



## Delaware Public Purchasing Association 2025 NIGP Area II Annual Conference Vendor Expo



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 25, 2025, from 10:00 am to 4:00 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 to register for the Vendor Expo.

If you have any questions or need assistance, **please feel free to contact Kimberly Cuffee at [kimberly.cuffee@delaware.gov](mailto:kimberly.cuffee@delaware.gov).**

Thank you for your support in advance,

Sincerely,

*Cliff*

Clifton Crawford, CPPB - President  
Delaware Public Purchasing Association





## Delaware Public Purchasing Association 2025 NIGP Area II Annual Conference Vendor Expo



### Tentative Agenda for Vendor Expo

#### **Thursday, September 25, 2025**

9:30 a.m. – 11:00 a.m.	Vendor Registration and Set-Up
12:00 – 1:00 p.m.	Lunch and Keynote Speaker
1:00 pm – 4:00 p.m.	Vendor Expo
4:30 p.m.	Door Prize Drawings – Close of Vendor Expo

#### **Table Set Up:**

Vendors are required to have their tables set up by 11:00 a.m. on Thursday, September 25, 2025. Vendors may gain access to the exhibit area starting at 9:30 AM on Thursday. All vendors must register upon arrival.

A six-foot skirted table with tablecloth and chairs will be supplied. **Feel free to bring any signage or banners to showcase your business.**

#### **Cancellation Policy:**

Cancellation requests must be submitted in writing and emailed to:

**[Ccrawford@lincoln.edu](mailto:Ccrawford@lincoln.edu)**

- Deadline to register is September 1, 2025

If the cancellation request is received by September 1, 2025, 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, 2025.

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



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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 2025 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 25, 2025.

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

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Signature

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Printed Name

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Name of Company

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Date: