

HOUSTON ALUMNAE CHAPTER
Delta Sigma Theta Sorority, Incorporated
P.O. Box 2642 | Houston, Texas 77252-2642 |
(713) 747-8175

September 10, 2018

Greetings, Potential Exhibitor:

The Houston Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated will host its 17th Annual Jazz Soiree Fundraiser. The annual fundraiser will occur on December 2, 2018, 3:00 pm – 7:00 pm at the Hilton Americas Houston, 1600 Lamar Street, Houston, TX 77010. The Jazz Soiree is one of Houston Alumnae Chapter's Signature Events, and continuously brings over 1,500 guests annually. This year's theme is "Harlem Renaissance...All That Jazz!"

In order to ensure the success of this year's event, we are seeking local businesses, such as yours, to showcase and sell your products and services. Business owners, including you, are not only valuable to your community, but are valuable to the continued success of our scholarship fundraising efforts and educational outreach. It is because of this, that we are inviting you to serve as an Exhibitor for this year's event.

The Special Events Committee eagerly invites you to reserve your display space and participate as a vendor for the 2018 Jazz Soiree. The following enclosures accompanying this invitation guide and direct you in completing all required registration forms (including payment instructions), including Exhibitor Agreements and Guidelines.

Thank you in advance for your participation, support and involvement in this year's event. We look forward to working with you. If you have any questions, please email me at traciking07@hotmail.com or contact me at (832)630-8722.

With Sincere Gratitude,



Traci King, Vendor Gallery Coordinator

*Houston Alumnae Chapter
Delta Sigma Theta Sorority, Inc.*

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Vendor Registration - 2018

Business Name _____

Contact Name _____

Cell Phone _____

Address _____

City, State Zip _____

Business Phone _____

Fax Number _____

Email Address _____

Business URL/ Website _____

Brief description of product or service:

Number of persons (from your business) attending as exhibitors _____

Additional Person(s) Names

1) _____

2) _____

Are you a licensed vendor through Delta Sigma Theta? ___ Yes ___ No

(REQUIREMENT: Please attach a copy of official Delta Sigma Theta Vendor Certification along with your registration)

Registration Fee

Exhibitor Fee

\$250.00 Per Business/Vendor

Acceptable forms of payment:

Cash, Check, Cashier's Check, Money Order

Exhibitor fee will include the following:

- ▲ One 5-6' standard table covered and skirted
- ▲ Two chairs
- ▲ Inclusion of Exhibitor's name listed on the program
- ▲ Exhibitors' Gallery

All completed registrations and payments must be mailed to: Houston Alumnae Chapter Attn: Jazz Soiree Vendor Chair, P.O. Box 2642 Houston, TX 77252-2642 and must be received by November 2, 2018.

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EXHIBITOR GUIDELINES

17th Annual Jazz Soiree

Sunday December 2, 2018

3:00 PM -7:00 PM

Selling Responsibilities

- ▲ Exhibitors shall only furnish/sell items listed in signed agreement on the day of the event (12/2/18)
- ▲ Exhibitors selling Delta Paraphernalia **must** be a certified, registered vendor, and provide proper documentation for confirmation before your vendor registration is accepted
- ▲ **Exhibitor shall provide a minimum of one complimentary gift to Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc. to be used as a donation(value \$40+) (not for any resale value) but for the Jazz Soiree Silent Auction. Merchandise can be coordinated for drop off or it will be picked up by the Vendor Coordinator during the set up on 12/2/18**
- ▲ Exhibitors must arrive and set up during designated time the day of the event (10:00 A.M – 1:00 P.M.)

Payment Agreement

- ▲ The Exhibitor will be responsible for paying, in full, the registration fee of **\$250.00** on or before November 2, 2018.
- ▲ A cancellation fee of \$75.00 will be charged to all Exhibitors choosing to withdraw their registration until November 2, 2018. No refunds will be given after November 10, 2018. ▲ ***Exhibitors will not be able to set up before vendor fees are received***

Event Day Responsibilities

- ▲ Exhibitors ***must adhere to the designated set-up/take down times***
- ▲ Exhibitors ***must remain in their assigned vending space at all times***
- ▲ Exhibitors must maintain assigned vending space in a clean, orderly fashion throughout the duration of the event.
- ▲ The reserved space, paid for by the Exhibitor, will be designated for only the registered vendor/business
- ▲ ***There will be no sharing of tables by additional, unregistered/unpaid exhibitors.***
- ▲ Exhibitors may not install any permanent equipment in the venue, nor affix anything to the hotel wall(s) or any other hotel space or property.
- ▲ Exhibitor shall remove all shipping related materials from the vendor area immediately after set up and before the start of the event (3 p.m.)

Liability

- ▲ Exhibitors shall assume the entire responsibility and liability for losses, damages, and claims to their own display, equipment, and other property and merchandise.
- ▲ Houston Alumnae Chapter of Delta Sigma Theta, in its sole discretion, reserves the right to reject any vendor agreement for not adhering to any of the aforementioned guidelines.

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Exhibitor Agreement

Please sign and return with registration and payment

YOUR SIGNATURE BELOW IS INDICATIVE OF YOUR ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED, READ AND UNDERSTAND THE EXHIBITOR GUIDELINES, AND AGREE TO ADHERE TO ITS TERMS AND CONDITIONS. FURTHER, YOU AGREE THAT YOUR SIGNATURE IS A COMPLETE AND EXCLUSIVE DECLARATION STATEMENT OF THE AGREEMENT BETWEEN THE EXHIBITOR AND THE HOUSTON ALUMNAE CHAPTER OF DELTA SIGMA THETA SORORITY, INCORPORATED WHICH SUPERSEDES ALL PRIOR AGREEMENTS, ORAL, WRITTEN AND/OR ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS CONTRACT.

AGREED TO:

Exhibitor Name (Please Print)

Exhibitor Signature

Date

Delta Sigma Theta Representative (Please Print)

Representative Signature

Date

Please make a copy of the signed agreement for your personal records