



Chi Eta Phi Sorority, Incorporated
EXHIBITOR/VENDOR AGREEMENT
June 20, 2024 – June 21, 2024

This is an agreement between the Exhibitor/Vendor (hereafter entitled vendor) and the Chi Eta Phi Sorority, Incorporated for exhibit/vending space at Detroit Marriott at the Renaissance Center, 400 Renaissance Dr W, Detroit, MI 48243 on the dates noted below. Contract terms are as follows:

Thursday, June 20, 2024	Set-up only 6:00pm to 9:00 pm; scheduled times
Friday, June 21, 2024	Open 8:30 am to 8:00 pm (ribbon cutting ceremony at 8:30am)
Saturday, June 22, 2024	Open 8:30 am to 3:00pm

PAYMENT: The booth fee for exhibitors/vendors is \$300 for the Leadership Summit.

REFUNDS FOR CANCELLATION: The booth fee (minus \$100.00 service charge) will be refunded if written notice of space cancellation is received by **May 31, 2024. No refunds will be issued after this date.** Failure to occupy the space does not release the vendor from the obligation to pay for the full cost of the space.

STANDARD TABLES: The standard space furnished will consist of **one 6' x 30" table, and two chairs.** No constructed display or sign advertising material may be placed higher than 10 feet on the back wall of the vendor area or outside the vendor's assigned area. **Per hotel restrictions for this event, no clothing racks are to be used.** Electricity is an additional \$50 per vendor space.

VIRTUAL ONLY VENDORS: Virtual only vendor option fee \$200 per vendor. Must have e-commerce and website accessibility. Business logo and website link will be available on the conference portal from June 21 thru June 28, 2024.

SUBLETTING OF SPACE: Vendors **CANNOT** assign or sublet any space allotted to them and cannot advertise or display goods other than those manufactured or sold by them in the regular course of their business.

CARE OF SPACE, BUILDING AND EQUIPMENT: Vendors and their agents shall not injure or deface the walls of the building or wall space. Vendors are forbidden to drive nails, tacks or screws into the walls, floors, columns or other parts of the building or furniture. Distribution of promotional gummed labels or stickers is prohibited. The vendor is liable to the owner of the property if such damage occurs. All materials used for decorations must be flameproof. Combustible materials or explosives are not allowed in the exhibition area.

USE OF EXHIBIT/VENDING PLACE: Each vendor space must be staffed during vending hours. The company representative must wear an exhibitor/vendor badge.

Please contact Detroit Marriott at the Renaissance Center directly for hotel specific information, contact name Nashelle Hill, Hotel Event Planner, nashelle.hill@marriott.com 313-568-8271.

INDEMNIFICATION CLAUSE: Vendors assume the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damages to vendor's displays, equipment or other property brought upon the premises of the Detroit Marriott at the Renaissance Center and agrees to indemnify, defend and hold harmless to Chi Eta Phi Sorority Incorporated, the Detroit Marriott at the Renaissance Center and its owners, servants, agents and employees against all claims or expenses for such losses – including reasonable attorney's fee arising out of the use of the hotel premises excluding any liability caused by the negligence of Chi Eta Phi Sorority Incorporated or the Detroit Marriott at the Renaissance Center or its owner, servants, agents and employees.

LIABILITY AND INSURANCE: The vendor understands that neither Chi Eta Phi Sorority, Inc., nor the Detroit Marriott at the Renaissance Center maintains insurance covering the vendor's property or lost revenue and it is the sole responsibility of the vendor to obtain such insurance.

The vendor assumes all risks of loss. All goods stored overnight are at your own risk. There will be NO SECURITY on the premises.

RESTRICTIONS IN OPERATION: The Chi Eta Phi Sorority Incorporated reserves the right to restrict or evict vendors who Chi Eta Phi Sorority Incorporated deems objectionable because of noise, method of operation, materials or any other reason that Chi Eta Phi Sorority Incorporated believes detracts from the mission of our organization or vending. In the event of restriction or eviction, Chi Eta Phi Sorority Incorporated is not liable for any refunds or other expenses. Chi Eta Phi Sorority Incorporated is a trademark organization. Chi Eta Phi Sorority, Incorporated (CEPS) and its logos and seal are trademarks of the Chi Eta Phi Sorority. **You may not use CEPS name or logo or any variation thereof, without prior written consent of CEPS. You may not use CEPS name in any of its forms. Vendors may not use the CEPS logo or other assigns denoting the organization unless appropriate fees have been paid and a contract for use has been obtained from CEPS National office.** If you plan to vend merchandise that uses CEPS name, symbols, or other assigns, please contact the CEPS National vendor coordinator for directions on obtaining a vendor revokable license contract application.

RIGHTS OF CONFERENCE MANAGEMENT: Should any emergency arise prior to CEPS event which would prevent its scheduled opening such as natural disasters, strikes, destruction or damage of the vending area, or a declaration of a national emergency, it is expressly understood and agreed that the Sorority may retain as much of the booth payment as necessary to cover expenses incurred up to the time of such emergency.

AMENDMENTS: Chi Eta Phi Sorority Incorporated reserves the right to interpret, amend and/or enforce these agreements, conditions, rules and/or regulations. Written notice of any amendments or interpretations shall be given to each vendor. Each vendor (for himself/herself, his/her agent, and employees) agrees to abide by the agreement/conditions/rules/regulations set forth herein or by any subsequent amendments and interpretations.

This agreement must be signed by an authorized representative of the exhibit/vendor, referred to in this agreement as vendor.

FULL PAYMENT of the vendor space fee **due** on or before **May 31, 2024**, must accompany the completed agreement. Space assignments will be on a first-come, first-served basis. Chi Eta Phi Sorority Incorporated reserves the right to rearrange the floor plan and may relocate booths.

CONFERENCE EXHIBITOR/VENDOR AGREEMENT

I have read and agree to adhere to the rules and regulations as outlined in this document and any accompanying information. I understand that failure to comply with these rules and regulations can result in my company’s goods, products, or services or both being removed from the exhibit/ vending area and/or legal action taken for trademark violations.

Company Name: _____

Address: _____

Phone: _____

E-Mail: _____

Products/Services: _____

Print Name

Signature & Date

NO vendor displays or installation shall be permitted before 6:00 p.m. on Thursday, June 20, 2024.

To reserve a table complete and return this page with an authored signature along with a certified check or money order for **\$300.00 in-person vending; \$200 virtual only vending** payable to: **Chi Eta Phi Sorority, Incorporated. Electronic payment option is available via registration website: 2024 Leadership Summit | Chi Eta Phi Sorority on Glue Up**

Mail payment to:

Karen Robb, Financial Secretary Email: krabb@chietaphi.org
332 Kearsarge Street
DeSoto, Texas 75115

Any questions about being a vendor, please contact:

Montien Miller, Vendor Coordinator Email: montienRN@gmail.com

Any questions about hotel, please contact:

Darneta Brown, Event Planner Email: darnetabrown@rocketmail.com