



EDUCATIONAL AND CHARITABLE FOUNDATION

January 1, 2019

Dear Prospective Vendor:

The Educational and Charitable Foundation is hosting the 20th Annual Book Signing and Scholarship Awards Luncheon on Saturday, April, 06, 2018, from 11:30 AM to 3:00 PM. The event location is at the Waterford at Springfield, located at 6715 Commerce Street, Springfield, Virginia.

This event will include a marketplace. You are cordially invited to join us as a vendor with payment of a vendor fee as described in the table below. Based on previous attendance and our featured guest, best-selling author Ms. Kimberla Lawson-Roby, over 350 guests are anticipated, many of whom are Alpha Kappa Alpha women, members of other Sororities and Fraternities, and the general public.

Floor Plan	Space	Included	Cost
	<p>Medium 64 sq. ft.</p>	<p>8 ft. x 30 in. rectangular table Table skirt 2 chairs</p>	<p>\$150</p>
	<p>Large 88 sq. ft.</p>	<p>8 ft. x 30 in. rectangular table Table skirt 2 chairs Additional display space</p>	<p>\$175</p>



EDUCATIONAL AND CHARITABLE FOUNDATION

Vendor Marketplace hours are from 10:30 a.m. to 2:30 p.m. As such, we ask that you are completely set up by 10:15 a.m. and dismantled by 3:15 p.m. Each vendor must staff his/her station at all times. Please provide the general type of items which will be available for purchase on the vendor application.

Spaces are limited and will be assigned on a “first-paid, first-reserved” basis. You may secure your space by returning the enclosed application, vendor agreement, and payment (cashier’s check or money order) payable to “ECF” by mail to the address below.

ECF
Attn: Caleen O. Sullivan
P.O. Box 842
Merrifield, VA 22116

Alternatively, vendor space and registration may also be completed online by visiting <https://ecffundraising.wixsite.com/2019booksigning/vendors> and returning application documents via email to ecfcommunity2017@gmail.com.

We are once again offering the option to purchase a lunch with your vendor space. One meal is included in the meal option, and additional meals are available as noted below:

Chicken Entrée (Chicken Wellington with Roasted Red Pepper Sauce): \$36.21
Salmon Entrée (Grilled Salmon with Basil Cream Sauce): \$41.38
Vegetarian/Vegan Entrée (Eggplant Risotto): \$38.80

The full menu is viewable at <https://ecffundraising.wixsite.com/2019booksigning/menu>. Please indicate on the vendor application if you would like this option.

We look forward to working with you at this year’s event! For questions or additional information, please contact Ms. Caleen O. Sullivan at ecfcommunity2017@gmail.com or 440-263-2585.

Sincerely,

Caleen O. Sullivan
Vendor Coordinator