



**Houston Alumnae Chapter**  
**Delta Sigma Theta Sorority,**  
**Incorporated**  
P.O. Box 2642  
Houston, Texas 77252-2642  
<http://dsthoustonalumnae.org>

Greetings Potential Exhibitor:

The Houston Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated will host its Annual Jazz Soirée Fundraiser. The annual fundraiser will occur on December 11, 2022, 3:00 pm – 7:00 pm at Marriott Marquis Houston, 1777 Walker Street, Houston, TX 77010. The Jazz Soirée is one of Houston Alumnae Chapter’s Signature Events, and continuously brings over 1,500 guests annually. This year’s theme is “Lights, Camera, Action - The Great Comeback!!”

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 the community, but valuable to the continued success of our scholarship fundraising efforts and educational outreach. It is because of this, that we are eagerly inviting you to serve as an Exhibitor for this year’s event.

To provide your business with the best exposure to our supporters and others, you may choose one of three different opportunities. You can be a part of our online website Vendors’ Gallery, a participant in the in-person Vendor Gallery, or a part of both online and in-person Galleries. The online Gallery will be open from Sunday, December 5, 2022, at 8:00 a.m. to Sunday, December 11, 2022, at 8:00 p.m. All spaces will be available on a first-come, first-served basis. Your business will be showcased and highlighted on our website and social media pages. The earlier you register for your space, the better placement on our site as well as your placement for in person.

The following enclosures accompanying this invitation direct you in completing all required registration forms (including payment instructions and company logo), Exhibitor Agreements, and Guidelines. You may also register and pay online at <http://dsthoustonalumnae.org/fundraising-campaign/>.

Thank you in advance for your participation, support, and involvement in this year’s event. We look forward to working with you. The deadline to make your payment and ensure your space is November 15, 2022. If you have any questions, please email me at [apiper9268@yahoo.com](mailto:apiper9268@yahoo.com) or (832)768-4564. You may also contact Ms. Evelyn Banks at [evelyn\\_banks@att.net](mailto:evelyn_banks@att.net) or 281-380-4026.

With Sincere Gratitude,

Annetra Piper,  
Revenue Subcommittee Chair  
Houston Alumnae Chapter  
Delta Sigma Theta Sorority, Inc



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## **Vendor/Exhibitor Registration - 2022**

**Business Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **BusinessURL/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 Approved Vendor Certification along with your registration)**

## **Vendor/Exhibitor Guidelines 2022**

### **Vendors**

#### **Selling Responsibilities**

▲ Online Exhibitors shall only furnish/sell items listed in the signed agreement during the week of the event - December 5, 2022, at 8:00 a.m. through Sunday, December 11, 2022, at 8:00 p.m.

▲ In-Person Exhibitors shall only furnish/sell items listed in the signed agreement during the Jazz Soiree event on Sunday, December 11, 2022, from 1:00 p.m. until 8:00 p.m. Vendors may set up beginning at 11:00 a.m.



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▲ Exhibitors selling Delta Paraphernalia must be a certified, registered vendor, and provide proper documentation for confirmation before your vendor registration is accepted

▲ Guests will begin shopping at your online store when the Vendors Gallery opens at 8:00 am. on December 4, 2022, or In-Person at 1:00 p.m. during the Jazz Soiree event.

### **Payment Agreement**

▲ The Exhibitor will be responsible for paying, in full, the registration fee on or before December 1, 2022. Payment must accompany this registration request.

Online only - \$125.00

In-Person only - \$250.00

Online and In-Person - \$325.00

▲ **A cancellation fee of \$75.00 will be charged to all Exhibitors choosing to withdraw their registration before November 15, 2022. No refunds will be given after November 16, 2022.**

▲ First-come, first-served will allow priority placement in the online and/or In-Person Vendor Gallery.

### **Event Day Responsibilities**

#### **Online:**

▲ Website must be available for the shopping experience

▲ The reserved space paid for by the Exhibitor will be designated only for the registered vendor/business

▲ There will be no sharing of websites by additional, unregistered/unpaid exhibitors

▲ One vendor per website

#### **In-Person:**

▲ 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



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- ▲ 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 setting up and before the opening of the Vendors Gallery (1 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 Sorority, Inc., in its sole discretion, reserves the right to reject any vendor agreement for not adhering to any of the aforementioned guidelines.

### **Registration Fee**

#### **Exhibitor Fee Per Business/Vendor**

Online only - \$125.00

In-Person only - \$250.00

Online and In-Person - \$325.00

*Acceptable form of payment for online application:* **Credit Card/PayPal**

**Paper application (Please download a copy of the paper application. You do not need to proceed). Paper applications and payments must be mailed to:**

Houston Alumnae Chapter Attn: Jazz Soirée Vendor Chair, P.O. Box 2642 Houston, TX 77252-2642 and must be received by **November 15, 2022**

*Acceptable forms of payment for paper applications:* **Cash, Check, Cashier's Check, Money Order**

***Online Exhibitor fee will include the following:***

- ▲ Space on the website
- ▲ Marketing and Advertisement
- ▲ Inclusion of Exhibitor's name listed on the program
- ▲ Online Exhibitors' Gallery



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*Exhibitor fee will include the following:*

- ▲ One 5-6' standard table covered and skirted
- ▲ Two chairs
- ▲ Marketing and Advertisement (If payment and paperwork are received by October 1, 2022)
- ▲ Inclusion of Exhibitor's name listed on the program
- ▲ In-Person Exhibitors' Gallery

**All completed registrations/payments must be received by November 15, 2022.**

### **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)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Exhibitor Signature**

\_\_\_\_\_  
**Delta Sigma Theta Representative  
(Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Representative Signature**

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