



## DELTA SIGMA THETA SORORITY, INC.

A Public Service Sorority

Greenville (SC) Alumnae Chapter

[RSSL@dstgreenvillesc.com](mailto:RSSL@dstgreenvillesc.com) ~ (844) GSCADST

**Saturday, April 25, 2020**

Greenville Convention Center,

One Exposition Dr. Greenville, SC 29607

**VENDOR APPLICATION**

**Vendor Fair is open: Saturday, April 25<sup>th</sup> from 10:00 am – 4:00 pm**

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 Costs:** *Early Bird* special on or before **March 7, 2020 is \$150.00**. After **March 7<sup>th</sup>**, (postmarked) the cost is \$175.00. The **deadline** for registration is **April 10, 2020**. After **April 10<sup>th</sup>**, the cost is \$250.00.
2. **Set-Up:** 8:00 AM – 10:00 AM on Saturday, April 25, 2020. All space assignments will be provided at check-in. Tables cannot be moved or re-assigned by another vendor. You may load and unload at the Exposition Drive circle drive entrance. Damages to the Greenville 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 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, booths are to be open for business on Saturday April 25, 2020 from 10:00 AM and stay in place until 4:00 PM. All exhibitor merchandise, set-up, and vehicle(s) are to be removed from the Greenville Convention Center's premises by 6:00 PM on Saturday, April 25, 2020.
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. **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.



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- 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 Brunch 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**

- 9. **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. 2<sup>nd</sup> worker \_\_\_\_\_

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

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

**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   |



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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](mailto:RSSL@dstgreenvillesc.com)**

*You will receive confirmation of receipt via email.*

**FOR MORE VENDING INFORMATION, PLEASE CONTACT**

**Angel C. Pendergrass at (844) 472-2378 ext. Red Shoe**

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