

**DELTA SIGMA THETA SORORITY, INCORPORATED  
COLUMBUS (OH) ALUMNAE CHAPTER**



Dear Valued Vendor Partner,

On Saturday, February 10, 2024, the Columbus (OH) Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated will host our annual Founders Day Luncheon. Doors open at 11:00 a.m. The luncheon is scheduled from 12:00 p.m. to 3:00 p.m. at the Columbus Convention Center – Battelle Grand Ballroom located at 400 N. High St. Columbus, OH 43215.

The purpose of our luncheon is to honor the rich legacy of our 22 Founders. Through the luncheon, we hope to share our dedication as a sisterhood to serving the Columbus community. You are an integral part of our Founders Day celebration, and we look forward to you participating.

This year, we have expanded the number of spaces available for vending. Guests will be directed to vend with you well before, during, and after our event. Our luncheon is open to the public, and we're expected to host 750+ various professionals, members of other Greek-lettered and Masonic organizations, and community leaders. Here is the format we have planned for our vendor partners this year:

1) Please complete and send the attached vendor contract and mail it in with your business check or money order, a copy of your vendor license, and a certificate of insurance by the deadline of December 15, 2023.

*You will be notified if we reach capacity before this time, and your application and check will be returned.*

2) Upon receipt of your application and check, you will receive a confirmation email and additional vendor instructions.

3) Vending will be in the mezzanine of the ballroom, and guests will be directed to the vendor area throughout the day.

Please note that you must be a licensed Delta Sigma Theta Sorority, Inc. vendor to sell items with Delta images, logos, emblems, etc. We will verify your license with National Headquarters before the event.

**EXECUTIVE BOARD**

President Tamara Staley | 1<sup>st</sup> Vice President Le-Ann Harris | 2<sup>nd</sup> Vice President Melissa Miller | Recording Secretary Traylene Hines | Corresponding Secretary Vinsetta Montgomery | Treasurer Cynthia Scott | Assistant Treasurer Dietra Howell  
Financial Secretary Triphinia Harris-Jones | Assistant Financial Secretary Anoinette Bates

Please sign and return the contract with the \$300 vendor fee.  
Business Checks or Money Orders are payable to Delta Sigma Theta Sorority, Inc.  
Please send all required documentation and payment by December 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 Coordinators, Lucretia Williams and Cimone Calloway, at [cacfdvendors@gmail.com](mailto:cacfdvendors@gmail.com).

\*We reserve the right to exclude products or services offered if content is 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: Alana Thedford Huff, Founders Day Chair  
Shameikia Smith, Founders Day Co-Chair  
Lucretia Williams, Vendor Coordinator

Signature:                     *Tamara A. Staley*                          Date:                     Enter date here!                    

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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 vending items/services. during our in-person Founders Day event. Please print the information below.

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 15, 2023. This non-refundable fee is for vending at the 2024 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 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 per request.**

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