



72nd ANNUAL SECOND DISTRICT CONFERENCE

Host – Iota Phi Chapter, Pittsburgh, PA

The Westin Pittsburgh Hotel, Pittsburgh, PA

*Maryland * Delaware * Pennsylvania * New Jersey * New York*

Bro. J. Kendall “Biggy” Smalls

District Representative

Bro. Dr. Rahmon Hart Sr.

District Marshal



To: Potential 72nd Second District Conference Vendors

Subject: Announcement of Vendor/Exhibitor Space

On behalf of 36th Second District Representative, J. Kendall Smalls, the Second District Council, and the Brothers of the Iota Phi Chapter, I extend a warm invitation for you to join us at our 72nd Annual Second District Conference from **April 30 through May 3, 2020**. The Conference will occur at the **Westin Pittsburgh Hotel located at 1000 Penn Avenue in Pittsburgh, Pennsylvania**.

The Second District boasts more than 2,700 members in 84 chapters – 62 graduate chapters and 22 undergraduate chapters – across five states: Maryland, Delaware, Pennsylvania, New Jersey and New York. We project 700 to 800 conferees will register for this year’s Conference with a projected attendance of 1,500 Fraternity members, family, friends and guests throughout the duration of the Conference. In addition to those traveling to “The Steel City” from the Second District’s five states, we’re also expecting hundreds to visit from Omega Psi Phi’s neighboring Districts. Among the many friends and guests, state and local dignitaries will attend our forums and entertainment venues.

Our Conference will provide an excellent business and networking opportunity for your organization or company. We humbly ask you to consider purchasing one or more vendor/exhibitor spaces at this year’s Conference. Vendors/exhibitors may purchase one or more ten-foot square spaces for **\$300.00** each. Each space includes one cloth-covered tables and two chairs. Please communicate if a 2nd table is needed. A 2nd table will provided while they last. Spaces will be assigned on a first-come basis upon receipt of the completed application (below) and full payment. Please complete the attached form and submit a **\$300.00** payment to secure your space. We recommend that you pay online at seconddistrictconference.org. An additional method of payment will be to mail a check or money order made payable to “Second District Conference” to 322 Mall Blvd #125, Monroeville, PA 15146-2241, Attn: Vendor/Exhibitor. **Space is limited so please send your payment as soon as possible.**

If you have questions or require assistance, please contact Vendor/Exhibitor Chairman **Garry Thomas at (703) 595-5669 or Reconiphicertified@gmail.com**. If sending an email, please use the subject line of **“72nd Annual Second District Conference”** and call to confirm receipt. Please don’t hesitate to contact me should you need my assistance. I look forward to seeing you!

Sincerely,

Dr. Rahmon Hart Sr.

Dr. Rahmon Hart Sr.

72th Second District Marshal

2ndDistrictMarshal@gmail.com



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CONTRACT FOR VENDOR/EXHIBITOR SPACE

By and through the signature below, the undersigned vendor/exhibitor hereby agrees to the following terms:

- Vendor/exhibitor agrees to pay for the \$300.00 vendor/exhibitor fee for each 10'x10' vendor/exhibitor space, which includes one (1) rectangular table – approximately 6'x2 ½' – with table covering and two chairs.
- Vendor/exhibitor acknowledges the space is not secure until the \$300.00 payment is made. The payment must be submitted with application and a money order must be made payable to the “**Second District Conference**”. **If payment is made online, please email the completed application** to Vendor/Exhibitor Chairman Garry Thomas at (703) 595-5669 or Reconiphicertified@gmail.com.
- Vendor/exhibitor agrees to open ten (10) minutes before all scheduled meetings and close operations completely fifteen (15) minutes after all Conference meetings have concluded, if necessary. Vendor also agrees to limit vending/exhibiting activities to the designated areas within the Conference meeting areas.
- Vendor/exhibitor agrees to refrain from imprinting profane, lewd, obscene, or other offensive language on any T-shirts or any other items or commerce, and further agrees not to participate in selling any items or paraphernalia that are not within the guidelines of Omega Psi Phi Fraternity, Inc.
- Vendor/exhibitor must return original contract with \$300.00 payment in order to secure the space. Vendor/exhibitor acknowledges cancellations must be made in writing to the Vending/Exhibiting Committee Chairman Garry Thomas at (703) 595-5669 or Reconiphicertified@gmail.com no later than **March 31, 2020**, to receive a refund. Cancellations will be assessed a **\$50.00** cancellation fee.
- Vendor acknowledges the requirement to be an officially-licensed vendor of the Omega Psi Phi Fraternity, Inc., in order to sell any such paraphernalia, and further certifies the accuracy and completeness of the following vendor/exhibitor information as follows:

Vendor/Exhibitor: _____

Licensed with Omega Psi Phi? Yes No License #: _____ Expiration Date: _____

Contact Person: _____ Phone: _____ Email: _____

Mailing Address: _____

Vending/Exhibiting Items Description: _____

Signature: _____ Date: _____

Make money orders payable to:
 “Second District Conference”
Return completed form and fee to:
Attn: Maurice Smith
 322 Mall Blvd #125
 Monroeville, Pa 15146-2241
Attn: Vendor/Exhibitor

Vending/Exhibiting Hours
 Thursday, April 30, 2020 6 pm – 10 pm
 Friday, May 1, 2020 10 am – 10 pm
 Saturday, May 2, 2020 10 am – 11 pm
 Sunday, May 3, 2020 8 am – 12 pm
Hours are subject to change to adjust to Conference agenda.