

August 29, 2006

Dear Potential Vendor:

The National Pan-Hellenic Council at Middle Tennessee State University is making plans for our biggest event of the year. On November 3, 2006, the NPHC will be hosting its 26th annual Homecoming Step-Show. This event is a time for students, faculty, staff, alumni, and the community to come together and enjoy the atmosphere of fun entertainment at MTSU.

Your organization has a unique opportunity to form a relationship with the Middle Tennessee State University NPHC. The event last year was attended by nearly 5,000 people and we are planning to surpass that number in attendance this year.

As a vendor, you have the opportunity to set up a booth showcasing your items. We will provide your business with a 1-2 six foot tables and two chairs on the track level of the Murphy Center. You will be responsible for providing tablecloths and any decorations you may need. You may also bring the necessary supplies to display any clothing. A vendor fee in the amount of \$200 will be required. The fee includes table set-up, access to the show, business name on t-shirt, and business name appearance in the program.

Attached you will find the registration form for the event. Please feel free to contact us with questions at (615)898-5812 or email at csmith@mtsu.edu. We look forward to building a partnership with you.

Sincerely,

Carrie E. Smith
Coordinator of Greek Life
Middle Tennessee State University

Middle Tennessee State University
National Pan-Hellenic Council
Step-Show 2006
Vendor Form

Vendor Name: _____

Contact Name: _____

Contact Phone: _____ Contact email: _____

What type of product/s do you sell? _____

_____ Yes I would like to participate as a vendor in the 2006 NPHC Homecoming Step Show. Attached is my payment. I need _____ number of tables.

_____ No I do not wish to participate as a vendor in the 2006 NPHC Homecoming Step Show.

_____ No I do not wish to participate as a vendor in the 2006 NPHC Homecoming Step Show, but I am interested in getting involved with Greek Life.

Payment:

Checks can be made payable to The Office of Greek Life-NPHC.

Payment must be received no later than October 16, 2006. After your \$200 payment is received you will be provided additional information.

Please return the following form to the following:

Office of Greek Life
Attention: Carrie Smith
P.O. Box 197
Murfreesboro, TN 37132