



**Application and Contract for Vendors**  
Friday October 28<sup>th</sup> and Saturday October 29<sup>th</sup>, 2011

**Vendor Coordinator:** Cordell E. Dillon. (614) 496-5626  
E-Mail: cd1914@hotmail.com

**\*\*\*SIGNED APPLICATION AND RESERVATION FEE MUST BE RECEIVED  
TO GUARANTEE A BOOTH\*\*\***

Vendor Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street Address) City State Zip

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
(Including area code)

Future confirmations and updates will be sent via email

**\*\*\*PLEASE LIST THE MAJORITY OF ITEMS TO BE DISPLAYED\*\*\***

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY AND SELECT THE APPROPRIATE CHOICE:**

Yes No I would like electricity and understand I must supply my own extension cord(s). (\$25.00 additional fee)

Space Fee (\$200.00 per space) \_\_\_\_\_  
Electricity (\$25.00) \_\_\_\_\_  
Total Amount: \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO BGLAOSU**

There will be a \$40.00 fee applied for all returned checks

**Return to: Richard Crockett**  
1170 North Cassady Avenue  
Columbus, OH 43219  
ATTN: BGLAOSU Vendor Registration

All Applications must be received via US Mail by September 2, 2011. NO REFUNDS AFTER SETEMBER 23<sup>rd</sup>, 2011.

**OSU Black Greek Alumni Reunion Vendors**

1. BGLAOSU reserves the right to deny any application.
2. Payment must be received with signed application / contract to reserve your space. Upon receipt, confirmation of your acceptance will be emailed. **A final confirmation & your booth assignment will be mailed or emailed to you (2) weeks prior to the event.**
3. No vendor may display or promote any profane, offensive or obscene materials.
4. We will have a limited numbers of vendors with the same type of products.
5. Vendors may not sell food items.
6. Raffles are not permitted. Free drawings to collect names and addresses are permitted as long as a **“FREE”** prize(s) is awarded at the end of the event.
7. Vendor set- up times are on Friday October 28<sup>th</sup> from 7:00-8:00pm, Hyatt Ballroom 1<sup>st</sup> Floor, and Saturday October 29<sup>th</sup> from 5:00-6:00pm at the Ohio Union.
8. Vendors are required to display their items for the entire time unless all items have been sold out. If vendors begin to pack up or vacate the space before event end time, they will forfeit space for future BGLAOSU events.

**OSU Black Greek Alumni Reunion Information**

This is our second reunion. While it is impossible to project the exact attendance, our hopes are that the event is well attended. We promote public awareness with numerous forms of advertisements. A copy of our event flyer will be emailed and we appreciate if you would share this with your friends and mailing lists.

I do hereby release and agree to OSU Black Greek Alumni Reunion from any claim that may subsequently accrue for loss and / or damage to my merchandise and to any and all claims that might occur as a result of my participation on the days scheduled for the event.

\_\_\_\_\_  
Signature required to reserve space – no electronic copies will be accepted

\_\_\_\_\_  
Date

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**Do Not Mark Below This Line (For Office Use Only)**

**Date:** \_\_\_\_\_ **Check#:** \_\_\_\_\_ **Amt Recvd:** \_\_\_\_\_ **Booth:** \_\_\_\_\_

**1<sup>st</sup> Confirmation** \_\_\_\_\_ **2<sup>nd</sup> Confirmation** \_\_\_\_\_

**Misc. Info** \_\_\_\_\_