



2019 | 2020 Vendor Registration Packet

Dear Prospective Dance Vendor,

You are invited to participate in the Dance event of the season at **Dance Champs Elite Royal Competitions**. These events will be the ultimate weekends for vendors looking to reach the elite dance market! We have worked long and hard to find the ideal venues for your products to reach the devoted members of the Dance world including family, friends, coaches, administrators, spirit leaders from high schools, middle schools, recreational and All-Star programs around the NJ, NY, PA, CT, MD, OH, DE & VA areas.

We appreciate your support in **Dance Champs Elite Dance Competitions**, to show our gratitude we try our best not to duplicate or put our vendors in close competition with one another. The company is selected based on initial contact, we work on a first come first serve basis.

Enclosed please find the vendor registration & agreement forms. It is imperative that you provide us with a complete listing of what you are selling/marketing and understand and sign our Vendor Agreement. After reviewing our attached information and you decide you would like to participate, please follow these steps in order:

1. **PLEASE READ THIS PACKET IN IT'S ENTIRETY AND FOLLOW THE GUIDELINES EXACTLY!!!**
2. Fill ALL forms out in its ENTIRETY, partially or incomplete forms will NOT be accepted!!
3. Email completed Pages 5 - 7 to dancechampselite@gmail.com
4. Once reviewed you will receive an email either confirming or denying your registration.
5. **If approved, you have *10 business days from date of approval email to mail in the following:**
 - a) Completed pages 5, 6 & 7
 - b) **FULL PAYMENT**
 - c) Insurance Certificate (see page 4, for EXACT details!)
 - d) Mail to:

**Dance Champs Elite
12 Osprey Drive
South Amboy, NJ 08879**

6. **If denied,**
 - a) Due to date requested, your denial email will include a list of available dates for your attendance and you **MUST** email the date(s) you wish to attend within 24 Hours!
 - b) Due to items listed, your denial email will include the item(s) that are causing your denial you **MUST** email us back within 24 Hours if you wish to remove/change these items!

* Your space will not be confirmed until **ALL FORMS AND PAYMENT** have been received within 10 days of DCE's Approval Email. If we do not receive **EVERYTHING FILLED OUT COMPLETELY & CORRECTLY**, within 10 days, your space will be released and offered to another vendor.

All Payments are non-refundable. However, if you are not able to commit to the registered competition or the competition is cancelled we will apply your payment to another of DCE's competition during the 2019 - 2020 seasons. **NO EXCEPTIONS!!!

We look forward to working with you. For questions or more information, please contact **Dance Champs Elite** by phone at **732-553-2677 | 888-545-9161** or e-mail at dancechampselite@gmail.com

Have an entertaining day!

Sharon Stevenson



2020 Royal Dance Events

Food Vendors are welcomed at most venues...A valid COI & Food Permit/License Required!!

<p><u>#1 - Dance Competition Battle Date:</u> *February 29 - March 01, 2020 <i>Registration Deadline: Friday, January 31, 2020</i></p> <p>Castle Location: Cumberland Valley PAC Mechanicsburg, PA</p>	<p><u>#2 - Dance Competition Battle Date:</u> *March 07 - 08, 2020 <i>Registration Deadline: Friday, February 21st, 2020</i></p> <p>Castle Location The Maryland Theatre Hagerstown, MD NOTE: NO Food Vendors Allowed</p>
<p><u>#3 - Dance Competition Battle Date:</u> *March 14th - 15th, 2020 <i>Registration Deadline: Friday, February 28^h, 2020</i></p> <p>Castle Location Becton High School East Rutherford, NJ</p>	<p><u>#4 - Dance Competition Battle Date:</u> *March 28th - 29th, 2020 <i>Registration Deadline: Friday, March 6^h, 2020</i></p> <p>Castle Location Michael T. Lakes PAC Neptune City, NJ</p>
<p><u>#5 - Dance Competition Battle Date:</u> *April 25th - 26th, 2020 <i>Registration Deadline: Friday, March 13^h, 2020</i></p> <p>Castle Location The Performing Arts Center @ Middle Twp. HS Cape May Courthouse, NJ</p>	<p><u>#6 - Dance Competition Battle Date:</u> *May 02nd - 03rd, 2020 <i>Registration Deadline: Friday, March 20^h, 2020</i></p> <p>Castle Location Crestview PAC Columbiana, OH</p>
<p><u>#7 - Dance Competition Battle Date:</u> May 16th - 17th, 2020 <i>Registration Deadline: Friday, March 27^h, 2020</i></p> <p>Castle Location Christ the King PAC Queens, NY</p>	<p><u>#8 - Dance Competition Battle Date:</u> *May 30th - 31st, 2020 <i>Registration Deadline: Friday, April 03rd, 2020</i></p> <p>Castle Location Grassfield PAC Chesapeake, VA</p>

**Please note depending on the amount of Registrations received, per event, Competitions may just be a 1-Day; 1 ½ Day or full Weekend event. We will let you know as soon as possible what day(s) it will be held as we near the event.*



Vendor/Event Specifications

Vendor Hours

TBD* - Typical Event Hours are: Saturdays: 8am – 11pm (max) & Sundays: 9am – 8pm and could start on Friday night from 6pm – 11pm

*Times vary depending on the start time of the competition and will be sent out 1 week prior to event!

Audience:

More than 200 Dancers; Teachers; Choreographers; Judges; Families & Friends

Vendor Requirements: (Each Vendor must provide own)

- Banquet Tables & Chairs
- Table Covering: Floor Length Linen ONLY (Preferably Black or White)/ NO Plastic Table Coverings
- Appropriate Booth Signage
- Dance Champs Elite cannot guarantee the availability of electricity at any venue. Vendor will be responsible for any additional fees charged by the venue for electricity. Please make sure you have this noted on the order form. Vendors must bring all extension cords according to code and may NOT tape down without approval from Event Director.

Set-Up | Break Down:

TBD* - Typical set up time will be 6am

*Times vary depending on the start time of the competition

- Vendors will be permitted to set up the morning of the event unless otherwise listed.
- Typically, you will be allowed in the venue 1-1 ½ hours before the doors open to the public.
- All vendors must be appropriately dressed in business casual attire.
- Set up by the time the doors open.
- Vendors must remain set up throughout the entire event and can tear down after the FINAL Awards ceremony.
- Vendors that tear down prior to the end of the event will be subject to loss of any future vendor space/deposits with Dance Champs.
- Vendor locations are assigned by DCE and will be based on vendor package and registration date.
- Complete Event Details will be sent out 1 week prior to Event Date

Exclusive Vendors:

- An exclusive vendor is a vendor that commits to all events during the season.
- Exclusive partnerships with Dance Champs Elite offer the Exclusive Vendor to be SOLE provider of a “Single” Exclusive Product at our events. NO Vendor will be granted exclusive status on Multiple Products, nor Generic titles granted.
 - (i.e. Bears & Dolls - YES, Doll Clothes - NO; Lip Sense - YES, Make Up & Accessories - NO)
- **Make sure to enter your EXCLUSIVE Product.**

Insurance:

All Venues require that most Vendor provide Liability Insurance (*some vendors are not required to carry insurance, based on the items they sell, your confirmation email will indicate whether you are required to provide us with this or not*) and we will need a *COI Certificate, naming **Cheer Champs Elite, Dance Champs Elite, 12 Osprey Drive, South Amboy, NJ 08879; it's Owners; Operators; Employees; Event Name(s); Date(s) & Venue Name(s), as additional insured for each event day.**

*Please note that your insurance carrier should be able to provide you with ONE COI that lists ALL of the events you will be attending.

Payment Terms:

- **ALL Payments are NON-REFUNDABLE OR NON-TRANSFERRABLE.**
- **ALL VENDORS MUST BE COMPLETELY REGISTERED AND PAID IN FULL PRIOR TO EACH EVENT OR THEY WILL NOT BE ALLOWED TO ATTEND!**
- 50% non-refundable deposit of your total balance is due with your application in order to reserve your booth space at any event.
- If paying by check, your payment must be received no later than 10 days after your application is received.
- Acceptable forms of payment are: Cashier's Check, Personal Check, & all major credit cards (all credit card transactions will incur a 4% processing fee). CASH is the only method of payment accepted the day of the event and must be paid prior to booth set up.
- All monies paid to Dance Champs Elite are non-refundable unless Dance Champs Elite cancels the event in its entirety.
- In the event that an event is cancelled, all vendor payments will be refunded within 30 days of the event date.
- Space is not guaranteed until deposit is received.
 - ** Some venues charge a per vendor fee/state admission tax on vendors. These fees have been built into

NO Vendor Booth Sharing!!!



Vendor Registration Form

Please mail Completed Pages 5, 6 & 7, *Insurance Certificate and Full Payment to:

**See Page 4 for Insurance Requirements!!!*

Please fill out in its entirety & print clearly!!!

Name:	Day Phone:
Company:	Cell Phone:
Address:	Email
City	State/Zip:

<u>EXCLUSIVE VENDOR ONLY</u>	
<u>EXCLUSIVE SINGLE ITEM:</u>	

PRODUCT DESCRIPTION: ALL Products/Services being sold/offered at the competition(s) **MUST** be listed below:
Any item not listed will NOT be allowed to be displayed and/or sold!

<u>PRODUCT DESCRIPTION:</u> ALL Products/Services being sold/offered at the competition(s) <u>MUST</u> be listed below: <i>Any item not listed and approved will NOT be allowed to be displayed and/or sold!</i>	

Electrical Requirements: _____ YES _____ NO

Additional Requirements/Comments:

Vendor Packages & Event Dates

Please fill out and send within 10 Business Days upon receipt of your confirmation email!!



Vendor Name:		Vendor Email:		Cell Number:	
Check 1: <input checked="" type="checkbox"/>	STANDARD VENDOR			RATE (per Event)	
	8' x 8' are 1. 8' x 8 Area (<i>Location varies per venue</i>)			\$100.00, per Saturday & Sunday or \$150 for Weekend	
<input checked="" type="checkbox"/>	PREMIER VENDOR			RATE (per Event)	
	Standard Vendor Package, PLUS: 1. Premium Location (<i>better placement over Standard Vendor!</i>)			\$150.00, per Saturday & Sunday or \$250 for Weekend	
<input checked="" type="checkbox"/>	*SEASON EXCLUSIVE VENDOR			RATE (per Event)	
	*Premier Vendor, PLUS: * MUST Book All Events throughout Season! 1. Prime Location next to Dance Champs Elite 2. Exclusive vendor will be granted SOLE provider of a "Single" Exclusive Product at our events, not multiple products, nor generic titles granted! (<i>i.e. Dolls or Bears - YES, Doll Clothes - NO; Lip Sense - YES, Make Up - NO</i>)			\$250.00, Sat Only or Weekend	

Please put a X in the box of the Events you are attending:

# of Events Attending	Vendor Package \$ Amount	Total Amount Enclosed	Check #
*Please fill in: #	*Please fill in: \$	*Please fill in: \$	*Please fill in: #

- **Personal/Company Check must be received 4+ Weeks, prior to each event date!!**
- **Less than 4 Weeks, Cash, Bank/Certified Check or Money Order will be the ONLY form of payment accepted!**
- **NO Payments will be accepted at Event!!**

<input checked="" type="checkbox"/> ATTENDING	DATE	EVENTS <i>Please check all dates that apply</i>	STANDARD \$100 \$150	PREMIUM \$150 \$200	EXCLUSIVE \$250
	2/29 – 3/01/20	Cumberland Valley PAC <i>Mechanicsburg, PA</i>			
	3/07 – 08/20	The Maryland Theatre <i>Hagerstown, MD</i>			
	3/14 – 15/20	Becton High School <i>East Rutherford, NJ</i>			
	3/28 – 29/20	Michael T. Lakes PAC <i>Neptune City, NJ</i>			
	4/25 – 26/20	The Performing Arts Center @ Middle Twp HS <i>Cape May, NJ</i>			
	5/02 – 03/20	Christ the King PAC <i>Queens, NY</i>			
	5/16 – 17/20	Crestview PAC <i>Columbiana, OH</i>			
	5/30 – 31/20	Grassfield PAC <i>Chesapeake, VA</i>			
TOTAL DUE					



Dance Champs Elite Vendor Agreement

- **Vendor Confirmation/Agreement** Please submit the Vendor Request Form for the event in which you elect to participate, Vendor Rules, Binding Obligations and Cancellation Policies, and Deposit/Payment
- Completed Registration forms; Insurance Certificate and Full Payment are due 10 Business days after receiving DCE’s confirmation email. Dance Champs Elite has the right to refuse any vendor agreement.
- Space is limited, so on-time registration is highly recommended.
- It is understood by the Vendor that Dance Champs Elite will always do our best to promote product exclusivity at our events, but due to the overlapping nature of some product types (i.e. handbags vs. tote bags, dance accessories, etc.) we cannot guarantee exclusivity except in the case of our SEASON EXCLUSIVE Vendors.
- All Products must be listed on your Registration Form and must be pre-approved prior to the start of each event. If you DO NOT list any product(s) and display them at the event, you will be instructed to remove them from display and sale IMMEDIATELY! If you fail to remove items you be asked to leave the venue and you will forfeit your fees.
- Your product list will be reviewed and can be rejected based upon a given event’s existing vendors (booths are given on a first come first serve basis), EXCLUSIVE Vendors and our view of your products relevance to our customer base.
- Dance Champs Elite CANNOT guarantee attendance at any event, nor any sales totals.
- The use of double-face tape and cloth tape is permitted on concrete floor surfaces only. The removal and associated costs thereof of tape and tape residue is the responsibility of each vendor and will be billed accordingly. Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, or affixed in any manner to painted surfaces, columns, fabrics or decorative walls in the venue. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
- All Signs, Banners, literature must be approved by Dance Champs Elite prior to hanging and must be printed not handwritten. Vendors are responsible for removing bulk items/trash from your space. You must take your empty boxes with you. All facility utilities are the property of the said Venue. Vendors are prohibited to access, tamper or otherwise utilize said utilities. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are the sole responsibility of the vendor.
- Dance Champs Elite and the hosting facility, and any representatives from these companies, will not be held responsible or liable for any injury, death, lost, stolen or damaged items pertaining to the event itself, shipping, parking, accommodations, or travel.
- Returned Check Policy Checks that are returned for any reason will be charged a \$50.00 return fee in addition to the principle amount. Checks will no longer be accepted as a method of payment from the vendor/issuer in the future. Payment will only be accepted in the form of cashier’s check, certified bank checks or CASH. If collection activities require any attorney or collections fees, all fees will be the responsibility of the indebted party. Interest will be accrued on all balances outstanding for more than 30 days at the State of New Jersey Legal Law Rate.
- Inclement Weather Policy It is rare that Dance Champs Elite cancels an event. However, if Dance Champs cancels an event and it is not rescheduled, you will receive a FULL refund of your deposit for the said space. If the facility is open, the event will go on.
- Dance Champs Elite is all about a Royal Experience for All of our attendees and it is imperative that our Vendors promote that as well. We take an “All about you” approach and the “Customer is Always Right” so please keep that in mind, when greeting and doing business with all of our Dance Kingdom Royalty and partnering vendors. Camaraderie, Professionalism and Good Business Ethics are an absolute must and nothing less will be tolerated. If for any reason this is not followed, you will be asked to leave and not allowed to return as a vendor to any other Dance Champs Elite Competitions and forfeit any/all of your payments.
- No Refunds will be given under any circumstances. This includes but not limited to event cancellation, date change/postponement, weather, inability to attend, minimum sales received at competition, change of venue, number of attendees, etc. However, if you are not able to commit to the registered competition or the competition is canceled we will *apply your payment to another of DCE’s competition during the 2018 – 2019 season.
- Vendor No Show: If a vendor registers and does NOT attend, nor cancel without giving 48-Hours advance notice, the vendor will be in jeopardy of not being allowed to attend any future events and certainly FORFEIT Payment! If for some reason, payment was not made on this event, this Vendor will be responsible for Full Payment, if payment is not received within 5 Business days of event date, Vendor will NEVER be allowed to attend any future events!
- Insurance Certificate, as outlined on Page 4, will be submitted, if applicable.
- Full Payment is due 10 Business days after receiving your confirmation email.
- ALL Payments are NON-REFUNDABLE OR NON-TRANSFERRABLE

**ALL date changes and/or event cancellations MUST be submitted in writing, with your reason of cancellation and emailed to dancechampselite@gmail.com. You will be notified, via email, if there is availability on the date you requested.*

I hereby agree and understand Dance Champs Elite Vendor Agreement, Guidelines and my obligations upon signing this agreement and my signature confirms my acceptance of all of the terms and conditions as outlined in this Vendor Registration Packet:

Agreed and Accepted by:

Vendor Signature

Company Name

Date