



The Louisville Dachshund Club has been selected to host the 2017 Dachshund Club of America National Specialty. The National will be held May 22 - 27, 2017 in Louisville, Kentucky, at the Crowne Plaza Hotel, www.cplouisville.com. Details of our specific vendor offerings are described below. If interested, please sign the enclosed contract and return to **Ann Kraft, Vendor Chair, 617 Dardanelles Drive, Lexington, KY 40503,** 859-420-8642, Asbfan@aol.com.

VENDOR SPACE is limited and available on a first come, first served basis.

VENDOR SPACE:

1. A single booth space will be approximately 10' x 10' @ \$200 per space
2. The hotel can provide the following for rental: 8' Skirted table for \$30.00 each for the week and extension cords for \$10 each per day no matter the length. I would suggest you bring your own extension cords.
3. Wi-Fi is available at no extra charge.
4. Vendors will be in the **Pendleton Room** which opens directly to the Conformation Show Room.

NATIONAL SPECIALTY SCHEDULE:

Monday, May 22, 2017: Move In Day and Vendor Set Up, Crowne Plaza Hotel, Louisville, KY

Tuesday, May 23, 2017: LDC Host Conformation Show #1, LDC Rally Trial

Wednesday, May 24, 2017: MWDC Host Conformation Show #2, LDC Obedience Trial

Thursday, May 25, 2016: DCA Annual Meeting (morning), DCA National Sweepstakes and DCA National Rally Trial (afternoon)

Friday, May 26, 2017: DCA National Specialty All Varieties Regular Classes and One Variety, DCA National Junior Showmanship, DCA National Obedience Trial

Saturday, May 7, 2017: DCA National Specialty Two Varieties, Best Of Breed, Parade of Veterans

*All Vendors must vacate the vendor area by 5 pm on Saturday, May 27th.

VENDOR HOURS OF OPERATION:

Vendors are expected to be open for business from 9 am until at least 4 pm on Tuesday, Wednesday, Friday & Saturday. Due to the annual meeting on Thursday morning, vendors will not open until noon and may close after 4 pm.

VENDOR HOTEL ACCOMODATIONS:

Vendors may make reservations at the Crowne Plaza Hotel, 830 Phillips Lane, Louisville, KY 40209; Reservations 1-888-233-9527. Please mention DCA 2017 when making reservations. RV Parking will be across the street at the Kentucky Fair and Expo Center, 502-367-5384.

STORAGE:

Vendor inventory may be sent to the Crowne Plaza Hotel in advance but not prior to May 16, 2017. Please inform the vendor chair on the reservation form if you intend to send a portion of your merchandise prior to DCA. Please see the enclosed sheet regarding shipping and storage.

CANCELLATION POLICY:

Once vendor space has been contracted, the space is considered sold. If vendors cancel their reservation prior May 21, 2017, a 50% refund will be issued. NO REFUNDS issued after May 21, 2017.



**DCA 2017 Vendor Reservation
Dachshund Club of America National Specialty
Crowne Plaza Hotel, Louisville, KY
May 22 - 27, 2017 ***

Name of Business: _____

Owner: _____

Address: _____

City/State/Zip: _____

Email: _____

Type of merchandise sold: _____

Number of 10' x 10' spaces needed _____ X \$200 Each = _____

Electricity Needed Yes No (circle one)

Number of 8' foot skirted tables needed _____ X \$30 Each for the Week = _____

Number of Extension cords needed _____ X \$10 per day = _____

TOTAL ENCLOSED \$ _____ PLEASE MAKE CHECK PAYABLE TO LDC

SIGNATURE OF OWNER: _____

Expected Date of Arrival: _____

I **will** / **will not** (circle one) ship a portion of my product to the host hotel in advance (see next page)

***Cancellation Policy: If cancellation occurs prior to May 21, 2017, a 50% refund will be issued.
No refunds after May 21, 2016.**

Damage Policy: I understand that the Dachshund Club of America, the Louisville Dachshund Club and the CROWNE PLAZA HOTEL and any of its subsidiaries are not liable for any missing or damaged merchandise or personal possessions. It is mandatory that vendors carry their own insurance.

**** Please sign and send along with payment to Ann Kraft, Vendor Chair, 617 Dardanelles Drive, Lexington, KY 40503.**

Shipping & Storage

The following are the rates and guidelines for packages and materials that are routed through the Shipping and Receiving Departments of the Crowne Plaza Louisville Airport Hotel.

\$4.00 per item (minimum) – normal delivery (70 pounds)
\$75.00 per skid/crate – normal delivery (250 pounds)
\$10.00 per box over 75 pounds and less than 100 pounds
Additional charges will be incurred for oversize/overweight packages.

\$75.00 per skid/crate minimum – weighted freight (250 pounds)
\$100.00 per crate – for each 250 pounds (max. 500 lbs)

There is not a raised loading dock at the Crowne Plaza Louisville Airport. All skids or oversized/overweight deliveries must be made on vehicles with lift-gates.

Provisions must be made for off-loading of any crate that is in excess of 500 pounds by calling your Crowne Meetings Manager (Kristen Barrow 502-367-2251) at least two weeks prior to delivery to arrange for rental of a forklift at an additional charge, dependent on the size of the crate.

Normal delivery consists of any standard package delivery through normal carriers such as Federal Express, UPS, Airborne Express, etc. When normal delivery arrives on a skid or crate, the rate, which benefits the guests, will apply. For example: A skid with 15 small/medium boxes delivered to the Shipping & Receiving Department would incur charges of \$4.00 per box to total \$60.00, instead of the \$75.00 charge.

Freightliner deliveries consist of those deliveries made by freight/storage companies that handle large, oversize shipments not normally handled by your normal package carriers. Standard charge is \$75.00 per skid (based on 4x4x4 size). Any delivery in excess of this standard size or in excess of the weight limit of 250 pounds will be charged \$100.00 per 250 pounds.

The Crowne Plaza Louisville Airport Hotel does not unload any oversize/overweight packages.

A storage rate will be charged to all guests that have packages stored on the hotel property for more than 7 days. Any item stored in excess of 14 days shall be disposed of. Letters and small boxes (8" x 8" x 2") will be delivered to the Front Desk at no charge.

All packages/freight must be addressed to:

Your company name & contact person
Dachshund Club of America National Specialty
May 22-27, 2017
Crowne Plaza Louisville Airport
830 Phillips Lane
Louisville, KY 40209-1387

Do not put any Hotel employee's name on the package.