



**Delta Sigma Theta Sorority, Incorporated**  
**Columbus (OH) Alumnae Chapter**  
*A Public Service Organization*

November 22, 2024

Dear Valued Partner,

We are excited to announce that the Columbus (OH) Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated will host its annual Founders Day Luncheon on Saturday, February 22, 2025. Doors will open at 11 a.m. and the luncheon begins at 12 p.m. at the Columbus Convention Center, Battelle Ballroom, located at 400 N. High St., Columbus, OH.

This luncheon is a cherished occasion where we honor the enduring legacy of our twenty-two Founders and reaffirm our commitment to serving the Columbus community as a sisterhood. Your participation is integral to our celebration, and we are delighted to invite you to be a part of this special day.

Building on the success of last year, we have expanded our vending opportunities to accommodate more vendors. Guests will have the opportunity to visit and engage with you before, during, and after the event. This signature event attracted over 850 attendees last year, including professionals, members of other Greek-Lettered and Masonic organizations, and community leaders. This is a prime opportunity to showcase your offerings.

**Vendor Participation Details:**

1. **Vendor Contract:** Please complete the attached vendor contract and submit it along with your business check or money order, a copy of your vendor license, and a certificate of insurance by the deadline of **December 31, 2024**. In the event we reach capacity before the deadline, we will notify you and return your application and payment.
2. **Confirmation:** Upon receipt of your application and payment, you will receive a confirmation email with additional vendor instructions.
3. **Vending Area:** Vendors will be located on the main floor of the Battelle Grand Ballroom, and guests will be directed to this area throughout the event.

All vendors selling items featuring Delta Sigma Theta Sorority, Inc. images, logos, or emblems must be licensed with our National Headquarters. We will verify vendor licenses prior to the event.

**Executive Committee**

**Tamara Staley**  
*President*

**Le-Ann Harris**  
*1<sup>st</sup> Vice President*

**Melissa Miller**  
*2<sup>nd</sup> Vice President*

**Traylene Hines**  
*Recording Secretary*

**Vinsetta Montgomery**  
*Corresponding Secretary*

**Cynthia Scott**  
*Treasurer*

**Dietra Howell**  
*Assistant Treasurer*

**Triphinia Harris-Jones**  
*Financial Secretary*

**Antoinette Bates**  
*Asst. Financial Secretary*

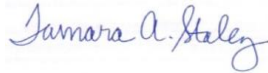
To participate, please sign and return the contract along with the \$300 vendor fee. Payments should be made via Business Check or Money Order payable to Delta Sigma Theta Sorority, Inc. and sent to:

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

We sincerely thank you for your participation and look forward to working with you to make this event a success. If you have any questions, please don't hesitate to contact our Founders Day Vendor Coordinators, Lucretia Williams and Cimone Calloway, at [cacfdvendors@gmail.com](mailto:cacfdvendors@gmail.com).

Warm regards,

Tamara A. Staley



President, Columbus Alumnae Chapter  
Delta Sigma Theta Sorority, Incorporated

**Delta Sigma Theta Sorority, Incorporated  
P.O Box 163304, Columbus, Ohio 43216  
[ColumbusDeltas@yahoo.com](mailto:ColumbusDeltas@yahoo.com)**

# VENDOR CONTRACT

The Columbus (OH) Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (hereinafter "lessor") agrees to provide one table dressed in black cloth for the purpose of vending items/ services during our in-person Founders Day event. 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 Three Hundred Dollars (\$300) by December 31, 2024. This non-refundable fee is for the purpose of vending at the 2025 in-person 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, a lessee cannot hold Delta Sigma Theta Sorority, Inc. Columbus (OH) Alumnae Chapter at fault for any technical difficulties during the event.

**\*ATTACH A COPY OF YOUR VENDOR LICENSE AND CERTIFICATE OF INSURANCE (COI)**

**\*ALL SIGNED CONTRACTS, VENDOR LICENSE, COI, AND PAYMENTS MUST BE RECEIVED BY DECEMBER 31, 2024**

The parties also agree that the lessor makes no promises nor guarantees as to the dollar amount nor the number 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 per request.**