



## 2023 REGIONAL LEADERSHIP 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 *Saturday, April 1, 2023*. 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 [Phi Beta Sigma Fraternity, Inc. - SW Region - Secure Registration Form \(prestoregister.com\)](https://www.pbssouthwestern.org/secure-registration)*

#### VENDOR SPACE ORDER:

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

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

**\* If paid after April 1, 2023, 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, March 10, 2023**. A processing fee of 25% will be withheld from refunded registration fee.

**Date/Place:** April 13-16, 2023  
Guest House at Graceland  
3600 Elvis Presley Blvd  
Memphis, TN 38116





**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 table 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](mailto:avip4u@prodigy.net) and electronic payment made by **April 1, 2023**. 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 10, 2023 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](mailto:avip4u@prodigy.net) or writing and postmarked by April 10, 2023 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 10, 2023 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 13<sup>th</sup> 12:00 pm to 8:00 pm**

**Friday, April 14<sup>th</sup> 8:00 am to 8:00 pm**

**Saturday, April 15<sup>th</sup> 8:00 am to 9:00 pm**

All exhibits, materials, and decorations must be removed by 10:00 pm on **Saturday, April 15, 2023**. Booths must be open for business at all times during exhibit 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



[www.PBSOUTHWESTERN.org](http://www.PBSOUTHWESTERN.org)



**PHI BETA SIGMA**  
FRATERNITY, INCORPORATED

*Southwestern Region*

of shipment while in the custody of hotel, delayed or missing shipments, or damage or loss occurring while in the custody of shipper.

**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:**

--	--	--





**PHI BETA SIGMA**  
FRATERNITY, INCORPORATED

# Southwestern Region

Print Name ↑	Regional Conference Planner Signature ↑	Date ↑
--------------	---	--------



[www.PBSOUTHWESTERN.org](http://www.PBSOUTHWESTERN.org)