

PRESENTED BY:



DIVERSITY  
*Week!*



# Marketplace

## EXHIBITOR PACKET

**CONNECT, CREATE AND GENERATE OPPORTUNITIES!**

# Marketplace

**THANK YOU FROM THE TEAM**

TBain & Co would like to extend a heartfelt thank you to each vendor for bringing wonderful expertise, amazing passion, and beautiful diversity to the Derby Diversity Week Marketplace. We are proud to partner with such talent, and want you to know that you are a big piece in making this such a powerful + impactful week for Louisville and beyond.

Thank you!  
The Derby Diversity Team



# Marketplace

## DERBY EQUITY PLEDGE

TBain & Co. is proud to conceptualize and curate the Derby Equity Pledge (DEP) with the community, DDW partners, and pillars in the Kentuckiana region. Our goal is to ensure Louisville respects, uplifts, and provides grace to all that venture in town for the spectacle known as the “Greatest 2 Minutes” in sports. We understand this event gathers people far and wide, and our Derby Equity Pledge is a working promise and commitment that we, and our partners, will care for one another in the moments we connect and beyond. Join the DEP movement + commit today.



DDW encourages you to tag a friend and spread some social love! Use the below hashtags while tagging the following accounts for a chance to grace the DDW Social Space!



@derbydiversityweek

@tbainandco

@todayswomanmagazine

#ddwneighborhood

#businessbydayfestivalbynight

#derbydiversityweek

#ddwmarketplace

#derbydiversity

## EXHIBITOR FEE BY ORGANIZATION TYPE

**\$495** Diverse Businesses  
**\$695** Non - Diverse Businesses  
**\$1095** Corporations  
**\$295** Non - Profit

# Marketplace

## MAY 2ND TO MAY 4TH

1:30 pm - 7:00 pm

**@ THE KY INTERNATIONAL  
CONVENTION CENTER**

221 South Fourth Street Louisville, Kentucky 40202

**SOUTH EXHIBIT HALL B, 3RD STREET AND JEFFERSON ENTRANCE  
ACROSS FROM THE PORCH RESTAURANT**

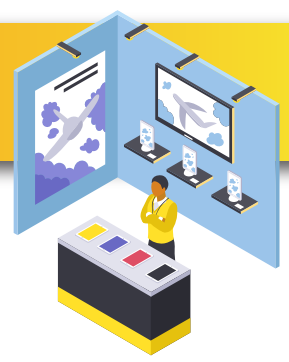
# EXHIBITOR INFORMATION



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# DERBY DIVERSITY WEEK INFORMATION



Everything exhibitors need to know about exhibiting at the Derby Diversity Week Marketplace (DDW), the leading Derby Diversity Conference that brings together the world's top diverse suppliers and executives.

## IMPORTANT DATES & TIMES

### Exhibitor Staffing Dates and Hours

Monday, May 1st (Registration and setup).....	11:00AM – 6:00PM
Tuesday, May 2nd.....	1:30PM – 7:00PM
Wednesday, May 3rd.....	1:30PM – 7:00PM
Thursday, May 4th.....	1:30PM – 7:00PM

### DDW Dates and Hours

Tuesday, May 2nd.....	10:00AM – 7:00PM
Wednesday, May 3rd.....	10:00AM – 7:00PM
Thursday, May 4th.....	10:00AM – 7:00PM

## EXHIBITOR CRITERIA

Derby Diversity Week (DDW) reserves the right to accept or reject any booths and/or advertisements.

## BOOTH INFORMATION

Both inside and outside booths measure 10'x 10' and include one 8'ft x 30" table and two chairs.

## SETUP

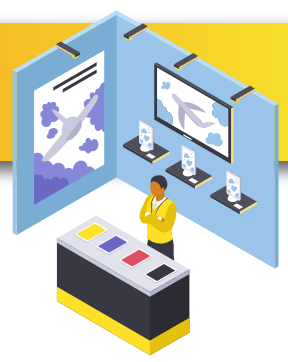
Setup begins at 11am Monday May 1st. All booths must be set up by 6:00 p.m. on Monday, May 1st unless another time has been arranged with DDW staff. All exhibitors must report to DDW exhibitor check-in to verify space assignments and pick up exhibitor badges prior to booth setup. Please refer to The Derby Diversity Exhibitor Setup Map for traffic flow instructions.

### Setup/Load-In is on Monday, May 1st from 11am to 6pm.

Please see attached maps on the loading dock to unload to the Upper Level Hall B. They are accessible from the 3rd Street loading dock. The Loading Dock is very small and only has room for about 2 vehicles at a time, so unloading quickly and moving cars will be very important. You will need to take the freight elevator up to upper level to load in.

**Exhibitors will need to bring their own carts.**

# DERBY DIVERSITY WEEK LOAD IN



Under no circumstances will anyone attempt to move-in or out any materials through the main entrance areas of the facility without prior approval from their Event Manager. KICC pre-function spaces must be protected with visqueen or other approved covering in order to move-in or out exhibits, registration counters, materials, freight, etc. onto carpeted and tiled areas. Under no circumstances should show management allow move-in to start earlier than the contracted time unless approved by the Event Manager. Nor should the move-out time be adjusted without approval of the Event Manager. A Dock Master should always accompany loading and unloading exhibits and materials.

## DIRECTIONS TO KICC SECOND STREET LOADING DOCK

### FROM CINCINNATI:

I-71 to I-65 South to Jefferson Street/Downtown exit, Exit #136C. Stay in the left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is the second roll-down door (closest to Jefferson Street).

### FROM INDIANAPOLIS:

I-65 South to Jefferson Street/Downtown exit. Stay in the left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is the second roll-down door (closest to Jefferson Street).

### FROM LEXINGTON:

I-64 West to Third Street/River Road exit. Stay in the left lane of exit ramp. Go to the third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is the second roll-down door (closest to Jefferson Street).

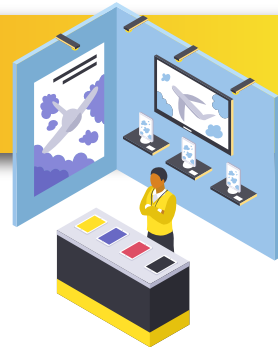
### FROM NASHVILLE:

I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, the loading dock entrance is the second, southernmost roll- down door (closest to Jefferson Street).

### FROM ST. LOUIS:

I-64 East to Downtown/Roy Wilkins Ave (Exit 4) and left at the end of exit ramp – you will be on Market Street. From Market Street turn right on Second Street, the loading dock entrance is the second roll-down door (closest to Jefferson Street).

# DERBY DIVERSITY WEEK EXHIBITOR INFORMATION



## PARKING FOR EXHIBITORS

<https://kyconvention.com/attend/maps-parking/>

## TAKEDOWN

Exhibits may be removed after 6:00 p.m. on Thursday, May 4th. No exhibitor can start dismantling his or her display before 4:00 p.m. Any articles or materials not removed will be disposed of by the DDW staff. The exhibitor will be billed for all disposal costs.

## ELECTRICITY

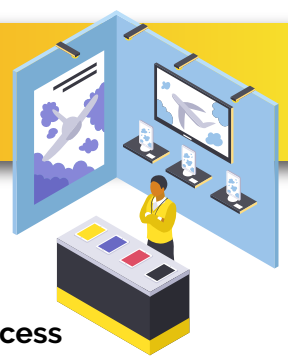
Exhibitors are responsible for their own electricity. It costs \$160 in advance or \$225 day-of.

<https://kyconvention.com/exhibit/order-services/>

**A gentle reminder – there can be no parking at the dock. Each vendor must unload, then move your vehicles to the parking garages, before finishing.**



# DERBY DIVERSITY WEEK EXHIBITOR INFORMATION



## EXHIBITOR BADGES

Each exhibitor will receive one (1) exhibitor badge. For additional summit passes, or access to other events, please visit [www.derbydiversity.com](http://www.derbydiversity.com) to purchase.

Additional exhibitor badges are available for purchase for \$50 each, contact the DDW at [www.derbydiversity.com](http://www.derbydiversity.com). If you have rotating staff, please remember that you are allotted only four total exhibitor badges, if the number of badges needed exceeds four, we will invoice your company for additional badges after The Marketplace. If a new staff person needs to pick up their badge for their shift, you will be responsible for getting the extra badge to the registration desk near the front entrance for the new staff person to pick up. Badges not in use may stay at registration throughout the week for new arrival pick up. If this is not done, we will not allow new staff to enter The DDW Marketplace without an exhibitor badge.

## INTERNET

Limited free internet passes will be available, please check in at Registration on Tuesday to see what is available. You can also guarantee you will have internet by pre-ordering a package from this link: <https://kyconvention.com/exhibit/order-services/>

## REFUNDS

There are no refunds once Exhibitor/Summit badges have been purchased. No exceptions will be made.

## NOISE POLICY

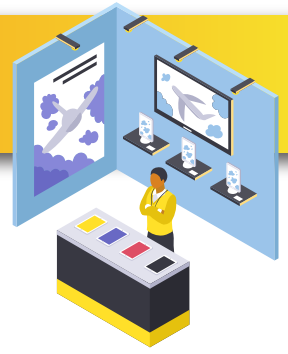
KICC has a responsibility to ensure the quiet enjoyment of the facility for all of our clients. Show management should inform event management of any expected musical presentation, rehearsals or loud activities in advance. live entertainment should not be scheduled without approval and coordination with your Event Manager. KICC retains the right to regulate the volume of any audio that interferes with any other lessee's use of contracted space within KICC.

## EVENT SECURITY

**EXHIBITORS ARE RESPONSIBLE FOR THE SECURITY OF ITEMS IN THEIR EXHIBIT BOOTHS.**

Exhibit Hall B will be locked to the public when the Marketplace is closed. There will be a cleaning crew that sweeps the floors and clears trash every night, and there are cameras in the Exhibit Hall.

# DERBY DIVERSITY WEEK EXHIBITOR INFORMATION



## WASTE

### Waste Reduction

Exhibitors are responsible for leaving their booth space clean and free of trash or other materials. Booths will be inspected after move out is complete. If the booth is not clean and free of materials, charges will be imposed.

### Waste Not, Want Not

We encourage exhibitors to evaluate what they bring to the event based on whether it is recyclable, reusable, or waste. Your effort to minimize waste out in booth will assist overall in our goals for 'minimum footprint exhibiting.' There will be a storage area on-site where exhibitors can store their cardboard and packing materials during The Marketplace for reuse when packing up their booths. Cardboard and packaging materials should be clearly labeled with booth numbers, company names, and contact information. The location of this area will be determined by move in day. Please also note that The DDW Marketplace does not allow exhibitors to hand out plastic promotional bags.

### Waste Stations – What Goes Where?

Waste Stations will be set up throughout DDW Marketplace for: compost, mixed recycling, and garbage/landfill. There is a dumpster for flattened cardboard located onsite as well.

### Compost

DDW Marketplace compost is defined as all food scraps from food vendors or any food you bring into the event (except meat and dairy). All food and service ware dispensed at the event must be biodegradable and should go in the compost. Napkins and food soiled paper should go in the compost as well.

### Recyclable Materials and Paper Items

Containers (bottles and cans)  
Paper  
Bags/packages  
Glass jars and bottles  
Newspapers  
Tin/steel cans  
Junk mail

Plastic bottles (1 and 2)  
Magazines & catalogs  
Aluminum cans  
Office & other paper  
Flattened cardboard  
Food boxes

# DERBY DIVERSITY WEEK TRAVEL & ACCOMMODATIONS



## HOTEL PARTNERS

All Derby block reservations may be booked through DDW website  
at [derbydiversity.com/lodging](http://derbydiversity.com/lodging)



## AIR TRANSPORTATION

Nearest airport to Derby Diversity Week:

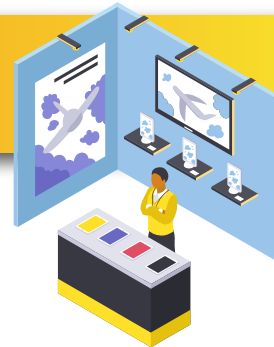
### LOUISVILLE MUHAMMAD ALI INTERNATIONAL AIRPORT

600 Terminal Drive, Louisville, Kentucky 40209

1-502-367-4636 [www.flylouisville.com](http://www.flylouisville.com)



# DERBY DIVERSITY WEEK GROUND TRANSPORTATION



## RENTAL CARS

### ALAMO

[www.alamo.com](http://www.alamo.com)

Reservations: 1-800-651-1223

Customer relations: 1-888-233-8749

Local assistance: 1-502-363-6713

Hours: 6am – Midnight

### AVIS

[www.avis.com](http://www.avis.com)

Reservations: 1-800-331-1212

Customer relations: 1-800-352-7900

Local assistance: 1-502-364-1901

Hours: Mon. – Fri.: 9am - 10pm  
Sat. – Sun.: 9am - 4pm

### BUDGET

[www.budget.com](http://www.budget.com)

Reservations: 1-800-527-0700

Customer relations: 1-800-214-6094

Local assistance: 1-502-366-3360

Hours: Mon. – Fri.: 9am - 10pm  
Sat. – Sun.: 9am - 4pm

### DOLLAR

[www.dollar.com](http://www.dollar.com)

Reservations: 1-800-800-4000

Customer relations: 1-800-800-5252

Local assistance: 1-502-375-0681

Hours: 8am – 11pm

### ENTERPRISE

[www.enterprise.com](http://www.enterprise.com)

Reservations: 1-800-261-7331

Customer relations: 1-800-264-6350

Local assistance: 1-502-366-4700

Hours: 6am – Midnight

### HERTZ

[www.hertz.com](http://www.hertz.com)

Reservations: 1-800-654-3131

Customer relations: 1-877-826-8782

Local assistance: 1-502-361-0183

Hours: 8am – 11pm

### NATIONAL

[www.nationalcar.com](http://www.nationalcar.com)

Reservations: 1-800-227-7368

Customer relations: 1-800-227-7368

Local assistance: 1-502-361-2515

Hours: 6am – Midnight

### PAYLESS

[www.paylesscar.com](http://www.paylesscar.com)

Reservations: 1-800-729-5377

Customer relations: 1-800-729-5377

Local assistance: 1-502-380-2266

Hours: Mon. – Fri.: 9am – 10pm  
Sat. – Sun.: 9am – 4pm

### THRIFTY

[www.thrifty.com](http://www.thrifty.com)

Reservations: 1-800-847-4389

Customer relations: 1-800-334-1705

## CABS

For those preferring a taxi service, catch a cab at the traffic island

**zTrip:** 1-502-636-5511

## TRANSPORTATION PARTNER



[derbycitydreamcars.com](http://derbycitydreamcars.com)

1-502-456-2040

## RIDE SHARING SERVICES

Speedy service is just a click away. While you're at the taxi stand, be sure to ask about

Share-a-Ride services. SDF has only two authorized ridesharing services, LYFT & UBER. You can find either one by the pick-up curve, located on the lower level, on the east side of the terminal.

## BUSES

Ride like a local with Louisville's very own Transit Authority of River City (TARC). Service will be provided to and from the airport, while schedules can be found at the airport information booth. To find out more about TARC, pick-up locations and more, please call 1-502-585-1234 or visit [www.ridetarc.org](http://www.ridetarc.org)

## LIMOUSINES

Ambassador Capital Limousine: 1-502-964-7139

Bluegrass Executive: 1-502-409-2537

Community & Aztec Limousine: 1-502-775-1074

Executive Class Transportation: 1-502-509-5884

Fan-Van Limousine: 1-502-664-2822

Fifth Avenue Limousine: 1-502-795-3525

JACO Limousine & Transportation: 1-502-548-3251

Louisville Executive Transportation: 1-502-895-4444

Kentuckiana Express Shuttle-Limo: 1-502-298-7315

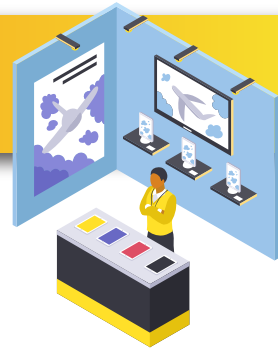
Miller Transportation: 1-502-368-5644

Mint Julep Tours & Transportation: 1-502-583-1433

R&R Limousine: 1-502-458-1862

Sandollar Limousine: 1-502-366-2628

# 2023 EXHIBITOR SPONSOR CODE OF CONDUCT & ETHICS



1. Exhibit at the highest ethical standards and personal integrity.
2. Show respect for your fellow exhibitors and their right to a safe & successful exhibit.
3. Always act in a PROFESSIONAL and business-like manner. Interact respectfully and thoughtfully with all registrants and show management.
4. Be considerate. Remember the noise you make affects your fellow exhibitors.
5. Ask permission before taking videos or photos of anything other than your own booth.
6. Be flexible, kind and patient when making last minute requests to show management/show decorator as well as while any issues are being resolved.
7. Exhibitors and/or sponsors shall not discriminate against or harass any attendee, staff, member or other exhibitor and/or sponsor because of race, religion, sex, national origin, age, disability, sexual orientation, gender and/or gender identity.
8. Exhibitors and/or sponsors shall be considerate of other exhibiting/sponsoring companies. Under no circumstance should you enter any other exhibitors display area uninvited or when unattended. Exhibitors must confine their activities to their exhibit space. Interference with, or disruption of, another exhibitor personnel or legitimate activities is prohibited.
9. Each paid exhibitor and/or sponsor will receive the applicable amount of name badges upon check-in. Exhibitor and/or sponsor name badges must be worn at all times during exhibit hall/Convention hours. Under no circumstances will unpaid representatives or companies be admitted into the tradeshow or share a booth with a paid exhibitor.
10. An exhibitor shall at all times consider the health, safety and welfare of the attendees and the general public as it relates to the products and services it provides.
11. An exhibitor shall not engage in any form of false or misleading advertising or promotional activities.
12. An exhibitor must conduct themselves in a professional manner, free from all forms of physical, psychological, sexual, and emotional intimidation, harassment, and abuse and avoid taking unfair advantage of any attendee for their own benefit.
13. An exhibitor must share concerns about suspicious or inappropriate behavior with show management.
14. When in doubt, seek assistance from show management.
15. Act quickly if you feel something warrants the attention of show management. Don't wait until after the show.
16. By participating in our convention, you agree that you may be photographed and/or filmed, and you grant Derby Diversity Week and our affiliates the right to use, publish and copyright your picture, likeness and/or name in videos and/or photos taken during this event for use by Derby Diversity Week and our affiliates throughout the world, in perpetuity, and throughout all media.
17. Exhibitors and/or sponsors and/or individuals exhibiting at events are participating at the exclusive discretion of Derby Diversity Week and must abide by all local codes, rules, regulations.

# EMERGENCY SITUATIONS



FOR ALL emergencies, please call (502) 595-4362, or 911 if the situation dictates.

## DOWNTOWN LOUISVILLE AREA HOSPITALS

### University of Louisville Hospital

530 S. Jackson St. Louisville, KY  
502-562-3000

### Norton Healthcare Downtown

200 E. Chestnut St. Louisville, KY  
502-629-8000

### Norton Children's Hospital

231 E. Chestnut St. Louisville, KY  
502-629-6000

### Kentucky One Health Jewish Hospital

200 Abraham Flexner Way Louisville, KY  
502-587-4011