



Saturday – Monday, January 18-20, 2025
Saturday & Sunday 9am – 5pm
Monday 9am – 3pm

Contracts due: November 15, 2024

at The Luxury Collection Hotel Midtown Manhattan • 151 West 54th Street • New York, NY 10019

SHOW INFORMATION – ONE BEDROOM SUITE 520 SQ FT.

PAYMENT SCHEDULE:

- To reserve an exhibit showroom, return this contract with a \$1,000 non-refundable deposit as soon as possible
- Payment in full is due no later than **November 15, 2024** and is non-refundable
- If you are paying by credit card, the balance will be debited from the card on file / in the contract on November 15, 2024.
- Failure to pay-in-full by November 15, 2024 may result in a loss of exhibit space.
- The exhibitor fee may increase \$500 for applications received after November 15, 2024, assuming there is exhibit space available.
- The exhibitor fee, Marriott's event management fee, DFNY's management & marketing fee, sleeping accommodations rate and all taxes are included.

SETUP / BREAKDOWN:

- Setup begins on Friday, January 17, 2025 at 3pm. If you need access to the exhibitor space earlier, please book the showroom suite for a Thursday arrival.
- Equipment rentals will be available for pick up between 3 PM and 5 PM in the CTDA hospitality suite. If other arrangements need to be made, please notify the CTDA in advance of setup.
- The show ends Monday, January 20, 2025 at 3pm. Checkout is at noon on Tuesday, January 22, 2025. Kindly remember exhibitors may still be working with clients as you break down your exhibit.
- All equipment rentals must be returned to the CTDA hospitality room no later than 4 PM on Monday, or you may incur a late fee of \$100.

THE VENUE:

- Our individual boutique tradeshow concept offers an upscale, intimate setting with space of 520sf, divided into a bedroom and parlor. The exhibitor spaces will be located on consecutive and privatized floors as a convenience for your buyers.
- Complimentary high-speed Internet access is available.

SPECIAL FREIGHT HANDLING:

- Schedule your shipments to arrive no sooner than 2 days prior to the event to avoid storage fees. All boxes must be clearly marked with DFNY, name on the reservation, company name and cell phone number. *Please do not list a room number on your boxes per the hotel's request.*
- The Mailing/Shipping Address is: The Luxury Collection Hotel Midtown Manhattan, 151 W. 54th Street, New York, NY 10019
- Please contact the hotel regarding special shipping or extra-large freight handling requirements. Katrina Stewart can be reached at 917-590-5400.

SLEEPING ROOM INFORMATION:

- Please note that you are welcome to sleep in your exhibit space / showroom suite at no additional charge. Rollaway beds are available upon request for \$50 per night.
- You may book additional sleeping rooms at The Conrad by calling the hotel directly at 917-590-5400. This is an all-suite luxury property that does not offer standard rooms.

SHOW CONTACT

D-D Lazenby – CTDA Executive Director & DFNY Show Director, (p) 888-248-2832, (t) 585-703-6243, (e) info@ctda.com



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EXHIBIT SPACE / SHOWROOM SUITES 1 Bedroom Suite (520sf) divided into a bedroom and parlor

	4 Night Price	5 Night Price	6 Night Price	7 Night Price
CTDA Member Rate	<input type="checkbox"/> \$ 3,450	<input type="checkbox"/> \$ 3,980	<input type="checkbox"/> \$ 4,510	<input type="checkbox"/> \$ 5,040
CTDA Non-Member Rate	<input type="checkbox"/> \$ 3,950	<input type="checkbox"/> \$ 4,480	<input type="checkbox"/> \$ 5,010	<input type="checkbox"/> \$ 5,540

On which dates will you check in/out? Check-In (day/date) _____ Check-Out (day/date) _____

What time do you plan to arrive at the hotel? _____ AM / PM

Additional Accommodations:

- Rollaway Bed \$50 per night # Nights: _____ Total \$ _____
- Mini Refrigerator \$0 Qty. # _____
- Additional beverage glassware \$0 Qty. # _____
- Additional Chairs \$0 Qty. # _____
- Garment Steamer \$0 Qty. # _____

EQUIPMENT RENTAL *Please order what you need for your exhibit. If no equipment is pre-ordered, none will be provided.*

Equipment Rentals	Price	Quantity #	Total \$
<input type="checkbox"/> Rolling Rack	\$50	_____	_____
<input type="checkbox"/> 2 Way Rack with Slanted Arms	\$75	_____	_____
<input type="checkbox"/> 4 Way Rack with Slanted Arms	\$75	_____	_____
<input type="checkbox"/> 4 Foot Table	\$60	_____	_____
<input type="checkbox"/> Tilting Mirror	\$100	_____	_____
<input type="checkbox"/> 3/4 Male Form with metal base	\$125	_____	_____
<input type="checkbox"/> 3/4 Female Form with metal base	\$125	_____	_____
<input type="checkbox"/> Lighting, one pole, halogen bulb & hood	\$40	_____	_____
<input type="checkbox"/> Metro Shelf on Wheels 18 x 48 x 5'UP (5 shelves)	\$160	_____	_____



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*Please note that the equipment is rented from a third-party provider and the hotel doesn't not have additional equipment on-site. All arrangements for rentals must be handled in advance of the show.

EXHIBITING COMPANY INFORMATION

Please list information exactly as you would like it to appear on all DFNY marketing materials.

COMPANY NAME _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person: _____

ONSITE Cell Phone # _____

Email _____ Website _____

Company / Product Description: _____

Select product category(s): Custom Clothing Non-Custom Clothing N/A

Select product offering(s): Accessories CMT House Fabric Supplier Accessories Jeans Shirts Sweaters

Technology Other _____

BILLING INFORMATION

Please check your method of payment

Credit Card (a non-refundable 3% fee will be applied)

Card Number: _____ Expiration Date: _____ Security Code: _____

Cardholder's Name: _____

Billing Street Address _____ Billing Zip Code _____

I authorized the CTDA to charge my card for the amount indicated on my order form. I understand that the \$1,000 deposit is non-refundable and the full balance becomes non-refundable on November 15, 2024. A non-refundable fee of 3% will be applied to all credit card transactions (with no exceptions).

Cardholder Signature: _____ Date: _____



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Check or Money Order – Please make payable to the CTDA and mail to:

Custom Tailors & Designers Association
Attn: DFNY
714 S. Dearborn Street, 7th Floor
Chicago, IL 60605

Wire Transfers

Wire Through: Byline Bank
SWIFT Code: BYLIUS44

Account Name: Custom Tailors and Designers Association of America

Account Number: 3098003200
Routing Number: 071004158

ORDER FORM

Use this order form to calculate your total amount due for the Designer Forum New York show. Please fax or email all forms so that we can immediately secure your exhibitor space. Fax: 888-491-8621 or Email: info@ctda.com

COMPANY NAME: _____

ITEM	AMOUNT DUE
Exhibitor Fee: Space / Showroom Suite	\$_____
Rollaway Bed	\$_____
Equipment Rental	\$_____
Total Payment Due	\$_____

**If paying by credit card, a non-refundable fee of 3% will be charged to the card on file.*

AGREEMENT

I fully understand that this form shall become a binding contract. I also understand that while every effort will be made to accommodate my requests, there is no guarantee that my requests will be honored. I also understand that my deposit is non-refundable. Should I choose to cancel after November 15, 2024, my payment in full is non-refundable. If paying by credit card, a non-refundable fee of 3% will be applied.

Applicant's Name

Applicant's Authorized Signature

Date



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CODE OF TOTAL CONDUCT

Custom Tailors & Designers Association’s Code of Total Conduct

The Board of Directors of the Custom Tailors & Designers Association (CTDA) and its members hold that during participation attendance at any of the events of the Association [Designer’s Forum, at occasional classes, seminars and social gatherings] each and every participant attendee has the right to be part of a harassment free environment. Whether attending as a vendor, merchant or guest, all attendees must act with good conduct and refrain from engaging in any activity that could be defined as harassment, assault, menacing, stalking or any other unwarranted or uninvited activity.

In the event that conduct is witnessed and reported, including but not limited to the Executive Director or a member of the Board of Directors, that an attendee is behaving in any manner such as described above, the person or persons causing this behavior will be asked to vacate the event immediately and the conduct will be reported to the appropriate authorities [Police Department].

Further, hereafter a decision may be forthcoming by the Board of Directors that the person or persons alleged to have engaged in the activity described herein and/or their firm or their business may be advised that pending an investigation, their participation in future CTDA/Designer Forum functions or events will be suspended.

Finally, all exhibitors and attendees will be required to wear a name badge upon entering the show floors. We ask all exhibitors to direct any people entering their exhibit space without a name badge to registration.

On behalf of my company exhibiting at Designer Forum New York, I acknowledge the CTDA’s Code of Total Conduct.

Name : _____ **Signature:** _____

Company Name: _____ **Date:** _____