



2024 REGIONAL CONFERENCE

VENDOR REGISTRATION

Name ⇒				
Mailing Address City ST Zip ⇒				
	Street Address ↑	City ↑	St ↑	Zip ↑
Telephone Work Cell ⇒				
	Work # ↑	Cell # ↑		
E-Mail Address ⇒				
Type of Sales ⇒				

Completed contracts with payment must be received no later than *Monday, March 25, 2024*. Payments must be made by PayPal, money order, cashier’s check, or Cash App at \$PBSSWRegion.

Cash or personal checks will not be accepted. Certified/Cashier’s Checks or money orders should be made payable to Phi Beta Sigma Fraternity, Inc. Southwestern Region. Credit Card payment can also be submitted via the regional website <https://www.pbssouthwestern.org/shop>

VENDOR SPACE ORDER:

Instructions for selecting item: **DOUBLE CLICK** the check box you desire, change the default value to “checked.”

Vendor setup during Regional Conference will include Half Page Ad in Regional Journal and 2-3 six-foot tables - \$350.00

*** If paid after March 25, 2024, we reserve the right to open vendor setup for all days to other Greek Vendors.**

VENDOR SPACE PREFERENCES:

Instructions for selecting item: **DOUBLE CLICK** the check box you desire, change the default value to “checked.”

Electricity (must bring your own extension cords and latex tape – to tape down cords)

Yes, I would like to donate a door prize.

Cancellation & Refund Policy – Request for refunds must be in writing and postmarked by **Monday, April 1, 2024**. A processing fee of 25% will be withheld from the refunded registration fee.

Date/Place: **April 4-7, 2024**
 Sheraton Overland Park Hotel at the Convention Center
 6100 Overland Park, Kansas 66211





PHI BETA SIGMA
FRATERNITY, INCORPORATED

Southwestern Region

VENDOR CONTRACT AND GUIDELINES

Fees/Telephone/Electricity: An assessment of \$350.00 will be required for each vendor booth. Payment must be in the form of a money order, cashier's check, or credit card payment payable to Phi Beta Sigma Fraternity, Inc. Southwestern Region. All expenses relating to telephone, electrical installation, and any other equipment provided by the hotel will be the responsibility of the vendor. Vendor registration fee includes HVAC during show hours; room lighting during show hours; and finished carpet space. Vendor registration fee does not include exhibit storage, material handling, decoration, special lighting, security services, cleaning or janitorial services, installation labor (including erect, drape, or decorate exhibit booths/area), or moving exhibit material in and out of hotel.

Area Assignment: A vendor booth shall consist of two (2) six-foot tables that will be assigned to each vendor based on the date receipt of each complete registration/contract packet. A third table may be available upon space availability free of charge. Special furniture or backdrops are the responsibility of the vendor. Any movement of tables must be approved by the vendor/exhibitor conference committee during vendor set-up time.

Contract Approval: For priority consideration, this signed registration/contract with payment may be returned to: **ATTN:** Bro. Jourdon Morgan, Jr., Regional Conference Planner P.O. BOX 78306, St. Louis, MO 63178 or emailed to avip4u@prodigy.net and electronic payment made by **March 25, 2024**. If registration/contract is sent after this date, please contact the Conference Planner to see if space is still available. If so, an additional \$25 must be included with your payment as a late fee. Registrations received after April 1, 2024, will not be accepted. Upon receipt and approval of vendor registration/contract, the vendor will receive an email confirming acceptance. Applicants that are not approved will be notified by letter or email and the original cashier's check or money order will be returned.

Refund Policy: Request for refunds must be in email to avip4u@prodigy.net or writing and postmarked by April 1, 2024 to Bro. Jourdon Morgan, Jr., Regional Conference Planner P.O. BOX 78306, St. Louis, MO 63178. The written request should include reasons for cancellation, applicant's contact information, and signature. A processing fee of twenty-five percent of the registration fee will be assessed on all refunds. Refund requests postmarked after April 1, 2024, will result in a forfeiture of the registration fee. Vendor space will be reassigned upon cancellation. Failure to attend will result in a complete forfeiture of the registration fee.

Exhibit Hours: The schedule is as follows:

Thursday, April 4th 12:00 pm to 8:00 pm

Friday, April 5th 8:00 am to 8:00 pm

Saturday, April 6th 8:00 am to 8:00 pm

All exhibits, materials, and decorations must be removed by 10:00 pm on **Saturday, April 6, 2024**. Booths must be open for business at all times during exhibition hours not allotted for meal breaks.

Shipping/Handling: All shipping costs for displays, materials and/or supplies shipped to the hotel in advance of the conference must be paid in full by vendor prior to delivery. At no time is Phi Beta Sigma Fraternity, Inc. Southwestern Region considered to have custody, control, or ownership of any shipment by or to the vendor. Phi Beta Sigma Fraternity, Inc. Southwestern Region does not warrant against and is not liable for any losses occurring as a result of shipment or receipt of shipment by hotel, including, but not limited to, damage or loss of shipment while in the custody of hotel, delayed or missing shipments, or damage or loss occurring while in the custody of shipper.



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Southwestern Region

Security: Phi Beta Sigma Fraternity, Inc. Southwestern Region is no way a guarantor of the hotel’s security devices, measures, or controls. Merchandise left unattended at any time by the vendor is at his/her sole risk. Phi Beta Sigma Fraternity, Inc. Southwestern Region is not responsible for losses incurred due to theft or damage of property left in vendor area or adjoining hallways and rooms. Phi Beta Sigma Fraternity, Inc. Southwestern Region is not responsible for providing vendors overflow or individual storage facilities.

Exhibit Liability: The vendor assumes all liability and hereby agrees to protect, indemnify, and hold Phi Beta Sigma Fraternity, Inc. Southwestern Region, and its members harmless against all claims, losses, and damages to person and/or property; governmental charges and/or fines; and attorney’s fees arising out of or caused by vendor installation, removal, maintenance, occupancy, or use of the vendor area or any part thereof, excluding any such liability caused by the sole negligence of Phi Beta Sigma Fraternity, Inc. Southwestern Region, or its members. In addition, the vendor acknowledges that Phi Beta Sigma Fraternity, Inc. Southwestern Region does not maintain insurance covering vendor property and that it is the sole responsibility of the vendor to obtain business interruption and property damage and/or loss insurance.

Relationship of Parties: Phi Beta Sigma Fraternity, Inc. Southwestern Region and the vendor are not agents, joint ventures, partners, or representatives of one another. Any warranties or guarantees that the vendor may make to customers are not made by Phi Beta Sigma Fraternity, Inc. Southwestern Region and shall be the sole responsibility of the vendor. Each vendor shall indemnify and hold Phi Beta Sigma Fraternity, Inc. Southwestern Region harmless from any claims, demands, judgments, losses, costs, and expenses (including attorney’s fees) that arise from or are related to the products provided to customers by the vendor.

Waiver: The failure of any party hereto insist in any one or more instances upon strict performance of any of the obligations of any other party pursuant to this agreement or to take advantage of its rights hereunder shall not be construed as a waiver of the performance of any such obligation or the relinquishment of any such rights for the future, but the same shall continue and remain in full force and effect.

Agreement: This agreement is the complete and exclusive statement of the terms agreed upon by the parties and supersedes all prior understandings or agreements, written or oral, between parties to the subject of this agreement and will be governed by the laws of the State of Tennessee. This agreement shall not be supplemented, amended, or modified except upon the express written agreement of the parties. Any issues, concerns, or details not specifically mentioned herein will be resolved the Conference Planner in his sole discretion.

In Witness Whereof, the undersigned have executed this vendor agreement as of the date set forth below.

Vendor:

Print Name ↑	Vendor Signature ↑	Date ↑

Phi Beta Sigma Fraternity, Inc. Southwestern Region - Regional Conference Planner:

Print Name ↑	Regional Conference Planner Signature ↑	Date ↑

