



SIGMA GAMMA RHO SORORITY, INC.

ETA OMICRON SIGMA CHAPTER – WALDORF, MD

“A Non-governmental Organization Associated with the United Nations Department of Public Information”

A Rhoyal Evening In Black Committee

Phone: 240-416-9665 (chapter number)

www.hos-sgrho1922.org

Email: rhoyalevening@gmail.com

July 22, 2023

Dear Potential Vendor,

The Eta Omicron Sigma Chapter of Sigma Gamma Rho Sorority, Inc. cordially invites you to vend at our signature event: A Rhoyal Evening in Black: 30th Anniversary Celebration on Saturday, October 21, 2023 at Harborside Hotel, Oxon Hill, MD. Proceeds from the event, do to support the chapter's programs and scholarship initiatives.

As a vendor, you will have the opportunity to promote and sell your goods to approximately 150 guests from Charles County and the surrounding communities. Attached a vendor application has been provided, and below you will find the details below regarding our vending opportunity:

- **DATE:** Saturday, October 21, 2023
- **TIME:** 8:00 pm - 12:00 pm
- **SETUP TIME:** 6:30 pm - 7:30 pm
- **VENDOR FEE:** \$125.00 [NON REFUNDABLE]
- **PAYMENT SITE:** <https://AREIB30.eventbrite.com>
- **PAYMENT DEADLINE:** Friday, August 11, 2023 by COB

Note: all slots are based on a first come, first served basis with payment. Once slots have been filled, you will be placed on a waitlist for availability.

If you have any questions, please do not hesitate to reach out to our Vendor Coordinator, Lisa Landrum-May at areibvendors@hos-sgrho1922.org. Please allow for a 24 - 48 hour response time.

We look forward to hearing from you soon!

Shamirah Johnson

Basileus

Eta Omicron Sigma Chapter



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A Rhoal Evening in Black: 30th Anniversary

Harborside Hotel | 6400 Oxon Hill Road | Oxon Hill, MD 20745

October 21, 2023 | 8 pm - 12 am

Vendor Policy & Contract

Vendor Name:		Date:	
Name (First/MI/Last):		E-mail Address:	
Address:		Telephone (Home):	
		Telephone (Cell):	
City/State:		Additional Contact Person:	
Zip Code:		Telephone:	
Your Signature is Required:			

Vendor Registration Fee: \$125.00
Full Payment is due by August 1, 2023

Vending area is 6ft by 6ft and includes a 6ft table.	\$125.00
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Provide a Brief Description of Products and Merchandise or Special Services (i.e. special electrical outlets, etc.):

The Sigma Gamma Rho Sorority, Inc. crest or Greek letters cannot be placed on any affiliate items. The logo for the sorority and these affiliates MUST be requested from Sigma Gamma Rho Sorority, Inc. headquarters.

ALL VENDORS WITH MERCHANDISE BEARING SIGMA GAMMA RHO SORORITY INC., NAME AND/OR TRADEMARKS MUST FOLLOW ALL GUIDELINES AS ESTABLISHED BY A VENDOR LICENSING AGREEMENT WITH THE SORORITY. MORE INFORMATION MUST BE OBTAINED AT OUR INTERNATIONAL CORPORATE HEADQUARTERS.



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Terms and Conditions

That the company shall pay to Eta Omicron Sigma Chapter upon execution of the agreement a sum of the appropriate cost for booth space. This secures space that includes one table and two chairs.

1. Eta Omicron Sigma Chapter reserves the right to approve vendors based on the merchandise sold and material displayed.
2. Items which display inappropriate or demeaning language about any organization are prohibited.
3. It is expressly understood and agreed by the Company that Eta Omicron Sigma Chapter, its officers, members,

sponsors, employees or agents shall not be liable for loss or damage to goods and/or properties. Your signature on this form is acceptance of this liability statement.

4. It is understood that this agreement may not be transferred or assigned without the written consent of Eta Omicron Sigma Chapter. **SUBLETTING IS NOT PERMITTED.**
5. A Sigma Gamma Rho Sorority, Inc. Vendor License MUST be displayed by a Vendor/ Exhibitor who sells merchandise displaying the Greek letters, crest, symbols, trademarks, service marks, trade dress or name of Sigma Gamma Rho Sorority, Inc. or its affiliates, at all times.
6. The company acknowledges Sigma Gamma Rho Sorority, Inc.'s title and its trademark and recognizes that the trademark represents the Sorority's goodwill.
7. Eta Omicron Sigma Chapter reserves the right to inspect the company merchandise and display material; if the sorority or Chapter does not approve of the material either has the right to have it removed.
8. All vendors are required to submit full payment three weeks before the event.
9. All refunds are subject to a \$25.00 service fee.
10. **Only tables provided by the Chapter will be allowed in the vending area. If the vendor requests an additional table the cost is the same for the additional table. All vendor space is 6ft by 6ft.**
11. Vendor shall be fully responsible to pay for any and all damages to property owned by the venue location, its owners or managers which results from any act or omission of the vendor. Vendor agrees to defend, indemnify and hold harmless, the venue location, its owner, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damage or charges resulting from Vendor's use of the property. Vendor's liability shall include all losses, costs, damages, or expenses arising from or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Vendor, its agents, employees, and business invitees which arise from or out of the vendor's occupancy and use of the exhibition premise, the hotel or any part thereof.
12. Vendor agrees to defend, indemnify and hold harmless, Eta Omicron Sigma Chapter, its officers, members, agents, guests and affiliates from any damage or charges resulting from Vendor's use of the property or negligence. Vendor's liability shall include all losses, costs, damages, or expenses arising from or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Vendor, its agents, employees, and business invitees which arise from or out of the vendor's occupancy and use of the exhibition premise, the hotel or any part thereof.
13. Nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture.
14. Space will be available only during the approved vending hours for the event (see attached schedule). Vendors shall have use of the space for set up and break down one hour before and after the event. Vendor shall leave the space free of trash and debris and in a manner equal to or better than it was before use by Vendor.
15. Vendors selling merchandise reflecting the intellectual property of other organizations must hold a certificate/license from the particular organization and must keep the vending license on display at all times.
16. The vendor space will be confirmed based on receipt of payment in full and availability.



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17. Vendors may be placed on a waiting list if space is no longer available at the time of full payment.
18. Vendors will be notified via call by the Vendor Coordinator or her designee if placed on a waiting list; if space becomes available the vendor will be notified by call.

In addition to the above terms and conditions, Eta Omicron Sigma Chapter has established the following guidelines in order to provide vendors and exhibitors with standards and regulations regarding items within our vendor/exhibitor hall:

19. Quality of Merchandise. All paraphernalia and merchandise bearing sorority's marks shall be of good quality and shall be presented in good taste and in the highest professional standards.
20. Non-Disparagement of Other Fraternal Organizations. The Sorority will not allow the sale or display of merchandise that disparages other fraternal or social organizations in any way, including the use of negative images, terms, phrases, or sayings on the merchandise.
21. Specifications for Using the Mark:
 - a. Use of Sigma Gamma Rho's Name. No vendor shall use the name Sigma Gamma Rho Sorority, Inc. or any derivative or shorten version of it or any other Sigma Gamma Rho Mark with sayings, phrases, or artistic renditions unless the vendor has obtained advance written approval from the International Grand Basileus or the Executive Director of Sigma Gamma Rho.
 - b. Use of Founders' Picture or Founding Institution. No vendor shall use any pictures of the Founders of Sigma Gamma Rho or the name/pictures of "Butler University" on any merchandise or paraphernalia unless the vendor has obtained advance written approval from the International Grand Basileus or the Executive Director of Sigma Gamma Rho.
 - c. Use of the Laurel Wreath. No vendor shall use the laurel wreath in their designs. The only designs including the laurel wreath are reserved for the International Grand Basileus. The laurel wreath represents the highest esteem of the membership.
 - d. Use of Greek Letters. The Greek letters of Sigma Gamma Rho ($\Sigma\Gamma\rho$) should always be of equal proportion. They should not be distorted.
22. No Electronic Media. No electronic media including but not limited to compact discs, tapes and software may be created or sold without the written approval of the International Grand Basileus or Executive Director of Sigma Gamma Rho.
23. No Degrading Use. No Sigma Gamma Rho Marks, including any form of Sigma Gamma Rho's name, its Greek letters, or any of its other symbols shall be used on alcohol or tobacco containers, material of a sexual or graphic nature and/or material related to pledging and/or hazing. Vendor Guidelines of Conduct.
24. As a vendor of Sigma Gamma Rho Sorority, Inc. you are expected to:
 - a. maintain the highest standards of professional and personal conduct;
 - b. supply the best quality materials and items for sale to Sorority members;
 - c. refrain from any type of inappropriate or unwelcome solicitation during Sorority-sponsored events;
 - d. comply with rules and regulations established by the Sorority;
 - e. comply with the terms of the Vendor Licensing Agreement, if applicable;
 - f. verify that any manufacturer/vendor offering Sigma Gamma Rho merchandise for sale or resale is a certified vendor and contact the Executive Director, if at any time you have questions or need clarification on any matter related to being a vendor of merchandise bearing Sigma Gamma Rho's Marks;
 - g. no loud music, noise or sound amplification devices shall be used by the Vendor during this event; and
 - h. remain within the vendor location when announcing and selling products.

Eta Omicron Sigma Chapter reserves the right to cancel this agreement upon failure of the company to comply with any conditions or provisions of this document, but said cancellation shall not relieve the company of the obligation to pay the Vendor/Exhibitor Fee as provided for herein.



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SIGNATURES

Name:

Title:

Date:

Name:

Title:

Date:

To confirm your vending space complete and return this form electronically to areibvendors@hos-sgrho1922.org, and [click here](#) to submit payment.

Should you have any questions or concerns, please feel free to contact us at: areibvendors@hos-sgrho1922.org and our Vendor Manager will contact you within 24- 48 hours.