



Zeta Phi Beta Sorority, Incorporated
Omicron Rho Zeta Chapter
14th Annual Scholarship Brunch
June 2, 2019

On behalf of Zeta Phi Beta Sorority, Incorporated Omicron Rho Zeta Graduate Chapter, we invite you to host a booth at our 13th Annual Scholarship Brunch on Sunday, June 2, 2019, at 11:00 a.m. The event will be held at The Belamar Hotel located at 3501 Sepulveda Boulevard, Manhattan Beach, California 90266.

There is a \$100.00 dollar donation fee, plus one **opportunity drawing prize** which will be used as a door prize at the Scholarship Brunch. The donation fee covers your participation in the brunch and includes one brunch ticket. Additional brunch tickets may be purchased at a cost of \$35 per person.

Enclosed please find the following:

- 1) Vendor Registration Form
- 2) Vendor Guidelines
- 3) Vendor Contract

Return the registration form, contract and donation along with a (certified check, cashier's check or money order) by April 30, 2019. Checks or money orders should be made payable to **Zeta Phi Beta Sorority, Inc.** and mailed to Post Office Box 1011 Inglewood, California 90308.

The contract must be signed and returned to the address aforementioned along with the registration form and full payment. Upon receipt, review, and approval of the vendor registration and contract, each vendor will be notified of his/her acceptance.

If you have any questions or need assistance, please contact Suzette Beamon at 310-714-7555 or OPZevents@gmail.com.

Sincerely,
Tanisha McNeal
Zeta Phi Beta Sorority, Incorporated
Omicron Rho Zeta Chapter



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VENDOR REGISTRATION

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Email: _____

Organization Affiliation (if applicable): _____

Return the registration form, contract and full payment (certified check, cashier's check or money order) by APRIL 30, 2018. Checks or money orders should be made payable to **Zeta Phi Beta Sorority, Inc.** and mailed to Post Office Box 1011 Inglewood, California 90308.

Statement of Intent

I, _____
wish to reserve _____ vendor space(s) at Zeta Phi Beta, Omicron Rho Zeta Chapter's 11th Annual Scholarship Brunch. I understand that there is \$100 donation plus an opportunity drawing gift for each vendor booth reserved.

Signature: _____ Date: _____

Total amount enclosed: \$ _____



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VENDOR GUIDELINES & CONTRACT

DATE/PLACE:

Sunday, June 2, 2019
The Belamar Hotel
3501 Sepulveda Boulevard
Manhattan Beach, California 90266
310-750-0300

VENDOR Donation

A donation of \$100 plus a gift is required for each vendor booth. All expenses relating to telephone, electrical installation, and any other equipment provided by the hotel will be the responsibility of the Vendor. Vendor fees do not include exhibit storage, material handling, decoration, special lighting, security services, cleaning or janitorial services, labor required to move merchandise in or out of the hotel, and/or labor required to install, erect, drape, or decorate Vendor area.

AREA ASSIGNMENT

A 6 foot table will be assigned to each Vendor. The Scholarship Committee Chair or designee must approve any movement of tables. Special furniture or backdrops are the responsibility of the Vendor.

CONTRACT APPROVAL

The contract must be signed and returned to the aforementioned address along with registration form and full payment. Upon receipt, review, and approval of the vendor registration application and contract, each vendor will be notified of his/her acceptance. Applicants that are not approved will be notified via letter and/or email and the original check or money order will be returned. Payment must be in the form of a cashier's check, certified check or money order made payable to: **Zeta Phi Beta Sorority, Inc.**

REFUND POLICY:

A refund request must be in writing and postmarked by May 15, 2019 to the aforementioned address. The request must be in the form of a letter by the original applicant stating the reason for cancellation and must include the applicant's complete contact information. A processing fee of 25% of the registration fee will be assessed on all refunds. Refund requests postmarked after May 15, 2019 will result in a forfeiture of the registration fee and the reassignment of the vendor's booth. Failure to attend the Scholarship Brunch will result in a complete forfeiture of the registration fee.

VENDOR HOURS:

The vendor hours are from 9:00 a.m. until 2:00 p.m.

All merchandise, materials and decorations must be removed by 3:00 p.m.

SHIPPING & HANDLING:

All merchandise, displays, and/or materials shipped to the hotel in advance of the Scholarship Brunch must be paid in full prior to delivery. At no time is Zeta Phi Beta Sorority, Inc. considered to have custody, control or ownership of any shipment by or to the Vendor. Zeta Phi Beta Sorority, Inc. does not warrant against and is not liable for any losses occurring as a result of shipment or receipt of shipment by the hotel, including, but not limited to: damage or loss of shipment while in custody of the hotel; delayed or missing shipments; or damage and/or loss occurring while in the custody of the shipper.

SECURITY:

Merchandise left unattended at any time by the vendor is at his/her sole risk. Zeta Phi Beta Sorority, Inc. is not responsible for losses incurred due to theft or damage of property left unattended. Zeta Phi Beta Sorority, Inc. is not responsible for providing vendor overflow or individual storage facilities.

EXHIBIT LIABILITY:

Vendor assumes all liability and hereby agrees to protect, indemnify, and hold Zeta Phi Beta Sorority, Inc. and its members harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Vendor's installation, removal, maintenance, occupancy, or use of the display premises or part thereof, excluding any such liability caused by the sole negligence of Zeta Phi Beta Sorority, Inc., or its members. In addition, Vendor acknowledges that Zeta Phi Beta Sorority, Inc. does not maintain insurance covering Vendor property and that it is the sole responsibility of the Vendor to obtain business interruption and property damage and/or loss insurance.

RELATIONSHIP OF PARTIES:

Zeta Phi Beta Sorority, Inc. and Vendor are not agents, joint ventures, partners, or representatives of one another. Any warranties or guarantees that Vendor may make to customers are not made by Zeta Phi Beta Sorority, Inc. and shall be the sole responsibility of Vendor. Each Vendor shall indemnify and hold Zeta Phi Beta Sorority, Inc. harmless from any claims, demands, judgments, losses, costs, and expenses (including attorneys' fees) that arise from or are related to the products provided to customers under this agreement.

WAIVER:

Any waiver by one party of a breach of any provision of this agreement by the other shall not operate as, or be construed as, a waiver of any subsequent breach thereof, and the obligations of such party with respect thereto shall continue in full force and effect.



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43th Annual Scholarship Brunch
June 2, 2019

VENDOR GUIDELINES & CONTRACT (cont).

AGREEMENT:

This agreement, including the Registration Form incorporated by reference herein, is the complete and exclusive statement of the terms agreed upon by the parties and supersedes all prior understandings or agreements, written or oral, between the parties related to the subject of this agreement and will be governed by the laws of the State of California. This agreement shall not be supplemented, amended, or modified except upon the express written agreement of the parties. The Vendor Committee Chair in her sole discretion will resolve any issues, concerns, or details not specifically mentioned herein. **In Witness Whereof**, the undersigned have executed this vendor agreement as of the date set forth below.

Vendor/Exhibitor:

Print Name: _____

Signature: _____ Date: _____

Zeta Phi Beta Sorority, Inc
Omicron Rho Zeta Chapter Scholarship Brunch

Chairperson: _____

Signature of Approving Official/Title: _____

Date: _____