



## **Delaware Public Purchasing Association 2021 NIGP Region II Annual Conference**

The Delaware Public Purchasing Association (DPPA) is holding the Annual NIGP Area II Conference and Vendor Expo this year at Double Tree by Hilton on September 29 - October 1, 2021.

DPPA is an organization which is a chapter of the National Institute of Government Purchasing (NIGP). DPPA is comprised of individuals from State, County, City, Universities, and School Districts within the State of Delaware. The purpose of this association is to promote both organizational and individual professionalism in the field of procurement and materials management. Along with professionals from Delaware, Area II encompasses purchasers/buyers from Pennsylvania, Maryland, New Jersey, District of Columbia and Virginia.

In order to expose conference attendee to various resources, products and vendors, we are seeking vendors to participate in our Vendor Expo and Trade Show. The Expo and Trade Show will take place September 30, 2021 from 11:00 am to 4:30 pm. If you're not able to participate as an expo vendor, you can choose to take out an ad in our program guide, donate a door prize or promotional items for our promo bags.

If you would like to support the DPPA Area II conference, please go to our website [DPPA1.ORG](http://DPPA1.ORG) for more information and registration for the Vendor Expo.

If you have any questions, **please feel free to contact me at** [Clifton.crawford@newcastlede.gov](mailto:Clifton.crawford@newcastlede.gov)

Thank you for your support in advance,

Sincerely,

Clifton Crawford, CPPB - President  
Delaware Public Purchasing Association



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Tentative Agenda for Vendor Expo

### **Thursday, September 30, 2021**

9:30 a.m. – 11:00 a.m.	Vendor Registration and Set-Up
12:00 – 1:15 p.m.	<i>Luncheon</i> with Keynote Speaker- TBD
1:15 p.m. – 1:30 pm	Ribbon Cutting – Opening of Vendor Show
1:30 pm – 4:30 p.m.	<b>Vendor Expo</b>
4:30 p.m. – 5:00 p.m.	Door Prize Drawings – Close of Trade Show

### **Table Set Up:**

Vendors are required to have their tables set up by 11:00 a.m. on Thursday, September 30, 2021. Vendors may gain access to the exhibit area starting at 9:30 AM on Thursday, September 30, 2021 All vendors must register upon arrival.

A six foot skirted table with tablecloth and chairs are supplied.

### **Cancellation Policy:**

Cancellation requests must be submitted in writing to:

New Castle County  
Attn: Clifton Crawford, Purchasing  
87 Read's Way  
New Castle, DE 19720  
[Clifton.crawford@newcastlede.gov](mailto:Clifton.crawford@newcastlede.gov).

- Deadline to register is September 1, 2021

If the cancellation request is received by September 1, 2021 and DPPA is able to resell the booth, a seventy-five percent (75%) refund will be given after the conference is held.

NO REFUNDS will be given for cancellations received **after** September 1, 2021.

**A signed copy of the Terms and Conditions must be received by the Association. Please send the signed copy to [Clifton.crawford@newcastlede.gov](mailto:Clifton.crawford@newcastlede.gov).**



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- 1. Space Rental:** Applicant for exhibit space, herein noted as “*Exhibitor*” releases Delaware Public Purchasing Association ,(DPPA)and Double Tree by Hilton from any and all liabilities to applicant, its agents, licensees or employees that may arise as a result of submission of an application or participation in the 2021 National Institute of Governmental Purchasing (NIGP) Area II Conference ,herein noted as “ *Conference,*” hosted by DPPA. DPPA determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by DPPA of the applicant’s products or services, nor does rejection imply lack of merit of same. *Exhibitor* is responsible for the actions of employees, agents, or other persons working within Exhibitor’s booth.
- 2. Date, Place and Hours:** The exhibition hours will be as indicated in the *Conference* schedule. DPPA reserves the right to make changes in the exhibition hours; however, such changes will be made known to registered *Exhibitors* as far in advance as possible.
- 3. Restrictions in Use of Space:** All demonstrations, interviews, or other activities, such as distribution of circulars and advertising matter of any description, must be confined to the *Exhibitor’s* own table(s). The *Exhibitor* agrees not to assign, sublet, or share the whole or any part of his/her assigned space without the prior knowledge and written consent of DPPA. No company or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the *Conference*.
- 4. Space Assignment:** Table space will be assigned based on Sponsorship Levels. Space assignments will be made solely at the discretion of DPPA.
- 5. Exhibit Set Up and Dismantling:** The *Exhibitor* agrees that set up and dismantling of exhibit is their sole responsibility. Set up shall be complete at least 30 minutes prior to the scheduled opening of the exhibit area to the *Conference* delegates. Dismantling the exhibit shall not begin until at least 15 minutes after the closing of the last exhibit time, as set forth in the *Conference* schedule.
- 6. Insurance:** *Exhibitor* shall keep in full force and effect during the *Conference* dates the following insurance coverage: General Liability insurance in an amount not less than \$1,000,000 aggregate and \$1,000,000 per occurrence. In addition, *Exhibitor* acknowledges that DPPA does not maintain insurance covering *Exhibitor’s* property and that it is the sole responsibility of *Exhibitor* to obtain insurance coverage sufficient to protect them from losses.
- 7. Indemnity:** *Exhibitor* hereby agrees to indemnify and hold harmless DPPA and its agents against all claims, losses, and damages to persons or property, including attorneys’ fees, to the extent arising out of or caused by Exhibitor’s participation in the *Conference*.
- 8. Limitation of Liability:** In no event shall DPPA be held liable for any direct, indirect, special or consequential damages suffered by Exhibitor in connection with their participation in the *Conference*.
- 9. Event Promotion:** The *Exhibitor* authorizes DPPA and its agents to use *Exhibitor’s* name to promote the *Conference* and to solicit other *Exhibitors* for this and future events.
- 10. Photo Release:** From time to time, DPPA uses photographs of delegates and/or exhibitors in our promotional material. By virtue of an *Exhibitor’s* participation in the *Conference* and exhibit, *Exhibitor* agrees to the usage of their likeness in such materials.
- 11. Exhibitor Identification:** All persons entering the exhibit hall must wear a DPPA issued name badge, which they would obtain at the Exhibitor Registration table on Thursday, September 30, 2021.

I (We) agree to the terms and conditions as specified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date