

ALPHA PHI ALPHA FRATERNITY, INC.®

EASTERN REGION

www.ALPHAEAST.com

Everett B. Ward, Ph.D.
General President

Jamir R. Riley, Ph.D.
Executive Director



Lucien J. Metellus.
Eastern Region Vice President

Harold Daniels, III
Eastern Region Assistant Vice President

January 24, 2018

Dear Prospective Vendor,

It is my pleasure to invite you and your company to participate as a vendor for the 86th Anniversary Eastern Region Convention of Alpha Phi Alpha Fraternity, Inc. The convention will be held at the Hartford Marriott Downtown, 200 Columbus Boulevard Hartford, Connecticut 06103 on April 26-29, 2018.

If your company is interested in participating as a vendor, the cost for booth space at the convention is \$400.00 (10 x 10-foot booth with two 6 foot tables). There will be an additional \$200 charge for each additional table. Convention vending will begin at 10:00 a.m. on Thursday, April 26, 2017 and end at 5:00 p.m. on Saturday, April 28, 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, April 3, 2018. Please send to:

Alpha Phi Alpha Fraternity, Inc. - Eastern Region
Attn: Bro. Kenyon Holley
P.O. Box 325
Amityville, NY 11701

If you submit a vendor contract after **Tuesday, April 3, 2018**, 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 Hartford Marriott Downtown. To make a reservation call (860) 249-8000, requests the group rate for Alpha Phi Alpha Fraternity, Inc. or visit aws.passkey.com/go/alphaphialpha2018. The room block rate cut-off is April 6, 2018.

Thank you very much for your continued support of Alpha Phi Alpha Fraternity, Inc. Eastern Region and for helping to make our 86th Anniversary Regional Convention a success. If you have any questions, please contact our Convention Vendors Chairman, Bro. Kenyon Holley at (267)716-7602 or e-mail at vendors@alphaeast.com.

Look forward to seeing you in Hartford, Connecticut!

Lucien J. Metellus
Eastern Region Vice President

Harold Daniels, III
Eastern Region Assistant Vice President

P.O. BOX 487 | LEONIA, NEW JERSEY 07605

*Alpha Phi Alpha Fraternity develops leaders, promotes brotherhood and academic excellence,
while providing service and advocacy for our communities.*

ALPHA PHI ALPHA FRATERNITY, INC. ®

EASTERN REGION

www.ALPHAEAST.com

Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

Description of Items to Be Sold: _____

Number of Booths Needed: _____ Booth(s) \$400.00 ea. (10' x 10' booth)

Additional Table Needed: _____ \$200 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 86th 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 by **CERTIFIED CHECK OR MONEY ORDER** to the attention of **Alpha Phi Alpha Fraternity, Eastern Region, Attn: Mr. Kenyon Holley, P.O. Box 325, Amityville, NY 11701 No Later Than Tuesday, April 3, 2018**, with all certified 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 April 3, 2018, 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 certified 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: _____

P.O. BOX 487 | LEONIA, NEW JERSEY 07605

*Alpha Phi Alpha Fraternity develops leaders, promotes brotherhood and academic excellence,
while providing service and advocacy for our communities.*