



You are invited to participate in the Sales Room at the Doll Artisan Guild Doll Convention

October 31-November 2, 2019

Coastal Ballroom

DoubleTree by Hilton Annapolis

210 Holiday Ct.

Annapolis, MD 21401

SET UP:	November 1	7:00 AM—12:00 PM
SHOW HOURS:	November 1	12:00 PM—5:00 PM
	November 2	9:00 AM—4:00 PM
TEAR DOWN:	November 2	4:00 PM—6:00 PM

BOOTHS: One, two, three and four table booths are available. Tables are 6'x30" and will be covered. You can bring your own draping, if you wish. Complimentary high-speed wireless internet is available throughout the hotel.

Booths will be sold on a first-come, first-served basis (only with payment and return of signed Contract). No moving of tables unless previously authorized. Floor displays must be kept *to a minimum and should be placed under the tables to avoid accidents*. *No extra display tables may be brought in*. The sales room will be filled to capacity, so please do not bring racks or stands that do not fit on top of your tables or inside your booth. Displays cannot block or infringe on surrounding dealers' booth spaces or visibility. If you need electricity for your booth you must specify this on the contract. There is no charge for electrical access if you can plug into an existing wall outlet but you must bring your own extension cord(s) and indicate on the contract that you will need electricity.

<u>BOOTH FEES:</u>	1 Table	2 Tables	3 Tables	4 Tables
Contracts accepted <u>on or before July 1, 2019:</u>	\$225	\$350	\$450	\$500
Contracts accepted <u>after July 1, 2019:</u>	\$240	\$375	\$480	\$530

When two dealers share a booth or an assistant sells her/his own merchandise, there is an additional charge of \$35 per booth. No more than two dealers may share a booth.

CANCELLATIONS: If you have to cancel, the DAG will offer your space to the next dealer on the waiting list. If the space is resold, a refund will be made, minus a \$100 cancellation fee. No refund will be made if any spaces are unsold at the time of the show.

SET-UP/TEAR DOWN: You may bring your merchandise and begin setting up your booth on Friday, November 1, from 7:00 AM to 12:00 PM. The Coastal Ballroom is on the Lower level of the hotel. Drive around the left of the hotel. Unload your merchandise through the door marked "Conference Center Entrance." After unloading, you must move your vehicle to the parking lot. Parking is complimentary.

Dealers will be permitted to enter the Sales Room on Saturday at 8:00 AM. For the sake of security, no exceptions will be made.

Booth breakdown is Saturday, November 2 from 4:00 PM to 6:00 PM. Please be packed and out of the sales room by 6:00 PM. Only badged Dealers and Assistants are permitted in the sales room at these times. Booths may not be packed up or dismantled prior to the end of the show.

ASSISTANTS: Each dealer with a one- or two-table booth may have one assistant. For booths with three or four tables, two assistants are allowed. Assistant (s) name (s) to be given when Sales Contract is signed. If two dealers share a booth, the second dealer will be counted as an assistant.

BADGES: Only one badge will be provided per person. Please wear your badge at all times during the show. Only dealers and assistants wearing a show badge will be admitted before sales room hours.

SECURITY: Each dealer is personally responsible for the complete insurance coverage of her/his own merchandise against loss, damage or injury as well as general liability during the entire period of the show. Neither the Doll Artisan Guild nor the DoubleTree assumes responsibility for any losses, damages or injuries. However, precautions will be taken to protect dealers' merchandise. The sales room will be locked at night.

SHIPPING AND STORAGE:

Parcels will be accepted by DoubleTree up to five (5) days prior to convention. Customer acknowledges and agrees that arrangements by Hotel for receipt and storage of any shipment is done solely as an accommodation and convenience to Customer. No COD packages will be accepted. Hotel shall not be responsible for any loss, theft, damage or destruction to any personal property shipped to or stored at the Hotel premises. To avoid lost shipments, please **clearly** label, number and address each piece as follows:

Guest Name
Date of Arrival
Doll Artisan Guild Convention
C/O DoubleTree by Hilton Annapolis
210 Holiday Ct.
Annapolis, MD 21401
Phone: (410) 224-3150
Box ___ of ___ (example: 1 of 3)

For return shipping please make your pickup arrangements in advance and label your boxes with shipping labels that are completely filled out and pre-paid. Do not use the hotel address as a return address.

SALES TAX: The Maryland sales tax rate is 6% and you are required to collect this tax on your sales. You do not have to register with the state of Maryland if you are a vendor outside the state. A couple of weeks before the event we are required to send the state a list of all vendors and their contact information. The state will send you the appropriate tax remittance form and a sales tax chart. You are required to remit the taxes collected to the state by the deadline provided on the form.

REMINDER: There is **NO SMOKING** inside the hotel.

HOTEL ACCOMMODATIONS: DoubleTree offers a special convention room rate of \$129.00 per night, plus tax, single or double. No extra charge for more than 2 persons. You will be offered a 10% discount for any food and beverage purchases in the hotel restaurant and lounge, including room service. To make reservations call 1 (800) 222-8733 and tell them you are with Doll Artisan Guild group, code XDA. You can also make reservations through: https://doubletree.hilton.com/en/dt/groups/personalized/A/ANPDTDT-XDA-20191028/index.jhtml?WT.mc_id=POG

Cut off date for special rate is September 28, 2019.

HOW TO GET THERE: The hotel is 18 miles from Baltimore/Washington International Airport, 30 miles from Washington National Airport and 45 miles from Washington Dulles International Airport. You can catch a taxi from Baltimore airport to the hotel for about \$60 one way. A Super Shuttle is available for about \$75-\$80 round trip. Rental cars, Uber and Lyft are also options.



DOLL ARTISAN GUILD CODE OF ETHICS FOR SALES ROOM DEALERS

By signing the Doll Artisan Guild's Sales Contract, the Dealer and her/his assistant agree to abide by the following Code of Ethics.

1. The major part of the merchandise in the sales booth must be for sale.
2. There will be no fraudulent selling or misrepresentation of any merchandises whatsoever.
3. All items must be clearly marked, including identifying marks, flaws, defects, and price.
4. All reproduction items must be clearly marked as such.
5. All original artist dolls must be clearly marked as such.
6. A sales slip with seller's name and a brief description must be given with all merchandise sold. Indicate any defect on sales slip. This protects the buyer and seller. For security reasons, it is wise to bag the customer's purchase.
7. Booth space is to be used by the dealer only for the purpose of exhibiting and selling dolls and doll-related items. The Management reserves the right to require the withdrawal of any item from display, which, in the opinion of the Management, does not have any relationship to dolls.
8. Any dealer who signs the contract yet fails to adhere to the rules forfeits booth rent and will be asked to withdraw all merchandise from the salesroom. Further contact with the salesroom will be prohibited.

Sales Room Contract
Doll Artisan Guild International Convention 2019

Please complete and return the signed Contract with your credit card number or check or money in US funds for the full amount of booth rent. **Make check for booth rent payable to: Doll Artisan Guild. Mail contract and payment to: Sue Mitchell, 1204 Bakers Bridge Rd., Douglasville, GA 30134. Fax: 607-441-0460. Email: suelmitchell6@aol.com.**

BUSINESS NAME: _____

DEALER'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL CODE: _____

COUNTRY: _____ PHONE: (____) _____ EMAIL: _____

ASSISTANT'S NAME: _____

Description of merchandise to be sold: _____

Please reserve:

- 1 table @ US\$225(\$240 after July 1, 2019) \$ _____
- 2 tables @ US\$350 (\$375 after July 1, 2019) \$ _____
- 3 tables @ US\$450 (\$480 after July 1, 2019) \$ _____
- 4 tables @ \$500 (\$530 after July 1, 2019) \$ _____
- Add US\$35 if sharing booth with another dealer. Name of 2nd dealer: _____ \$ _____

Total Amount Enclosed for Booth \$ _____

- Check enclosed (made payable to Doll Artisan Guild)
- VISA-MC-AMEX-Discover # _____
Exp. Date _____ Security (CVV) Code: _____

I need electricity for my booth. You can plug into existing wall or floor outlets. There is no charge, but bring your own extension cord (s).

Hold Harmless Agreement

I, the "Exhibitor", which includes all parties working with me, including employees, assistants and co-dealers, agree to indemnify and hold the Doll Artisan Guild International, Inc, Cohoes, New York, and Pensacola, Florida; and the DoubleTree by Hilton Annapolis (hereinafter known as "Hotel") and their respective officers, employees, sponsors and volunteers harmless and blameless from and against any and all claims of liability, fees, expenses, costs, losses, damages, suits or injury of any kind or nature, or threat of the same, incurred by the Exhibitor or any third party on the premises of the Hotel during any function of the Doll Artisan Guild's International Convention 2019 provided it is not the sole and direct result of the gross negligence of a Hotel employee. I agree to indemnify and fully pay and reimburse the Hotel any and all costs of replacement of damaged Hotel property and for the restoration and repair of the premises, property, equipment and facilities which are in any way damaged by Exhibitor.

The Sales Room/Dealer Information and Code of Ethics are also considered part of this sales contract, and by your signature you are agreeing to abide by these guidelines.

AGREED TO AND ACCEPTED BY: _____ DATE: _____