



2017 Tennessee State Cluster Nashville, Tennessee

*

April 7-9, 2017

* **VENDOR EXHIBITION INFORMATION** *

***Tennessee State Cluster**

The Nashville Alumnae, Nashville Metro Alumnae, and Omicron Mu (Auburn University Montgomery) Chapters of **Delta Sigma Theta Sorority, Inc.**, invite you to exhibit at the 2017 Tennessee State Cluster. This year's event will be held **April 7-9, 2017** at the **Sheraton Music City Hotel, 777 McGavock Pike, Nashville, TN 37214**. We are expecting 700 members from throughout the state. The event will be publicized and we are inviting ALL Greeks from the area to visit the exhibit area.

***WHO SHOULD EXHIBIT**

Companies that offer Greek paraphernalia, custom-made goods, artwork, and other products or services of interest to Deltas and other Greeks should come.

***EXHIBIT HALL INFORMATION**

Sheraton Music City Hotel
777 McGavock Pike
Nashville, TN 37228

VENDOR FEE: \$325.00 Certified Vendor; \$375 Non-certified Vendor

- One (1) draped/skirted 8ft table and two chairs (Additional tables \$50 each)
- Only tables provided by the facility allowed; personal tables strictly prohibited.
- Limited electricity for outlets (for extra fee)
- Space assigned according to order in which payment is received.
- The hotel and rates for 2017 Tennessee State Cluster are listed separately.

***EXHIBIT HALL SCHEDULE – Exhibition Hall Opens**

Friday, April 7, 2017 – (5:00 pm to 11:00 pm)

Saturday, April 8, 2017 – (10:00 am to 10:00 pm)

HOTEL INFORMATION



Sheraton Music City Hotel

**777 MCGAVOCK PIKE
NASHVILLE, TN 37214
PHONE: 1-888-627-7060**

**BOOK YOUR ROOM NO LATER THAN
MARCH 17, 2017 AT 5:00PM CST**

RESERVATION LINK-- [2017 TN State Cluster](#)

OR GO TO

WWW.STARWOODMEETING.COM/EVENTS/START.ACTION?ID=1701091911&KEY=30A3450E

BASE ROOM RATE

DOUBLE or KING \$159.00 (plus applicable taxes & fees)

A ONE NIGHT DEPOSIT IS REQUIRED TO SECURE A ROOM.

EXHIBITOR REGISTRATION

COMPANY NAME: _____

CONTACT PERSON: _____

COMPANY ADDRESS: _____

PHONE: _____

EMAIL: _____

DESCRIPTION OF MERCHANDISE:

I / WE HAVE READ AND AGREE TO ABIDE BY RULES AND REGULATIONS IN THE CONTRACT (ATTACHED):

AUTHORIZED SIGNATURE:

TITLE _____

DATE _____

Registration form and fee must be received no later than **Monday, March 27, 2017.** Fee must be submitted in the form of cashier check or money order made payable to: Delta Sigma Theta Sorority, Inc. Please mail to:

***Nashville Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Attention: TN State Cluster
P.O. Box 281855
Nashville, TN 37228***

For additional information contact: 2017TennesseeCluster@gmail.com

- *Please provide an e-mail address to receive confirmation upon receipt of your registration and fee.*



EXHIBITOR CONTRACT

1. **Contract** - The following rules become binding between the applicants (Exhibitor), its employees and agents, and Delta Sigma Theta, Inc., and any additions and/or amendments thereto that may thereafter be established or put into effect by the Vendor Committee.

2. **Space Assignment** – Spaces will be assigned to Exhibitors according to a priority system based on earliest received contract and fee. Every effort will be made to assign Exhibitors to their chosen space. However, the Vendor Committee reserves the right to make space assignments or change space assignments after acceptance of the contract should it be deemed necessary and in the best interest of the Exhibition.

3. **Payments and Cancellations** - *Payment in full for exhibit space is due no later than Monday, **March 27, 2017**. No refunds if Exhibitor cancels on or after Monday, **March 27, 2017**. Cancellations must be in writing.*

4. **Exhibit Standards** - The Vendor Committee shall have the right to prohibit any exhibit which in its opinion, is not suitable or in keeping with the character or purpose of the Vendor Exhibition. Questionable exhibits shall be modified at the request of the Vendor Committee. The decision of the Committee is final.

5. **Safety** - Fire regulations require all display material used for decoration to be flameproof. Any electrical equipment, including signs and lights, should be in good operating condition and able to pass inspection of the local fire department. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Exhibition.

6. **Use of Exhibition Space / Promotional Items Policy** – Exhibitors shall reflect their company's highest standard of professionalism while maintaining the space during Exhibition hours. The space must be maintained by one company representative at all times during Exhibition hours. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet, or share the whole or any part of this space without the Vendor Committee's prior approval.

7. **SECURITY / LIABILITY / INSURANCE**

- a) The Sorority, the official service contractors, the Exhibition facility, their members, the representatives and/or the employees thereof will not be responsible for injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property, from any cause whatsoever prior, during or subsequent to the period covered by this application/contract.

- b) The Sorority, its agent and employees will not be liable for failure to hold the Exhibition as scheduled. Payments for exhibition space will be returned if the Exhibition is called off due to fire or any act of God, public enemy, strike, epidemic, or any law, regulation, or public authority which makes it impossible or impractical to hold the Exhibition. Any actual expenses incurred in connection with the Exhibition will be deducted from the refund.
- c) Exhibitors agree to maintain such insurance that will fully protect the Sorority and its representatives from any and all claims of any nature whatsoever, including claims under Worker Compensation Act and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the Exhibitor's display.
- d) Damage to inadequately packed property is the Exhibitor's own responsibility.
- e) Damage to the facility housing the Exhibition caused by or done by the Exhibitor shall be replaced or repaired by the Exhibitor. Additionally, the Exhibitor agrees to protect, save and hold harmless the Sorority and the Exhibition facility of and from any loss, liability and/or damage whatsoever, caused to the facility housing the Exhibition or any part thereof directly or indirectly.
- f) Exhibitors are advised to add on their existing insurance a portal-to-portal rider protecting them against loss/damage to their materials by fire, theft, accident, etc.

INSTRUCTIONS TO VALIDATE CONTRACT:

- 1. The Contract must be signed and received no later than Monday, March 27, 2017, and must be accompanied with the full Exhibition Fee.
- 2. All rules and regulations governing this Exhibition will be strictly enforced.
- 3. This contract will not be validated unless complete information is provided including an authorized signature.
- 4. The products/services shown are those that rightfully represent your company and those that we propose to exhibit.
- 5. Vendor Committee controls all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules of the Exhibition or as amended by the Vendor Committee.
- 6. Any and all matters and questions, not specifically covered by the articles in this contract shall be subject to the decision of the Vendor Committee. The decision of the Vendor Committee is final. The aforementioned items covered by this contract may be amended at any time by the Sorority in the interest of the Exhibition and notice therefore shall be binding on exhibitors equally with the foregoing rules as set forth in this contract.

***Vendors are asked to please donate a door prize to be awarded to participants at the 2017 Tennessee State Cluster.
Recipient's documentation will be furnished upon request.***

Thank you for your cooperation.
2017 Tennessee State Cluster Committee