

Vendors Application

Dear Vendor:

The Great Lakes Region of Zeta Phi Beta Sorority, Incorporated, will be hosting its **90th Great Lakes Region Leadership Conference** at the Indianapolis Marriott Downtown in Indianapolis, Indiana **May 15 – 18, 2025**. We are looking forward to full days of learning, networking, and shopping!

CATEGORY

APPLICATION FEE

<input type="checkbox"/> Zeta National Licensed Vendor	\$600.00
<input type="checkbox"/> Member of Zeta Phi Beta Sorority, Inc.	\$600.00
<input type="checkbox"/> Non-Zeta Licensed Vendor	\$700.00
<input type="checkbox"/> Additional Wall Tables (Limited)	\$150.00
<input type="checkbox"/> Additional Tables	\$50.00
<input type="checkbox"/> LATE FEE	\$50.00

▪ **Additional Information:**

- Fees include One (1) Table and Two (2) Chairs per Vendor Space
- Wi-Fi will be available at an additional cost
- Licensed Vendors must be approved by Zeta Phi Beta Sorority, Inc.- National Headquarters. All vendors will be verified by National Headquarters
- Each vendor will only be allowed to bring 1 (ONE) additional table of their own
- Vendor display days will be **Thursday, May 15th thru Saturday, May 17th**
 - **Set-up begins at 2:00pm**
 - **Hours are Thursday 5pm-10pm; Friday & Saturday 8am-7pm**
- Vendors [may make payments via Whova link provided here](#)
- There will be a limited number of vendors and registration will be accepted on a first come first basis until the final number has been reached.

▪ **NOTE:** The deadline for vendor application submission is **Sunday, April 6, 2025**.

- Please respond by **April 6, 2025**, by [filling out the electronic form](#) submitting payment, questions should be directed to: glrvendorsmanagement@gmail.com

▪ **Payments received after April 6, 2025, should include a \$50 late fee if space is available**

- Your reservation will be confirmed upon receipt of your completed form and registration fee. Feel free to contact: **Dr. Carolyn Wadlington** at **(708) 821-6906** or **Mrs. Jimell Byrd-Reno** at **(773-547-7509)** with any questions or concerns [or email at glrvendorsmanagement@gmail.com](mailto:glrvendorsmanagement@gmail.com).



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SHIPPING INSTRUCTIONS & HANDLING FEES

The hotel has asked that you specify to your carrier that your packages shouldn't arrive no earlier than May 13, 2025.

Items must be labeled as follows:

Labels for Convention Material Packages

Package Labeling Standards:
Guest Name (that is RECEIVING the package at the hotel)
Meeting name that the materials are arriving for
C/O Marriott Indianapolis Downtown
350 West Maryland Street
Indianapolis, IN 46225

Labels for Convention Material (Freight 150 lbs+)

Shipping and Handling Fees for Incoming Packages

Package by Weight Price

>=1 lb \$5.00

1.1 – 10 lbs \$10.00

10.1 – 20 lbs \$20.00

20.1 – 30 lbs \$30.00

30.1 – 40 lbs \$40.00

40.1 + lbs \$50.00

Pallets \$150.00

Crates over 500 lbs \$250.00

STORAGE FEES WILL BE CHARGED AFTER 5 DAYS

INDIVIDUAL BOXES WILL BE A FLAT FEE OF \$10 AND PALLETS WILL BE A FLAT FEE OF \$50

Shipping Display Materials:

- Materials may be shipped via a carrier of your choice. Return shipping must be pre-arranged by carrier.
- All packages being sent to the hotel should include a full return address including the shipper's name.
- If shipping multiple boxes, in lower left corner, identify boxes: 1 of 4; 2 of 4; 3 of 4, etc.
- All packages can be requested at the Front Desk or with an Event Concierge.
- All outbound packages must have a completed carrier airbill affixed to each package. Outbound packages and freight to be picked up by couriers should be coordinated directly by the guest with those vendors.
- The Hotel will not make arrangements for freight or courier transportation and/or pickup.
- No lift gate on property. For large and heavy packages, please ensure delivery is from Box Truck or Semi-Truck.

The hotel does not have storage space for crates, pallets, or large shipments. Any materials to be sent to the hotel should not arrive no earlier than May 13, 2025. A handling & storage fee based on weight/size (plus all applicable dates) will be assessed. The mandatory handling and storage fee is retained by the hotel and is not a tip, gratuity, or service charge for employees providing the handling services. Portage Fees will apply for the transportation of packages to the event space. The hotel/partner will not be responsible for any loss or damage to materials sent to the hotel prior to May 13, 2024.

