booths must be open to all registrants, and exhibitors may not limit admission to any special group or class.
- b. Adjoining aisles must remain clear to assure proper traffic flow.
- c. Exhibits should include descriptive and educational brochures. Demonstrations are to be straight-forward, professional and non-combative in nature and must avoid the use of sideshow or theatrical gimmicks. Equipment for demonstrations must not pose a safety hazard.
- d. It is the responsibility of the exhibitor to receive prior approval from the OHS for any product demonstration or presentation which may be questionable in nature.
- e. OHS reserves the right to order objectionable presentations discontinued until such time as a mutually agreeable presentation may be developed. The exhibitor waives any rights or claims of damages arising out of enforcement of this rule.
- f. Vendors are not allowed to share booth spaces.

6. Compliance with Laws

Exhibitors shall comply with all laws of the United States and state of Delaware, all ordinances of the city of Rehoboth and, whenever applicable, all rules and regulations of the local police and fire department and policies and criteria established by the Dover Downs Hotel & Casino for the use of the facilities.

7. Exhibit Labor

Full-time employees of exhibiting companies may set up their own exhibits. Exhibitors are permitted to use their own tools to set up their own exhibits. Employees should be prepared to produce some type of company identification when engaged in these activities.

8. No Smoking Policy

It is OHS policy that smoking is prohibited at all conference activities including, but not limited to, Exhibits, Sessions, Committees.

9. Hotel Room Reservations

Any exhibiting company who wishes to reserve a room at the Dover Downs Hotel for conference purposes should call the hotel at 302.674.4600 or 1-800-711-5882 and mention the code GSAFE. Vendors are solely responsible for their own hotel reservations, costs, and fees.

10. Endorsements

OHS does not approve, endorse or recommend the use of any specific commercial products or services. The exhibitors may not, therefore, state or imply either verbally, or in printed literature, that their products or services are approved, endorsed or recommended by the OHS.

11. Enforcement of Rules/Regulations

Violations of these Rules and Regulations or the Space Contract Terms and Conditions by the exhibitor or its employees or agents shall, at the sole option of OHS, forfeit the exhibitor's right to occupy space at the 2015 Conference and such exhibitor shall forfeit to OHS all monies paid or due. Upon evidence of violation, the OHS may terminate this agreement, re-enter and take possession of the space, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which OHS may incur thereby.

12. General Information

All matters not covered by these Rules and Regulations are subject to the decision of the OHS acting through assigned staff. These Rules and Regulations may be amended at any time by the OHS and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original Rules and Regulations. All portions of this contract are self-sustaining and capable of separate enforcement. In the event of any amendment or additions to these Rules and Regulations, written notice will be given by the OHS to such exhibitors as may be affected by them. The abbreviation "OHS" used in the Rules and Regulations shall mean Office of Highway Safety.