**Springfield – Decatur Area Alumnae Chapter**

**Delta Sigma Theta Sorority, Inc.**

**28th Annual Pre-Kwanzaa Expo**

The Pre-Kwanzaa Expo is an annual event designated to celebrate the heritage, culture, and economic development of the black community by showcasing minority owned businesses and community organizations and sponsored by the Springfield-Decatur Area Alumnae Chapter of Delta Sigma Theta Sorority, Inc. The Pre-Kwanzaa Expo is dedicated to the fourth Kwanzaa principle, UJAMAA, which means cooperative economics, to build and maintain our own stores, shops, and other businesses and to prosper from them together. The Expo provides an opportunity for minority business owners to display, advertise, and sell their goods and services. This event is open to the community.

**TO REGISTER ONLINE PLEASE VISIT OUR WEBSITE AT** [**https://sdaacdst.org**](https://sdaacdst.org/)**.**

# 2023 Pre-Kwanzaa Expo Vendor Registration

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the associated cost for your business needs. One (1) table and two (2) chairs will be provided for each registration. Vendors supply their own table coverings. If additional tables are desired, they may be purchased. Please request below:

Not-for-Profit Organizations **(NO SALES)** [ ] $25.00 **Postmarked by 10/31/23**

All Vendors **Early Bird Registration** [ ] $50.00 **Postmarked by 10/15/23**

All Vendors Regular Registration [ ] $75.00 **Postmarked by 10/31/23**

Additional Table Request [ ] 1 @ $25.00

[ ] 2 @ $50.00

**Total Fee Due: $\_\_\_\_\_\_\_\_\_\_\_ CASH WILL NOT BE ACCEPTED**

**Note: If additional space is needed, you must purchase another space based on the above pricing.**

**Please indicate the category (ies) for the items you will be selling:**

\_\_ Fine Arts \_\_ Sculptures \_\_ Wearable Art \_\_ Jewelry

\_\_ Photography \_\_ African Jewelry \_\_ African Fabric & Fashions \_\_ Black Memorabilia

\_\_ Ceramics/Pottery \_\_ African Arts & Crafts \_\_ Literature (Books & Cards) \_\_ Antiques & Collectibles

\_\_ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Imports (from what country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# VENDOR CONTRACT

The terms of this contract apply in the state of Illinois and shall be interpreted in accordance with the laws of the State of Illinois. All legal actions to enforce this agreement shall be brought in the courts of Sangamon County, Illinois, and the vendor agrees to the jurisdiction of the Illinois Courts & Laws.

**General Release**

I, the undersigned, agree to uphold all rules and regulations of the Pre-Kwanzaa Expo, the city of Springfield and the state of Illinois. I understand that the Pre-Kwanzaa Expo host, Springfield-Decatur Area Alumnae Chapter of Delta Sigma Theta Sorority, Inc., reserves the right to expel me from the venue if I fail to comply with the rules and regulations of this contract. If I engage in illegal activity, or my actions damage the quality, reputation, or character of anyone associated with the Pre-Kwanzaa Expo, I understand, I will be expelled from the venue without a refund. I further fully release and discharge, and hold harmless the Pre-Kwanzaa Expo host venue staff, employees, sponsors, the city of Springfield, the state of Illinois, and their assigns, from all claims for injury, death, damage or loss of property that I may have as a result of my participation in the activities of the Pre-Kwanzaa Expo.

I, the undersigned, further agree and grant permission to the Pre-Kwanzaa Expo host and the sponsors of the Pre-Kwanzaa Expo to use my name, my business name, images of myself and work (photographs, videos, etc.) for advertising, publishing, and promotional purposes, via print, electronic, cable and internet. I further fully release and discharge any claim to payment for the use of any imagery of my likeness, artwork, or products. The Pre-Kwanzaa Expo, venue, staff, employees, sponsors, and assigns do not assume liability for any acts of God, natural disasters, exposure to adverse weather and conditions, damages, injuries, or any causes above and beyond their control.

I have read and fully understand and agree with the entire application and contract, by affixing my signature below:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CASH WILL NOT BE ACCEPTED.**

**Please** submit aMoney Order or Cashier’s Check made payable to:

Delta Sigma Theta Sorority, Inc.

Springfield-Decatur Area Alumnae Area Chapter

**(Please print Pre-Kwanzaa Expo on the memo line of your payment)**

Mail completed registration form and payment to:

Delta Sigma Theta Sorority, Inc.

Springfield-Decatur Area Alumnae Chapter

Attention: Pre-Kwanzaa

P.O. Box 20376

Springfield, IL 62708-0376

**(Confirmation will be sent upon receipt of a completed registration form and full payment. NO REFUNDS will be issued.)**

**For additional information, please contact Patricia Carter at 217/971-9066 or sdaacprekwanzaa@gmail.com**

# RULES & REGULATIONS

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| EVENT DATE: | Saturday, December 2, 2023 |
| THEME: | “Celebrate Ujamaa: Supporting and Strengthening Economic Development in the Black Community” |
| SET-UP: | Saturday, December 2, 2023, from 8 to 9:30 a.m. |
| EVENT TIME: | 10 a.m. to 2 p.m. |
| LOCATION: | Springfield Ball Charter School, 2530 E Ash Street, Springfield, IL 62703 |

Many thanks for your participation in the Springfield – Decatur Area Alumnae Chapter of Delta Sigma Theta Sorority, Inc.’s 28th AnnualPre-Kwanzaa Expo. We are dedicated to producing a stellar event that benefits our vendors, sponsors, and the attending public. We need your help in being a good citizen as well as abiding by the following rules and regulations:

* Confirmation will be sent upon receipt of a completed registration form and full payment.
* NO REFUNDS will be issued.
* Vender fees, at the early bird rate, must be paid in full by October 15, 2023. All other vendor fees must be postmarked by October 31, 2023.
* There will be NO collection of fees on the grounds of the Pre-Kwanzaa Expo Event.
* Fees are payable by money orders or cashier’s check, NO CASH ACCEPTED.
* This event will not be rescheduled due to inclement weather.
* City and state rules and laws apply, and you are responsible for collecting and reporting all city and state retail sales taxes.
* Each vendor/exhibitor is responsible for the cleanliness, professionalism, safety, insurance, and security of his/her property.
* Each vendor/exhibitor is responsible for his/her own display material.
* A company representative must be present at the booth throughout the duration of the event.
* No display or sale of counterfeit or bootlegged merchandise. Violators will be subject to confiscation, expulsion and/or arrest by Springfield Police.
* No subletting or transfer of booth space without permission.
* All work, display, storage, and extra materials will not be allowed to go beyond the assigned space.
* Your booth should not interfere with the booths next to yours.
* To encourage diversity and variety of merchandise, each vendor is limited to only two (2) spaces.
* No generators, animals, dangerous objects, contraband, or loud amplified sounds.
* Specific requests for booth placement will NOT be honored on-site.
* We will not provide telephone hook-ups, extension cords or WIFI of any kind.
* For questions or additional information, please contact Patricia Carter at 217/971-9066 or via email at sdaacprekwanzaa@gmail.com
* All rules will be enforced. Failure to comply with the rules, and exhibiting unruly behavior; including intoxication, verbal abuse, behaviors which threaten the safety of others, by a vendor/exhibitor or his/her agent will be cause for immediate expulsion.