



Dear Vendor Partner,

On Saturday, February 11, 2023, the Columbus (OH) Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated will host its annual Founders Day Luncheon. The luncheon is scheduled from 11:00 a.m. until 1:30 p.m. I am very excited and pleased to say WE WILL BE IN-PERSON at the Columbus Convention Center – Union Station Ballroom located at 400 N. High St. Columbus, OH 43215!!

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.

With our event being in person, we have a limited number of spaces available for vending. Sorors and guests will be directed to vend with you well before, during 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 15th, please send us your best camera-ready logo. \* Your Business name and website address will be included in our souvenir booklet.
- 2) 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.
- 3) Please complete the attached vendor application with your business check before our deadline of Jan. 15. If we reach capacity before this time, you will be notified, and check/application returned.
- 4) If you would like a lunch provided by the convention center, please include an additional \$50 in your submission.

**EXECUTIVE BOARD**

**President** Tamara Staley

**First Vice President** Robin Ferguson | **Second Vice President** Currecia Gamble | **Recording Secretary** Le-Ann Harris | **Corresponding Secretary** Vinsetta Montgomery  
**Treasurer** Cynthia Scott | **Assistant Treasurer** Dietra Howell | **Financial Secretary** Triphinia Harris-Jones | **Assistant Financial Secretary** Antoinette Bates

Guests will be directed to the Vendor area throughout the day. It will be up to you if you choose to honor the discount code beyond the day of our event.

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. In addition, you must be a licensed vendor; please include a copy of your license and insurance.

Please sign and return the contract with the \$200 vendor fee/ \$250 would include one lunch. Business Checks or Money Orders are made payable to: Delta Sigma Theta Sorority, Inc. Please send all funds by January 15, 2023, to the following address:

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

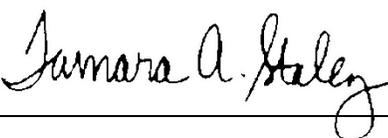
Thank you in advance for your participation. We look forward to working with you. If you have any questions, please contact the Founders Day Vendor Coordinator: Natalie M. James at (614) 571-2385.

\*We reserve the right to exclude products or services offered if content deemed inappropriate.

Sincerely,

Tamara Staley, President  
Columbus (OH) Alumnae Chapter  
Delta Sigma Theta Sorority, Inc.  
2018-2019 Midwest Chapter of the Year  
[www.columbusohdeltas.org](http://www.columbusohdeltas.org)

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

Signature: 

Date: November 4, 2022

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

**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 Two Hundred Dollars (\$200) no later than January 15, 2023. This non-refundable fee is for the purpose of vending at the 2023 in-person Founders Day Celebration being held by Delta Sigma Theta Sorority, Inc. Columbus (OH) Alumnae Chapter. Fee does not include lunch. Please add \$50 if you would like a catered lunch.

\_\_\_\_ 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 and PAYMENT MUST BE RECEIVED  
BY JANUARY 15, 2023.**

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.**

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