

Delta Sigma Theta Sorority, Inc.
Columbus (OH) Alumni Chapter
P.O. Box 163304
Columbus, OH 43216



November 1, 2021

Dear Vendor Partner,

On Saturday, February 12, 2022, the Columbus (OH) Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated will host its annual Founders Day Luncheon. As you may know, this year's event will be held virtually. The luncheon is scheduled from 11:00 a.m. until 1:30 p.m. We are contracted with VFairs – a premier virtual platform vendor.

The purpose of our luncheon is to remember and pay respect to the rich legacy of our 22 Founders. It is our hope that through the luncheon we can share our commitment as a sisterhood to serve the Columbus community. You are an integral part of our Founders Day celebration, and we look forward to you participating.

This year, the chapter has identified a select group of vendors to participate. We have designated online time for you as vendors to market your products and services to our online Sorors and guests before and after our actual event. Our luncheon is open to the public and will include various professionals, members of other Greek-Lettered organizations, Masonic and community leaders. Here is the format we have planned for our vendor partners this year:

- 1) **By December 31**, please send us your best camera-ready logo. * Your logo will be used to route customers to your website to begin shopping.
- 2) Provide us with the website address you would like customers to use. This will be displayed with your logo.
- 3) Load any special discount you would like to offer in your system. We will provide all guests with one discount code **CAC1913** for our event to use with any vendor they support.
- 4) Attend one mandatory rehearsal in January to ensure you get any updated information.

Guests will be directed to the Vendor Room prior to the start of our program, they will see your logo before and during the program and directed to our Vendor Room again at the close of the program. Guest will have no restriction on visiting your site throughout the day. It will be up to you if you choose to honor the discount code beyond the day of our event.

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Enclosed is a contract with details for participation as a virtual vendor. **Please note**, you must be a licensed vendor of Delta Sigma Theta Sorority, Inc. to sell items with Delta images, logos, emblems etc. We will verify your license with our National Headquarters in advance of the event.

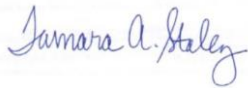
Please sign and return the contract with the \$50 vendor fee. Business Checks or Money Orders are made payable to: **Delta Sigma Theta Sorority, Inc.** Please send all funds by **January 22, 2022**, to the following address:

Columbus (OH) Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Attn: Founders Day Vendors
PO Box 163304
Columbus, Ohio 43216

Thank you in advance for your participation. We look forward to working with you. If you have any questions, please contact the Founders Day Vendor Coordinator: Natalie M. James at (614) 571-2385.

***We reserve the right to edit any video content deemed inappropriate or over the time allotted.**

Sincerely,



Tamara Staley, President
Columbus (OH) Alumnae Chapter Delta
Sigma Theta Sorority, Inc.
2018-2019 Midwest Chapter of the Year

www.columbusohdeltas.org

CC: Portia Robinson, Founders Day Co-Chair
Lucretia Williams, Founders Day Co-Chair
Natalie M. James, Vendor Coordinator

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VENDOR CONTRACT

The Columbus (OH) Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (hereinafter "lessor") agrees to provide a video / advertisement for the purposes of being shown during our virtual online Founders Day celebration. Please print the below information.

Name: _____ Telephone: _____

(Hereinafter "lessee")

Company Name: _____

Address: _____ City _____ State _____

Email Address: _____

Website Address: _____

Please describe your product(s) or services _____

____ Lessee agrees to pay Fifty (\$50) Fifty Dollars no later than January 31, 2022. This non-refundable fee is for the purpose of vending at the 2022 virtual Founders Day Celebration being held by Delta Sigma Theta Sorority, Inc. Columbus (OH) Alumnae Chapter.

____ Lessee understands that participation in this event does not guarantee any level of sales or results. Further lessee does not hold Delta Sigma Theta Sorority, Inc. Columbus (OH) Alumnae Chapter at fault for any technical difficulties during the event.

**ALL SIGNED CONTRACTS & PAYMENT MUST BE
RECEIVED BY JANUARY 31, 2022.**

The parties also agree that the lessor makes no promises nor guarantees as to the dollar amount nor the quantity of goods that the lessee will sell while leasing this space from the lessor on the day and hours of vending.

Signature _____ Date _____
(Lessee)

Signature _____ Date _____
(Lessor)

The chapter will provide you with a signed copy of this contract via email.