



Your are invited to participate in the Sales Room at the
Doll Artisan Guild International Convention
May 3-4, 2024
Salon B
Crowne Plaza, Knoxville
401 W. Summit Hill Drive
Knoxville, TN 37902

SET UP:	May 3	7:00AM to 12:00PM
Show Hours	May 3	12:00PM to 5:00PM
	May 4	9:00AM to 4:00PM
TEAR DOWN:	May 4	4:00pm to 6:00PM

BOOTHS: One, two, three and four table booths are available. Tables will be covered. You can bring your own draping, if you wish. Complimentary high-speed wireless Internet is available though out 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 display 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. Set-up for electrical access for exhibitor booths or tables will be provided at an additional charge based upon exhibitor requirement.

<u>BOOTH FEES:</u>	1 Table	2 Tables	3 Tables	4 Tables
Contracts accepted on or before February 1,2024:	\$225	\$350	\$450	\$500
Contracts accepted after February 1, 2024	\$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, May 3, from 7:00 AM to 12:00 PM. Salon B is on the second level of the hotel. Bellmen are required with use of hotel luggage carts. The Hotel will accept pre-paid moderate sized shipments within 2 days of a scheduled function. Shipments received prior to 2 business days in advance will be subject to a storage fee. Large shipments (ie., crated goods) must be delivered on the function arrival date when an organization representative is in house to accept a shipment.

The Hotel, Doll Artisan Guild, Inc. and/or Event Organizers shall not bear any liability for loss, theft, or damage to any property belonging to the function sponsor or andy function participant before, during or after the function.

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

Booth breakdown is Saturday, May 4 from 4 to 6pm. Booths may not be packed up or dismantled prior to the end of 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 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 Event Organizers, Doll Artisan Guild, Inc nor Crown Plaza Hotel assumes responsibility for any losses, damages or injuries; however, precautions will be taken to protect dealers' merchandise. Sales room will be locked at night. Pallets can not be accommodate, as to no pallet-jack to shift those around.

SHIPPING AND STORAGE: The Hotel must have prior notification of all incoming packages and the carrier delivering them. Hotel will be accepted (2) business days before the function. All packages must be addressed to the attention of the sales contact, guest contact, group or convention name and date. No COD packages will be accepted. Hotel or DAG 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

Attention:

Date of Arrival or Salon B May 3,

Doll Artisan Guild Convention

C/O Crowne Plaza Knoxville,

401 W. Summit Hill Drive,

Knoxville, TN 37902,

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 sales tax rate for Knoxville is 9.25% and must be collected for all retail sales. If you are not already registered to do business in Tennessee, there is no need to register for a sales tax number for a one-time only event. If you are not registered to do business in Tennessee, please complete the attached casual filer registration form and either mail to TN Dept. of Revenue, 500 Deaderick Street, Nashville, TN 37242 or upload via computer to <https://revenue.support.tn.gov/hc/en-us/requests/new>, selecting type of ticket "Tax Question" and Subject "Register or Update an Account." Within a couple weeks of submission, you should receive via mail your Letter ID containing your TN sales tax number. If, however, you should need to follow up on your request, please dial 615.253.0601 to speak with Taxpayer Services Division Registration Unit for assistance.

Also attached are TNTAP instructions to assist you in creating your user name and password so you can logon to file your return/ pay your taxes online. You will be assigned a casual filer frequency which means you will only be required to file/pay by the 20th of the month following any special event you attend in TN.

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REMINDER: There is **NO SMOKING** inside the hotel. Smoking areas are at each end of front of hotel.

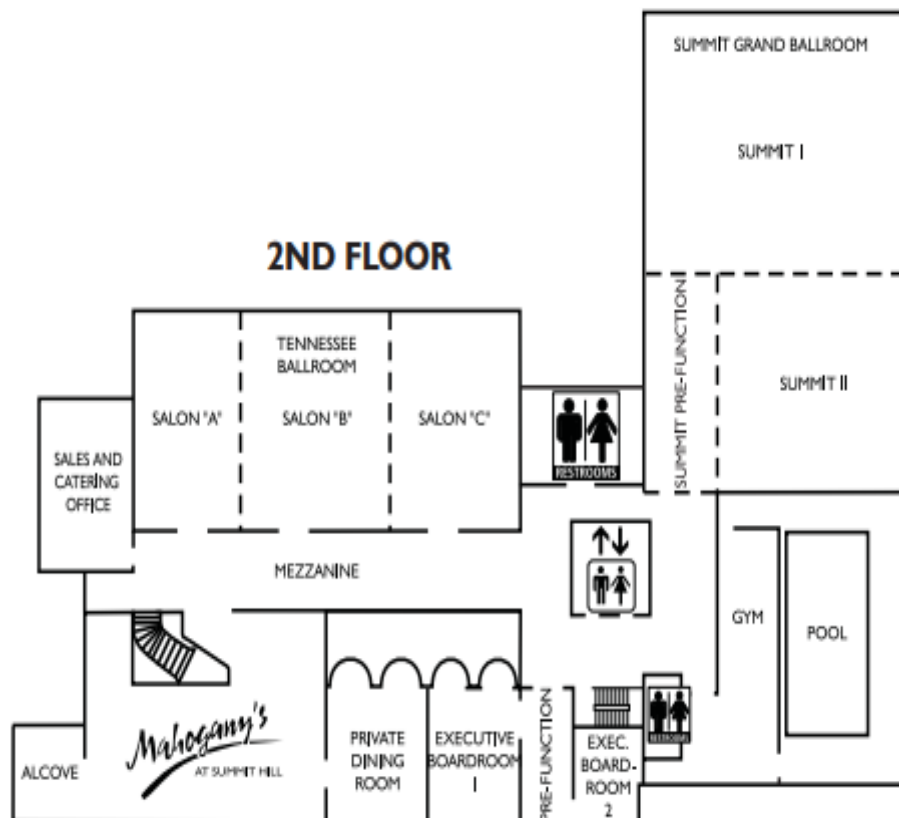
HOTEL ACCOMMODATIONS: Crown Plaza has a special convention room rate of \$140.00 per night, Double bed, plus tax. No extra charge for more than 2 persons. To make reservations: Phone #: 865-522-2600 for Group name: Doll Artisan Guild Group Code: **DAG**, Cut off date for special rate is March 30, 2024.

HOW TO GET THERE: just a 15-minute drive from Knoxville—McGhee Tyson Airport Use Uber, Taxi or Lyft to get the Hotel. The Hotel is easy access from Interstates 40 and 75

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 be asked to withdraw all merchandise from the salesroom. Further contact with the salesroom will be prohibited.*



Salesroom Contract

Doll Artisan Guild International Convention 2024

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: 607-441-1040. Email: suelmitchell6@aol.com.

BUSINESS NAME: _____

DEALER'S NAME: _____

ADDRESS: _____

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

COUNTRY: _____ PHONE: (____) _____ (CELL? Y or N)

EMAIL: _____ ASSISTANT'S NAME: _____

Description of merchandise: _____

Please reserve:

1 table @ US\$225(\$240 after February 1, 2024) \$ _____

2 tables @ US\$350 (\$375 after February 1, 2024) \$ _____

3 tables @ US\$450 (\$480 after February 1, 2024) \$ _____

4 tables @ \$500 (\$530 after February 1, 2024) \$ _____

Add US\$35 if sharing booth with another dealer.

Name of 2nd dealer: _____ \$ _____

Total Amount Enclosed for Booth \$ _____

☐ Check enclosed (made payable to Sue L. Mitchell/DAG)

☐ Please send PAYPAL INVOICE TO MY EMAIL: _____

☐ VISA-MC-AMEX-Discover # _____ Exp. Date _____

Security (CVV) Code: _____

☐ I need electricity for my booth. There will be a charge. Please 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 Inc., Pensacola, Florida; and the Crowne Plaza Knoxville, (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 International Convention 2024 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:** _____