January 2, 2017

Dear Perspective Vendor,

It is my pleasure to invite you and your company to participate as a vendor for the 85th Anniversary Eastern Region Convention of Alpha Phi Alpha Fraternity, Inc. The convention will be held at the Hilton Alexandria Mark Center Hotel, 5000 Seminary Road, Alexandria, VA, 22311 on March 30 - April 2, 2017.

If your company is interested in participating as a vendor, the cost for booth space at the convention is $350.00 (10 x 10 foot booth with two 6 foot tables). There will be an additional $150 charge for each additional table. Convention vending will begin at 11:00 a.m. on Thursday, March 31, 2017 and end at 4:00 p.m. on Saturday, April 2, 2017. Additional information will be provided once your attendance is confirmed. We anticipate over 800 convention attendees and over 1,000 visitors and guests to attend our many programs and events. Please take a moment to review and complete the attached Vendor Contract. Please submit the completed vendor contract and payment no later than Tuesday, February 28, 2017 online at [www.alphaevents.org](http://www.alphaevents.org) or send to:

Alpha Phi Alpha Fraternity, Inc. - Eastern Region

Attn: Mr. Ronald Wooden

P.O. Box 41362

Baltimore, MD 21203-6362

If you submit a vendor contract after **Tuesday, February 28, 2017**, a Two Hundred Dollars ($200.00) late fee will be assessed. There is no on-site registration for this convention. 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 or email vendor@apa1906.net.

As you prepare to participate, the Eastern Region Convention has a group rate (Single or Double) of $129.00 per night at the Hilton Alexandria Mark Center Hotel. To make a reservation call 1-800-HILTONS, requests the group rate for Alpha Phi Alpha Fraternity, Inc. or visit <http://hotel.AlphaEast.com> . The room block rate cut-off is March 14, 2017.

Thank you very much for your continued support of Alpha Phi Alpha Fraternity, Inc. Eastern Region and for helping to make our 85th Anniversary Regional Convention a success. If you have any questions, please contact our Convention Vendors Chairman, Bro. Ronald Wooden at (267)258-0971 or e-mail at vendors@alphaeast.com.

Look forward to seeing you in Alexandria, VA!

R. Anthony Mills Jordan Beckford

Eastern Region Vice President Eastern Region Assistant Vice President

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Items to Be Sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Booths Needed: \_\_\_\_\_ Booth(s) $350.00 ea. (10’ x 10’ booth)

Additional Table Needed: \_\_\_\_\_ $150 charge for each additional table

 (All booths include two six-foot (6’) tables with skirts and two chairs.)

Additional Equipment (Please Specify): \_\_\_\_\_\_\_\_Power Supply

 (Vendors are responsible for any associated fees) \_\_\_\_\_\_\_\_High Speed Internet Connection

 (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 85th Anniversary Eastern Region Convention of Alpha Phi Alpha Fraternity, Inc. is done 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 **Alpha Phi Alpha Fraternity, Eastern Region, Attn: Mr. Ronald Wooden, P.O. Box 41362, Baltimore, MD 21203-6362**, **No Later Than Tuesday, February 28, 2017**, with all checks and/or money orders made payable to Alpha Phi Alpha Fraternity, Inc. - Eastern Region. You can pay online at [www.alphaevents.org](http://www.alphaevents.org). 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 February 27, 2017, or should I register after said time, I will be assessed a **Two Hundred Dollars ($200.00) 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 Convention Vendor Chairman for the Eastern Region and/or his designee. **Make checks or money orders payable to Alpha Phi Alpha, Fraternity, Inc. Eastern Region.**

Acknowledge & Agree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth Assignment: \_\_\_\_\_\_\_\_\_