



DELTA SIGMA THETA SORORITY, INC.
A Public Service Sorority
Stone Mountain-Lithonia Alumnae Chapter
9th Annual All-Alumni Step Show
Saturday, March 20, 2010

VENDOR APPLICATION

NOTE: Vendors for the 9th Annual All-Alumni Step Show will be selected based on the type of product sold and the variety of vendor requests received.

Company Name: _____

Contact Name: _____ Contact Title: _____

Address: _____

City/State/Zip: _____

Web site: _____

E-mail: _____

Phone: _____ Fax: _____

Federal Tax ID Number: _____

Select the category for your business (select one):

- Business Mail Order
 Manufacturer/Wholesaler Retail Store

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

- Cash American Express Business Checks
 Traveler's Checks Diners' Club Discover Card
 MasterCard Visa Money Order
-

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 | _____ |

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

Number of booth spaces needed: _____

(Vendor fees per 8-foot space: vendors certified by Delta Sigma Theta Sorority, Inc. Grand Chapter – \$175; \$225 after January 31, 2010. All other vendors – \$200; \$250 after January 31, 2010. For prime space in front of ballroom – add \$50 to per 8-foot space fee by January 31st deadline.)

Do you need an electric hook-up? Yes No

Do you need a telephone line? Yes No

NOTE: Electricity (<http://www.gwcc.com/exhibitors/documents/ElectricServiceOrder.pdf>) and telephone (http://www.gwcc.com/exhibitors/documents/ccld_order_form.pdf) hook-ups are obtained through the GWCC. Please specify that you are a vendor with the "SM-LAC 9th Annual All-Alumni Step Show" and will be in the Georgia ballroom pre-function area. Electricity and telephone hook-ups will not begin until you arrive on-site the day of the show. **Full payment for these services is due to the GWCC prior to the day of the show.**

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

THINGS YOU NEED TO KNOW:

- Set-Up:** Begins at 3:00PM on Saturday, March 20, 2010. All space assignments will be provided at check-in. Load/unload and parking instructions will be shared prior to the event. Damages to GWCC site caused by exhibitor will be the responsibility of the exhibitor. You will not be able to hang any items on the walls.
- Take-Down:** As a courtesy to all step show attendees, booths are to open for business by 5:00PM, and stay in place until Midnight on Saturday, March 20, 2010. All exhibitor merchandise, set-up, and vehicle(s) are to be removed from the GWCC premises by 12:00AM on Sunday, March 21, 2010.
- Space:** Each vending booth consists of one (1) eight-foot table with two (2) chairs. Vendors must provide all other materials for the booth space, extra chairs, equipment, signage, storage, garbage receptacle. **Labor is not provided by SM-LAC or the GWCC staff for booth set-up or take-down.**
- 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. SM-LAC is NOT RESPONSIBLE for accidents, damages, or other loss incurred by exhibitor.

5. **Payments:** Once you are notified of your acceptance to exhibit at the step show, please mail a cashier's check or money order to: **SM-LAC, All-Alumni Step Show Vendors, Felicia Clayton, P.O. Box 1184, Stone Mountain, Georgia 30086-1184.** Checks should be made out to "SM-LAC" with "Vendor Fee" in the note section. If you would like to pay by credit card, a payment form will be mailed to you for completion and return. Vendor fees are non-refundable.

6. **Personnel:** Vendors will be allowed a total of three (3) workers within their booth space, including you. All participants will be given vendor identification badges and wristbands; these do not allow entrance into the stepshow ballroom. Please list the names of the individuals who will be helping you with sales.

- 1. Person #1 _____
- 2. Person #2 _____
- 3. Person #3 _____

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

Printed Name: _____

Signature: _____

Date: _____

**FAX THIS COMPLETED FORM TO 404-581-5050 OR EMAIL TO GREEKSHOW@SMLACDST.ORG.
YOU WILL RECEIVE CONFIRMATION OF RECEIPT VIA EMAIL.**

FOR MORE VENDING INFORMATION, PLEASE CONTACT GIA DAVISON @ 678-641-5203.