

# Vendor Information

**VENDOR'S AGREEMENT for the  
71st SOUTHWESTERN REGIONAL CONFERENCE  
Sigma Gamma Rho Sorority, Inc.  
March 22-25, 2012**

This vendor's agreement is for the 71st Southwestern Regional Conference of Sigma Gamma Rho Sorority, Inc., being held March 22-25, 2012, in Houston, Texas. The conference is being held at the Omni Hotel-Houston, Four Riverway, Houston, Texas 77056. The hotel contact telephone number is: (713) 871-8181.

NOTE: Vendors should call the hotel directly to obtain discount rates for hotel accommodations. Single and double rooms are \$139.00, plus tax with a cut-off of February 29, 2012.

I, \_\_\_\_\_,  
(Vendor's Name and Business Name)

agree to the following as a vendor for the 71st Southwestern Regional Conference ΣΓΡ:

- I will be provided ONE (1) table and ONE (1) chair to exhibit my product(s). I will provide all other equipment for the solicitation of sales at my expense. In addition to the table and chair, Sigma Gamma Rho Sorority, Inc., SW Region, (hereinafter referred to as "Sorority") has provided me with information on obtaining a discount rate on room accommodations for the conference (see note above). The Sorority, will provide information in promotional materials to the conference attendees indicating that vendors will be present at the conference.
- I understand that approximately 400 attendees and the community will be invited to several of the conference activities providing a sales opportunity for my product(s); The Sorority, does not guarantee any sales of any of vendor's product(s). The Sorority is not responsible for the quality, durability, or in any way responsible for any of vendor's product(s). The Sorority is not responsible for any damages or theft of any of vendor's product(s) at this event. It is the sole responsibility of the vendor to obtain insurance coverage on property brought onto the premises of the Omni Hotel-Houston. Additionally, Vendor assumes full responsibility of items left at the table(s).
- I understand that I am liable for any sales tax or other taxes on my product(s).
- I agree to the terms listed in this agreement and will enter into this agreement upon the remittance of the \$325.00 vendor's fee in the form of a cashier's check, money order or credit card on or before the February 29, 2012, deadline. Requests and fees for additional tables must be submitted at the time of the agreement at a rate of \$50 per additional table, \$10 per additional chair.

NO PERSONAL TABLES OR CHAIRS ARE PERMITTED.

Vendor Set-up starts on Thursday, March 22, 2012, at 6:00 p.m. Vending times are from Thursday, March 22, 2012-8:00 p.m. until Midnight Saturday, March 24, 2012.

If electrical outlets and/or credit card capability is needed, this must be indicated on your registration form. This will be an additional cost passed on from the Omni Houston-Hotel to the vendor.

# Vendor Information

Agreements post marked after February 29, 2012, will be considered late and incur a late fee of \$50.

VENDORS WILL NOT BE PERMITTED TO SET-UP UNTIL ALL FINANCIAL OBLIGATIONS HAVE BEEN MET.

Vendor Signature Block:

Sigma Gamma Rho Sorority, Inc.:

\_\_\_\_\_  
Vendor's Signature (Date)

\_\_\_\_\_  
Brenda J. Canty, SW Regional Syntaktes

\_\_\_\_\_  
(Business Name)

For additional information, contact:

\_\_\_\_\_  
(Address) Zip

Mechelle Ware, Vendor Chair  
2825 N. Hwy. 360 #1515  
Grand Prairie, TX 75050  
rhobaby94@yahoo.com

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: Vendors selling Sigma Gamma Rho Sorority, Inc., paraphernalia/merchandise at the SW Regional Conference MUST BE CERTIFIED through Sigma Gamma RHO Sorority, Inc. international Headquarters.**

Additional Equipment Needed:

Table(s) \_\_\_\_\_

Chair(s) \_\_\_\_\_

Electrical Outlet \_\_\_\_\_

Other \_\_\_\_\_

**A copy of this agreement with additional requests should be mailed to the Vendor Chair.**

**Please make Cashier's Checks or Money Orders payable to: Southwestern Region - Sigma Gamma Rho Sorority, Inc.**

Pay by Credit Card:

### Credit Card Authorization

Name As It Appears On Card \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

I authorize use of my credit card for Sigma Gamma Rho - Southwestern Regional Conference Vendor Fees.

\_\_\_\_ Visa    \_\_\_\_ Mastercard    \_\_\_\_ Discover    \_\_\_\_ Diner's Club

Card Number \_\_\_\_\_ Expiration Number \_\_\_\_\_

\*V-Code \_\_\_\_\_ Total Amount of Charge(s) \_\_\_\_\_

Total Authorized (including \$5 handling fee) \_\_\_\_\_

Signature \_\_\_\_\_

\*Verification Code: A 3-4 digit non-embossed number found on credit card signature panel or near embossed account number on front.

**SUBMISSION: Submit/mail all fees with this agreement to:  
SW Regional Grammateus, Dr. Alice Cryer-Sumler  
P.O. Box 2354, Gretna, LA 70054**