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9081 West Sahara Avenue, Suite 190  
Las Vegas, NV, USA 89117  
Phone: (702) 256-3830  
Fax: (702) 256-4227  
E-Mail: wayne.eng@usdsc.com

Dear Concessionaire:

The 2019 United States Dance Championships (USDC) along with the WDC World Cabaret Championships will be held Monday thru Saturday, September 2<sup>nd</sup> - 7<sup>th</sup>. These events will take place at the *Walt Disney World Swan and Dolphin*, Orlando, Florida.

For vendors/concessionaires, the following conditions will apply:

1. Electrical Power: Five hundred (500) watts of power will be supplied to each exhibit space. **Additional needs will be the responsibility of the exhibitor.**
2. Banners: Each vendor will be allowed only one (1) banner display in front of their suite or behind their booth.
3. Commission on Sales: All vendors/exhibitors are required to pay a 10% commission to American Ballroom Company on gross sales (for immediate or future delivery) above the minimum fee.
4. Event Totals: We will supply each concessionaire with an event tally sheet which must be filled out and returned to us on Sunday, with any additional commission payments.
5. Program Advertising: A minimum of one full-page advertisement in the USDC Souvenir Program is required of all exhibitors/vendors. Only concessionaires who have displays at this event may state in their ad that they will offer merchandise or services for sale at the 2019 USDC. Payment of the advert must be sent along with your remittance.
6. Certificate of Insurance: Concessionaires are required to furnish to ABC a copy of their Certificate of Insurance showing adequate public liability coverage. Additionally, Florida state law may require you to have a valid Florida Peddlers License - please check this with your own attorney. This Certificate must be mail to Wayne Eng 9081 W Sahara Ave. Suite 190, Las Vegas, NV 89117 no later than July 14th, 2019.
7. Security Fee: Each vendor must pay a security fee of \$175.00 payable with your remittance.
8. Telephone Lines, Load In/Set Up or Other needs: Please work with the hotel directly (see attached forms)
9. Hotel Rooms: For those concessionaires who wish to stay at the *Walt Disney World Swan and Dolphin* you must make your own reservations directly with the hotel. The phone number is 407-934-3000.

Room Rates are: Standard \$225.00 per night/per room Single or Double + Applicable tax.

We thank you for your interest in the 2019 USDC and trust it will be profitable for you.

Very truly yours,  
AMERICAN BALLROOM COMPANY

# 2019 UNITED STATES DANCE CHAMPIONSHIPS®

## EXHIBITORS REMITTANCE FORM

NAME OF COMPANY \_\_\_\_\_

Certificate of Insurance Enclosed: \_\_\_\_\_yes \_\_\_\_\_no

Exhibit Space:(allocated on a first reserved basis)

Booth # (see diagram) \$ \_\_\_\_\_

Suite \$ \_\_\_\_\_

Program Advertisement: \$ \_\_\_\_\_  
Full Color 8.5" x 11"

Security Charge: \$ 175.00

Total Enclosed \$ \_\_\_\_\_

Payment in FULL must be received to be considered "first reserved". (no partial payment) See notes below.

### FOR CREDIT CARD PAYMENT

Please charge \$ \_\_\_\_\_ to my \_\_\_\_\_VISA \_\_\_\_\_MASTERCARD  
*(Fill in amount including the 4% admin fee.)*

Name on Card: \_\_\_\_\_

Card # \_\_\_\_\_ CVC: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

- **Please sign and return with a 50% non-refundable deposit by July 1st, to hold your spot.**
- **FULL PAYMENT must be received by August 1st, or your spot will be opened up to the wait list.**
- **If paying by check, please make payment to American Ballroom Company.**
- **If paying by credit card, please add the 4% admin fee.**

# United States Dance Championships 2019

## Vendor Information

Please complete form by Monday, **July 1st, 2019**

**Company Name:** \_\_\_\_\_  
**Booth Number:** \_\_\_\_\_  
**Room Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_

### Equipment:

Tables:	Number Required	Linen Required: yes/ no?	Skirting Required: yes/no?
6 x 30			
6 x 18			
8 x 18			
Short Cocktail			
Tall Cocktail			
72" Round			
Easels			
Trashcan			
Chairs			
Keys required (suites only)			

### Food and Beverage:

Florida State Law and the Property's insurer concludes the *Walt Disney World Swan and Dolphin* is the only licensed authority to sell or serve any and all food or beverages for consumption on the Hotel's property. No food and beverage of any kind will be permitted to be brought onto the Hotel's property by the patron or the patron's invitees.

### For rentals of Racks, etc

Carolyn D. Thomas  
E&D/I&D Account Executive  
GES Exposition Services, Inc.  
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