



DELTA SIGMA THETA SORORITY, INC.

A Public Service Sorority

Greenville (SC) Alumnae Chapter

gvillescalumnae@hotmail.com ~ (844) GSCADST

Saturday, March 30, 2019

Greenville Convention Center,

One Exposition Dr. Greenville, SC 29607

VENDOR APPLICATION

Vendor Fair is open: Saturday, March 30, 2019 from 11:00am – 4:00pm

Company Name: _____

Contact Name: _____ Contact Title: _____

Address: _____

City/State/Zip: _____

Website: _____

E-mail: _____

Phone: _____

Federal Tax ID Number: _____

THINGS YOU NEED TO KNOW:

1. **Vendor Costs:** *Early Bird* special before February 23, 2019 is \$150.00. After February 23, 2019 (postmarked) the cost is \$175.00. The **deadline** for registration is March 23, 2019.
2. **Set-Up:** 9:00am – 10:00am on Saturday, March 30, 2019. All space assignments will be provided at check-in. Load/unload and parking instructions will be located in the rear ballroom. Tables cannot be moved or re-assigned by another vendor. You may load and unload at the Exposition Drive entrance. Damages to the Greenville Convention Center caused by the vendor(s) are the responsibility of the vendor(s). Items may not be hung on or attached to the walls. Neither the Greenville 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, vendors are to be open for business on Saturday March 30, 2019 from 11:00am and stay in place until 4:00pm. All vendor merchandise, set-up, and vehicle(s) are to be removed from the Greenville Convention Center's premises by 6:00pm on Saturday, March 30, 2019.
4. **Space:** Each vending booth consists of only (1) eight-foot table (\$25 for each additional table) with (2) chairs, (1) tablecloth, (1) table skirt 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 Greenville Convention Center are allowed. **Labor is not provided by the Greenville (SC) Alumnae Chapter or the Greenville Convention Center staff for booth set-up or take-down.**
5. **Vendor 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 vendor(s).



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- 6. **Vendor Gift:** Please be prepared to provide a \$20.00 gift as a door prize for attendees. A physical gift is not required from you; cards have been prepared to be given to you from the winning attendee to redeem their door prize.
- 7. **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. Payments 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**

- 8. **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 _____
- 2. 2nd worker _____

Number of vendor spaces needed: _____

NOTE: Electrical outlets are available throughout the Greenville Convention Center on a first come - first served basis.

Number of outlets _____ @ \$70.00 each

\$ _____ Total Amount Enclosed

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



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Please select one category for your business:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Mail Order |
| <input type="checkbox"/> Manufacturer/Wholesaler | <input type="checkbox"/> 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):

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

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Cash | <input type="checkbox"/> American Express | <input type="checkbox"/> Business Checks |
| <input type="checkbox"/> Traveler's Checks | <input type="checkbox"/> Diners' Club | <input type="checkbox"/> Discover Card |

Red Shoe Scholarship Luncheon



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Delta Sigma Theta Sorority, Inc.*

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

Printed Name: _____

Signature: _____

Date: _____

EMAIL THIS COMPLETED FORM TO:

RSSL@dstgreenvillesc.com

YOU WILL RECEIVE CONFIRMATION OF RECEIPT VIA EMAIL