

2017-2018,

Dear Vendor:

Eastern Region of Iota Phi Theta® Fraternity, Inc. will be hosting its 25th Eastern Regional Conference, in Charlotte, NC beginning on Thursday, 19th April thru Sunday, 22nd April 2018 at the Sheraton Charlotte Airport Hotel, 3315 Scott Futrell Dr.

**CATEGORY APPLICATION FEE**

* Non Licensed Vendor with novelty items (Non-Greek Items)\*\*\* $ 100.00
* Iota Phi Theta® Fraternity, Inc. Financial Member (must be licensed by National)\*\*\* $ 50.00
* Iota National Licensed Vendor\*\*\* $ 75.00
* Sponsor Vendor Free

**\*\*\*Life Members get a $25.00 discount.**

**Additional Information:**

1. Fees Include One Table and Two Chairs per Vendor Space.
2. Vendor Booth Location.
3. One (1), Vendor ID Sign.
4. Additional tables are $25.00 each or (2 tables Maximum)
5. The acceptable forms of payment for Vendor registration fees are cashier’s check, money order, or electronic payments via PayPal. All payments forms can be mailed along with application except if paying by credit card. To pay by card please contact the Vendor Program lead at [easternarp@iotapihitheta.org](mailto:easternarp@iotapihitheta.org) for payment link.
6. All vendors must be approved by the Regional Office and are required to have their valid vendor acceptance letter on premise in order to participate each day.
7. AD space in the Souvenir Journal can be purchased upon request

***\*\*\* Vendor Booth Electricity and Internet will be handled directly with the host hotel. Please indicate if you need electricity or internet upon submitting your application\*\*\****

Vendors may arrive and set up beginning Friday, April 20th, 2018 at 09:00 AM.

Vendors will be allowed to setup from 9:00AM – 4:00PM on Friday, and 9:00AM – 3:00PM on Saturday.

**NOTE:** The deadline for vendor application submission is **(Friday, 16th MARCH 2018)**

**Send Complete Vendor Application to** [**easternarp@iotaphitheta.org**](mailto:easternarp@iotaphitheta.org)**. After carefully reviewing and approving the application, an Invoice will be sent to the email on application.**

**Your reservation will be confirmed upon receipt of your completed form and registration fee. Contact Stephen Okoba, with any questions or concerns at 703-468-8657, or via email at** [**easternarp@iotaphitheta.org**](mailto:easternarp@iotaphitheta.org)

**DEADLINE FOR PAYMENT IS (Friday, 16th MARCH 2018) – NO EXCEPTIONS!**

**\*\*\*\*\* All payments are non-refundable\*\*\*\*\***

**2018 VENDOR REGISTRATION FORM**

**Date:**

**Please Type in space provided:**

|  |  |
| --- | --- |
| **Business Name:** | |
| **Business Address:** | **City/State/Zip:** |
| **Business Telephone Number** | **Business Fax Number:** |
| **Business Email Address:** | **IOTA License Number (*if applicable*):** |
| **Name of Contact Person:** | **IOTA Membership Number (*if applicable*):** |
| **Contact Person’s Mobile Number:** | **Estimated arrival time for set-up:** |
| (*please check all that apply*)   * Non Licensed Vendor with novelty items (*Non Greek Items*) $ 100.00 * Iota Phi Theta ® Fraternity, Inc. Fin. Member (*must be licensed*) $ 50.00 * IOTA Licensed Vendor $ 75.00 * Sponsor Vendor Free \*\*\*\* * Additional Tables $ 25.00  How many? * **Life Member Discount \*\*\*\*\* $ 25.00** | |
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**Special Instructions:** (*within the control of the Fraternity, we have no control over the facility*)

**Please respond on or before (Friday, 16th March 2018) by sending the complete Application form to the to** [**easternarp@iotaphitheta.org**](mailto:easternarp@iotaphitheta.org)

**DO NOT WRITE BELOW THIS LINE**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**