

*Zeta Phi Beta Sorority Inc.
Kappa Zeta Chapter
Presents: A Healthy You
Health & Wellness Fair
Saturday, May 30th, 2015 - Juanita J. Craft Recreation Center, Dallas TX*

CALLING ALL VENDORS!

The ladies of the Zeta Phi Beta Sorority, Inc., Kappa Zeta Chapter would like to invite you to exhibit at our Health & Wellness Fair, titled *A Healthy You With The White & Blue*. It will be held on May 30, 2015 at The Juanita J. Craft Recreation Center located at 4500 Spring Ave Dallas, TX 75210. This event is completely FREE to the public and we are expecting hundreds of men, women, and children from the Greater Dallas area as well as many members of Zeta Phi Beta Sorority, Inc. and other Greek organizations in the Metro-Dallas area to visit the exhibit areas.

Vendor Guidelines

Who Should Exhibit

Businesses that offer information/ products on all aspects of health, wellness, fitness and lifestyle improvements. This can be presented via Activities, demonstrations, lifestyle information, occupational health, community resources, food services and screenings as well as awareness & education information.

Exhibit Area Schedule

- Vendor Setup 9:00 am- 10:30 am
- Vendor Exhibit Area Open 10:30 am – 1:30 pm
- Vendor Breakdown 1:30 pm– 3:00 pm

Exhibit Area Information

- Each vendor will be provided one six foot (6 ft.) table and two chairs
(No personal Vendor tables are allowed, additional tables and chairs must be purchased)
- There is limited electricity for outlets. Please indicate your need for an outlet on your registration form.
- Due to space limitations, freight cannot be shipped for storage prior to the event.
- Spaces will be assigned according to the order in which payment is received.
- Tables are currently being confirmed and space is limited!
- Selected vendors will be notified of their participation as soon as payments/donations have arrived.
- Table assignments are on a first come first serve basis.

Vendor Cost

- This year's vendor fee is \$55.00 per table.
- Payments may be made via Eventbrite only.
- No checks will be accepted on the day of the Event.

The Registration Deadline is Friday, May 1 2015

The Vendor Committee will review all vendor requests upon receipt and will contact you if additional information may be needed for vendor approval. Once approved, directions and specific set-up/tear down timeframes will be provided.

*For questions regarding the Health & Wellness Fair, contact Alicia Gray at 469-733-0048 or at
healthwellness@kappazpb.org*

Zeta Phi Beta Sorority, Inc. ~ Kappa Zeta Chapter
A Healthy You, Health & Wellness Fair

Vendor Contract

1. Contract: The following rules become binding between the applicant (Vendor), its employees and agents, and Zeta Phi Beta Sorority, Inc. – Kappa Zeta Chapter and any additions and/or amendments thereto that may thereafter be established or put into effect by the Vendor Committee.
2. Space Assignment – Spaces will be assigned to Vendors according to a priority system based on earliest received contract and fee. Every effort will be made to assign Vendors to their chosen space. However, the Vendor Committee reserves the right to make space assignments or change space assignments after acceptance of the contract should it be deemed necessary and in the best interest of the Exhibition.
3. Payments and Cancellations - Payment in full for exhibit space is due no later than May 5, 2015. No refunds if Vendor cancels.
4. Exhibit Standards - The Vendor Committee shall have the right to prohibit any exhibit which, in its opinion, is not suitable or in keeping with the character or purpose of the Vendor Exhibition. Questionable exhibits shall be modified at the request of the Vendor Committee. The decision of the Committee is final.
5. Safety - Fire regulations require all display material used for decoration to be flameproof. Any electrical equipment including signs and lights should be in good operating condition and able to pass inspection of the local fire department. Each Vendor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Exhibition.
6. Use of Vendor Space / Promotional Items Policy – Vendors shall reflect their company's highest standard of professionalism while maintaining the space during Exhibition hours. The space must be maintained by one company representative at all times during Exhibition hours. All demonstrations and exhibits must be confined to the contracted space. No Vendor shall assign, sublet, or share the whole or any part of this space without the Vendor Committee's prior approval.
7. SECURITY / LIABILITY / INSURANCE
 - a. The Sorority, the official service contractors, the Exhibition facility, their members, the representatives and/or the employees thereof will not be responsible for injury, loss or damage that may occur to the Vendor, or the Vendor's employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by this application/contract.
 - b. The Sorority, its agent and employees will not be liable for failure to hold the Exhibition as scheduled. Payments for exhibition space will be returned if the Exhibition is called off due to fire or any act of God, or public enemy, or strike, or epidemic, or any law, regulation, or public authority which makes it impossible or impractical to hold the Exhibition. Any actual expenses incurred in connection with the Exhibition will be deducted from the refund.
 - c. Vendors agree to maintain such insurance that will fully protect the Sorority and its representatives from any and all claims of any nature whatsoever, including claims under Worker Compensation Act and for personal injury, including death, which may arise in connection with the installation, operation or dismantling of the Vendor's display.
 - d. Damage to inadequately packed property is the Vendor's own responsibility.
 - e. Damage to the facility housing the Exhibition caused by or done by the Vendor shall be replaced or repaired by the Vendor. Additionally, the Vendor agrees to protect, save and hold harmless the Sorority and the Exhibition facility of and from any loss, liability and/or damage whatsoever, caused to the facility housing the Exhibition or any part thereof directly or indirectly.
 - f. Vendors are advised to add on their existing insurance a portal-to-portal rider protecting them against loss/damage to their materials by fire, theft, accident, etc.

INSTRUCTIONS TO VALIDATE CONTRACT:

1. The Contract must be signed and submitted no later than Friday, May 1st 2015 and must be accompanied with the full Vendor Fee.
2. All rules and regulations governing this Event will be strictly enforced.
3. This contract will not be validated unless complete information is provided including an authorized signature.
4. The products/services shown are those that rightfully represent your company and those that we propose to exhibit.
5. The Vendor Committee controls all admissions of persons. All persons visiting the exhibit area will be admitted according to the rules and regulation of the Exhibition or as amended by the Vendor Committee.
6. Any and all matters and questions, not specifically covered by the articles in this contract shall be subject to the decision of the Vendor Committee. The decision of the Vendor Committee is final. The aforementioned items covered by this contract may be amended at any time by the Sorority in the interest of the Exhibition and notice therefore shall be binding on Vendors equally with the foregoing rules as set forth in this contract.