



ARKANSAS ALUMNI | BLACK ALUMNI SOCIETY

March 20, 2023

Greetings Vendors:

We are quickly approaching the Black Alumni Society Reunion at the University of Arkansas. We expect over 2,000 alumni, friends, students, and members from the Northwest Arkansas Region to attend the reunion. On **Saturday, April 15, 2023**, BAS will host the “BAS Homecoming Festival” at The Gardens at the University of Arkansas, 450 S. Razorback Road, from 11:00 a.m. to 2:00 p.m.

The Black Alumni Society Reunion is a biennial event attracting alumni, students, friends, teens, and children. This event allows retail vendors to participate and showcase merchandise in a designated area. A non-refundable booth fee of \$150 (per booth) is due at the time of registration.

Please read the guidelines carefully to ensure you meet all application requirements. Applications and fees are due by **Friday, March 31, 2023**. Make your check/money order payment payable to the Arkansas Alumni Association. Credit cards are accepted. You may also call 888.275.2586 and ask Tim Barker to pay with a credit card over the phone.

For additional questions, please get in touch with Dr. Synetra Hughes at SHughes@walton.uark.edu. We appreciate you considering us to be a vendor on this momentous occasion.

I appreciate your support, and we look forward to seeing you.

Sincerely,

Dr. Angela Mosley-Monts B.A.'80, Ph.D.'22, Life Member
interim Vice Chancellor, University of Arkansas Division of Diversity and Inclusion
Black Alumni Society Executive Secretary
ammonts@uark.edu



Arkansas Alumni Association
 ATTN: 2023 Black Alumni Society Vendor
 PO Box 1070, Fayetteville, AR 72702
 Phone 888-275-2586 • Fax 479-575-5177
www.arkansasalumni.org/basreunion

BAS 2023 VENDOR REGISTRATION FORM

Organization					
Contact Person					
Mailing Address					
City State Zip					
Phone Number					
E-Mail Address					
Vendor Space Request	# of Spaces		@ \$150/space	Subtotal	\$
<input type="checkbox"/> One (1) vendor space valued at \$150 is included in my sponsorship.				Total	\$

Two (2) PAYMENT OPTIONS

1. Check

Check payable to: Arkansas Alumni Association
 Memo Field: 2023 Black Alumni Society Vendor
 Mail check and form to: PO Box 1070, Fayetteville AR 72702

2. Credit Card

Call Tim Barker, Arkansas Alumni Association Fiscal Support Analyst at (479) 575-6481 to pay by credit card. Mail form in the address above, email it to sponsorships@arkansasalumni.org, or fax it to (479) 575-5177.

Vendor Agrees to:

- Pay to the full amount of agreement on or before March 31, 2023.
- Abide by the vendor space guidelines provided with this form.

Signature: _____ Date: _____



Vendor Space Guidelines

- 1. BOOTH/SPACE SET-UP** (University of Arkansas)
 - Setup start time: 9:00 am – 10:00 a.m., Saturday, April 15, 2023.
 - Setup must be completed by 10:30 a.m. (Note: Failure to set-up your booth at the hours scheduled will forfeit your right to your booth.)
 - Approximate booth space: 10 X 10.
 - (1) 8ft Table w/ (2) Chairs
 - Up to two people only will be allowed entry for vendor set-up and sale.
 - Seller must provide all set-up materials. This includes lighting equipment if needed.
- 2. BOOTH/SPACE BREAKDOWN:** Breakdown cannot occur before the completion of the Festival at 2:00 p.m. All vendors' equipment and merchandise must be removed within one hour from the assigned areas after the completion of the event. No exception to this rule.
- 3. VENDORS MUST BE OPEN FOR BUSINESS:** By 11 a.m. on Saturday, April 15, 2023.
4. No vendor will be allowed to solicit sales outside of their assigned space. The soliciting of sales outside of the official locations will forfeit your right to your booth/space. **THIS RULE WILL BE STRICTLY ENFORCED.**
5. Vendor must supply a Certificate of Insurance with the University of Arkansas and the Arkansas Alumni Association as named certificate holders.
6. Use of any U of A network or U of A guest network to facilitate credit card transactions is prohibited. Vendor is solely responsible for any sales taxes and licenses.
7. Vendors are not allowed to sell or display explicit (sexual, drug related, or profane) materials as determined by **Black Alumni Society**.
8. Black Alumni Society has sole discretion to make adjustments to the spaces as may be required by the Fire Marshall or for logistical restrictions.
9. Vendor **MAY NOT** assign, sublease, resell or share spaces allotted.
10. Special vendor credentials will be distributed to each vendor.
11. Vendors are responsible for keeping their booth/space and surrounding area clean and orderly.

(This Form Will Be Collected at the 9:00 a.m. at the Vendors Designated Booth/Booths on Saturday, April 15, 2023.)

Signing Means You Accept the Guidelines As Outlined.

Signature

Booth # _____ Date _____