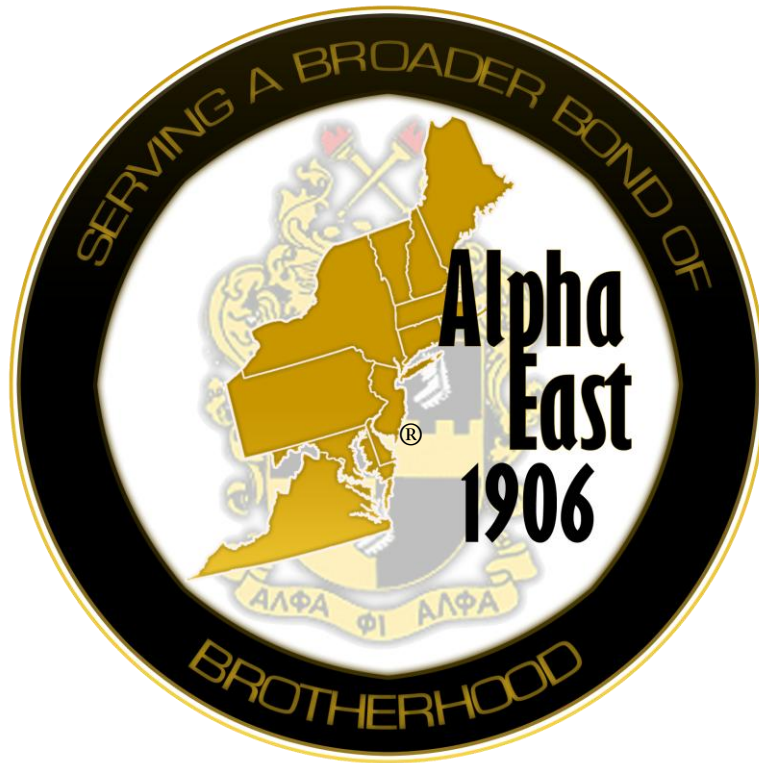


Alpha Phi Alpha Fraternity, Inc.
80th ANNUAL EASTERN REGION CONVENTION

ALPHA EAST : FIRST OF ALL LEADING THE WAY!



2012 Vendor Contract and Participation Brochure

March 28 – April 1, 2012

Renaissance Portsmouth Hotel & Waterfront Conference Center
425 Water Street, Portsmouth, Virginia 23704
757-673-3000

W W W • A L P H A E A S T • C O M



ALPHA PHI ALPHA FRATERNITY, INC.
Eastern Region Convention Committee
P.O. Box 77873 • Washington, DC 20013-7873
www.AlphaEast.com
“A Broader Bond of Brotherhood”

January 22, 2012

Dear Friend & Perspective Vendor:

On behalf of the 2012 Eastern Region Convention Committee it is my pleasure to invite you and your company to participate as a vendor for the 80th Annual Eastern Region Convention of the Alpha Phi Alpha Fraternity, Inc. This year, the convention will be held at the Renaissance Portsmouth Hotel & Waterfront Conference Center, 425 Water Street, Portsmouth, Virginia 23704 on March 28 through April 1, 2012.

If your company is interested in vending this year, **the cost for booth space at the convention is \$300.00 (10 x 10 foot booth with two 6 foot tables). There will be an additional \$50 charge for additional tables.** Vending will begin on Thursday afternoon and extend through Saturday evening. We anticipate over 600 convention attendees and over 2,500 visitors and guests to our many programs and events. Please take a moment and complete the attached Vendor Contract and forward it to my attention **No Later Than**, Saturday, March 3, 2012 at the stated address. **After March 3, 2012, there will be a Fifty dollar (\$50.00) late fee assessed to each company. There will be no on-site registration for this convention.**

As you prepare to participate in an outstanding convention, please know that space is limited and all booths will be sold on a First Come, First Served Basis. I strongly encourage you to please register early! To assist in your decision making process, I have enclosed cursory materials regarding the convention for your information and perusal. Should you have any further questions that I may be able to address in the interim, or if you would like to reserve your booth today, please feel free to contact Craig Marchbanks at (301) 503-0836 or e-mail craigmbanks@comcast.net or at Conventions@AlphaEast.com.

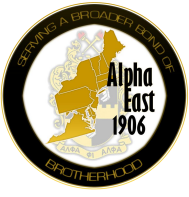
Thank you for your time and consideration in this most important matter. In the spirit of high idealism, I remain,

Sincerely,

Corey J. Bowen, Ph.D.
Director of Conventions

Attachment

P.S. If your company will be vending Alpha Phi Alpha paraphernalia and/or merchandise, please make sure your company is certified by the Fraternity's Corporate Office. For more information, call (410) 554-0040.



Return this Page - Only
ALPHA PHI ALPHA FRATERNITY, INCORPORATED
80th ANNUAL EASTERN REGION CONVENTION
2012 EASTERN REGION VENDORS' CONTRACT

Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

Description of Items to Be Sold: _____

Number of Booths Needed: _____ Booth(s) \$300.00 ea. (10' x 10' booth)

Additional Table Needed: _____ \$50 charge for additional tables

All booths include two six-foot (6') tables w/skirts, two chairs and a waste basket.)

Additional Equipment (Please Specify): _____ Power Supply
(Vendors are responsible for any associated fees) _____ Telephone Line
_____ High Speed Internet Connection
_____ Coat Rack

(All additional equipment will incur an extra charge)

Terms & Conditions:

As the official representative for the _____ Company, I do hereby understand that booth space purchased at the 80th Eastern Region Convention of the Alpha Phi Alpha Fraternity, Inc. is done so on a First Come, First Served Basis ONLY! Furthermore, I understand that the sum total of the cost for each booth must be forwarded to the attention of Mr. Corey Bowen, Eastern Region Convention, P.O. Box 18175 Washington, DC 20036, **No Later Than March 3, 2012**, with all checks and/or money orders made payable to Alpha Phi Alpha Fraternity, Inc. - Eastern Region. Upon receipt of vendor's fees, the Eastern Region Vendor Chairman will contact me to confirm receipt and answer any additional questions that I may have. Additionally, I understand that, should I decide to cancel my booth after March 3, 2012, or should I register after said time, I will be assessed a **Fifty dollar (\$50.00) penalty**. The late registration fee is due immediately upon my arrival at the convention, and must be paid by certified funds or cash. I acknowledge and agree that I am responsible for any damage, harm or negligence caused by my company, agents, employees, independent contractors, etc., and agree to hold Alpha Phi Alpha Fraternity, Inc., the Eastern Region of Alpha Phi Alpha, Fraternity, Inc. and its officers, agents, directors, membership harmless from any claim or damages arising therefrom. Additionally, I acknowledge and agree to pay for any attorney's fees that are expended by Alpha Phi Alpha Fraternity, Inc., Eastern Region of Alpha Phi Alpha Fraternity, Inc., its officers, agents, directors, membership, etc. that are the result of defending against same. Furthermore, I agree that all disputes that may arise during the course of vendor operations will be arbitrated by the Director of Conventions for the Eastern Region and/or his designee. **All fees must be paid prior to set-up.**

Acknowledge & Agree: _____ Date: _____

Printed Name: _____

Signature of Witness: _____ Date: _____

Printed Name: _____

For Office Use Only

Approved By: _____ Date Received: _____ Booth Assignment: _____