Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note:***  **Please enclose a copy of your license issued by Delta Sigma Theta Sorority, Inc. if applicable**

**THINGS YOU NEED TO KNOW:**

1. **Vendor Fee:** Early Bird before February 23rd, 2018 is $150.00 after February 23rd, 2018 (postmarked) the fee is $175.00. The deadline for registration is March 23rd, 2018. After March 23rd a fee of $225.00 will be imposed
2. **Set-Up:** 9:00 AM – 10:00 AM on Saturday, April 21st, 2018. All space assignments will be provided at check-in. Load/unload and parking instructions are located in the rear ballroom. Tables cannot be moved or re-assigned by another vendor. You may load and unload on the Exposition Drive. Damages to the TD Convention Center caused by the exhibitor are the responsibility of the exhibitor. Items may not be hung on or attached to the walls. Neither the TD Convention Center nor the Greenville (SC) Alumnae Chapter is responsible for merchandise left overnight.
3. **Take-Down:** As a courtesy to all Red Shoe Scholarship Committee attendees, booths are to be open for business on Saturday April 21st, 2018 from 11:00 AM, and stay in place until 4:00 PM. All exhibitor merchandise, set-up, and vehicle(s) are to be removed from the TD Convention Center’s premises by 6:00PM on Saturday, April 21st, 2018.
4. ***Space:*** *Each vending booth consists of* ***only*** *(2) eight-foot tables with (2) chairs, (2) tablecloths, (2) table skirts and (2) box lunches (please specify if you need a vegetarian option). Vendors must provide all other materials for their booth space. No additional tables other than the ones provided by the TD Convention Center are allowed.* ***Labor is not provided by the Greenville (SC) Alumnae Chapter or the TD Convention Center staff for booth set-up or take-down.***
5. **Exhibitor Responsibilities:** Compliance with applicable state or federal laws is the responsibility of the exhibitor (i.e., collection of sales tax). Submission of an application is an implied agreement to abide by the rules set forth herein. GSCAC is NOT RESPONSIBLE for accidents, damages, or other loss incurred by exhibitor.
6. **Vendor Gift:** Please be prepared to provide a $20.00 gift certificate to your booth as a door prize for attendees. A physical gift certificate is not needed from you; cards have been prepared to be given to you from the winning attendee to redeem their door prize.
7. **Hotel Accommodations:** If you need hotel accommodations please call (844) 472-2378 ext. Red Shoe for assistance.
8. ***Payments:*** *Once you are notified of your acceptance to exhibit during the Red Shoe Scholarship Luncheon, please mail a cashier's check or money order to the address below****.*** *Checks should be made out to Greenville (SC) Alumnae Chapter of Delta Sigma Theta Sorority Inc., with "Vendor " in the note section. Vendor fees are non-refundable.*

***DST Greenville (SC) Alumnae***

***Attention: RSSL Vendor***

***P.O. Box 17704***

***Greenville, SC 29606***

1. **Personnel:** Vendors will be allowed a total of two (2) workers within their booth space, including you. Additional workers require a $30.00 fee. Please list the names of the individuals who will be helping you with sales.

|  |  |
| --- | --- |
| 1. Your Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. 2nd worker | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Number of booth spaces needed:** **\_\_\_\_\_\_\_\_**

***NOTE****: Electrical outlets are obtained through the TD Convention Center.*

***Number of outlets \_\_\_\_\_\_\_\_\_\_ @ $70.00 each***

***$\_\_\_\_\_\_\_\_\_\_\_\_Total Amount Enclosed***

**Do you have any special needs that have not been addressed? Please explain:**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Please select one category for your business:

|  |  |
| --- | --- |
| Business | Mail Order |
| Manufacturer/Wholesaler | Retail Store |

**Please paste a few pictures of the items you sell OR provide a Web link below:**

Check the merchandise sold by your company (select all that apply):

|  |  |  |
| --- | --- | --- |
| Accessories [Ladies] | Desk/Office Accessories | Pens/Pencils |
| African Artifacts | Dolls | Photos/Pictures/Posters |
| Apparel [Children/Infants] | Furs | Sculptures |
| Apparel [Ladies] | Garment Bags | Shirts/T-Shirts |
| Apparel [Men] | Glassware | Shoes |
| Art/Prints/Posters | Greek Paraphernalia | Sportswear/Sweat Suits |
| Auto Accessories | Hats/Caps | Sweaters |
| Badges/Buttons | Hosiery/Socks | Toys/Games |
| Banners/Flags | Jackets | Transfers |
| Bath Accessories | Jewelry | Travel Kits/Tote Bags |
| Bath Apparel | Khaki/Safari Shirts | Umbrellas |
| Beachwear/Playwear | Lamps | Wooden Artifacts |
| Books/Literature | Leather Goods | Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_ |
| Candy/Cookies | License Plates/Frames |
| Ceramics/Cups/Mugs | Linen/Bedding |
| Cosmetics | Loungewear |
| Crafts/Quilted Crafts | Luggage/Purses |
| Decals Mirrors/Accessories | Monograms |

Check the form(s) of payment you accept (select all that apply):

|  |  |  |
| --- | --- | --- |
| Cash | American Express | Business Checks |
| Traveler’s Checks | Diners' Club | Discover Card |

**I have read and understand the terms outlined in this document.**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL THIS COMPLETED FORM TO:

taviagaddy@gmail.com

YOU WILL RECEIVE CONFIRMATION OF RECEIPT VIA EMAIL.

FOR MORE VENDING INFORMATION, PLEASE CONTACT Tavia CM Gaddy at 803.361.7493.