



Chi Eta Phi Sorority, Incorporated
EXHIBITOR/VENDOR AGREEMENT
July 6, 2025 - July 12, 2025

This is an agreement between the Exhibitor/Vendor (hereafter entitled vendor) and the Chi Eta Phi Sorority, Incorporated for exhibit/vending space at Sheraton New Orleans Hotel, 500 Canal Street, New Orleans, Louisiana 70130 on the dates noted below. Contract terms are as follows:

Sunday, July 6, 2025	Set-up only 6:00pm to 9:00 pm; scheduled times
Monday, July 7, 2025	Open 8:00 am to 8:30 pm (Sales can begin)
Tuesday, July 8, 2025	Open 8:00 am to 8:30 pm (Ribbon Cutting at 5:30p)
Wednesday, July 9, 2025	Open 8:00 am to 8:30 pm
Thursday, July 10, 2025	Open 8:00 am to 8:30 pm
Friday, July 11, 2025	Open 8:00 am to 8:30 pm
Saturday, July 12, 2025	Open 8:00 am to 10:00am; breakdown after Inspirational Breakfast.

PAYMENT: The booth fee for exhibitors/vendors is \$900 for the conference.

REFUNDS FOR CANCELLATION: The booth fee (minus \$100.00 service charge) will be refunded if written notice of space cancellation is received by **June 6, 2025**. **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. Any clothing racks to be used must be furnished by the vendor and may not extend beyond the one table space. A second table, at the same price, may be reserved should you need additional space.

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 Sheraton New Orleans Hotel directly for hotel specific information, Dawna Springer, Event Planner, 504-525-2500.

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 and agrees to indemnify, defend and hold harmless to Chi Eta Phi Sorority Incorporated, the Sheraton New Orleans Hotel 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 Sheraton New Orleans Hotel or its owner, servants, agents and employees.

LIABILITY AND INSURANCE: The vendor understands that neither Chi Eta Phi Sorority, Inc., nor the Sheraton New Orleans Hotel 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 Nadia Cayce at ncayce@chietaphi.org for directions on obtaining a vendor revokable license contract from the sorority's national office.

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 **June 6, 2025**, 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 Sunday, July 6, 2025.

To reserve a table complete and return this page with an authored signature along with a certified check or money order for **\$900.00** payable to: **Chi Eta Phi Sorority, Incorporated**. **Electronic payment option is available via:**

Mail to:

Karen Rabb

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