



## INTERNATIONAL HEADQUARTERS

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FROM THE DESK OF THE EXECUTIVE DIRECTOR

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April 4, 2022

Dear Valued Omega Vendor:

Thank you for being a part of the Omega vending program. We do not take your participation for granted. With over 5,000 brothers registered, we look forward to what is anticipated to be one of the largest Conclaves to date! We are proud to offer an opportunity to reserve your vendor space beginning Tuesday, April 5, 2022.

Prior to being able to purchase a booth, you **must** acknowledge the vendor booth code of conduct. This acknowledgement will be available during your online reservation process and is required to reserve a space. *Any reservations without this acknowledgement will be voided.*

All booth sales are to take place at [www.oppf.org/vendorbooth](http://www.oppf.org/vendorbooth), you will have the opportunity to select a **maximum of 3 booths** using the virtual booth chart. All reservations will be on a **first come, first serve basis**. Sales from non-designated areas during any of our conferences/conventions/meetings are strictly prohibited. Any violations to this policy will result in the revocation of your vendor's license and a fine.

Vendors that are not licensed seeking to sale/exhibit non-Omega Psi Phi Products must 1) sign a letter of indemnification or 2) provide a current Certificate of Insurance. Omega Psi Phi Fraternity, Inc. MUST BE LISTED AS ADDITIONAL INSURED on the COI. The address to be listed is 3951 Snapfinger Parkway, Decatur, GA 30035. The minimum requirements for coverage are \$1,000,000 Combined Single Limit for each occurrence.

Please note that all vendors selling products are required to apply for a North Carolina Sales and Use Tax ID number. Follow the necessary steps:

1. Go to the website: [www.ncdor.gov](http://www.ncdor.gov)
2. Click on Taxes and Forms
3. Click on Business Registration
4. Click on Sales and Use Tax

Make sure you select 'one time' event. Reporting is to be done the following month. Log back onto the website and Click on File and Pay.

If you have additional questions, please feel free to contact the International Headquarters, Vendor Relations team at [vendors@oppf.org](mailto:vendors@oppf.org). We thank you in advance and look forward to seeing you at our 83<sup>rd</sup> International Grand Conclave in Charlotte, NC.

Sincerely,

John Howard  
Executive Director  
The Omega Psi Phi Fraternity, Inc.

