



9081 West Sahara Avenue, Suite 190
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Dear Concessionaire:

The 2019 United States Dance Championships (USDC) along with the WDC World Cabaret Championships will be held Monday thru Saturday, September 2nd - 7th. 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: 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	\$220.00 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)

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 payment in full by July 5th to guarantee your spot.**
- **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 Friday, **July 5, 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

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