

BATON ROUGE NATURAL HAIR EXPO

VENDOR APPLICATION



Event Vendor Concession Contract

The parties to this contract are H2BN, LLC (hereafter “Host”) and _____(hereafter “Vendor”).

Whereas, Host is hosting the event known as **Baton Rouge Natural Hair Expo 2018** to occur **SUNDAY, NOVEMBER 10, 2018** beginning a **11 a.m.** to **6:00pm**, and has the right to license concessions to vend at and during the Event location the **Belle of Baton Rouge Atrium**.

Whereas, Vendor desires to vend _____ at and during said Event. (You must list exactly what you will sell at the event. Only the items approved will be allowed to be sold at the event.) Whereas, Vendor has paid Host the sum of:

Vending Fees

Early Bird - \$160

Ends June 14, 2018

Standard - \$200

Beginning June 15, 2018

Late Fee - \$ 245

Beginning September 1, 2018

Included in the Vendor’s Fee

(1) 6 ft. Table

(2) Chairs

2 Tickets to the Event

(Any additional assistants must purchase a ticket)

Advertisement:

Social Media

Website

PAYMENT PLANS:

- MUST COMPLETE APPLICATION and RETURN (email to: batonrougenaturalhairexpo@gmail.com)
- PAYMENT PLAN REQUIRES A 50% DEPOSIT (once application is approved, you will receive an invoice. The deposit must be paid within 2 weeks of your approval date or your application will be voided)
- Vendors' fees are **NON-REFUNDABLE and NON-TRANSFERABLE, unless there are extraordinary circumstances that come about.**
- PAYMENT PLAN OPTION END JULY 31st, 2018
- Full payment due 60 days after your deposit is received (for payment plan option)
- **If Payment for the remaining balance is not received by your due date, there will be a late fee added to your vendor fee.**

*** Disclaimer: Completion of Vendor Application and Payment (partial or full) is considered a binding agreement to the above terms and conditions.**

Terms & Conditions

- Full Payment can be made after your application is approved. (See payment plan options above)
- Vendor set-up is Saturday 11/10 from 9 AM to 10:45 A.M. All booths must be completely set up by 10:45 AM, on event date. Vendor displays MUST remain intact throughout the duration of the expo.
- A vendor representative must occupy the vendor space throughout the expo.
- Only one business per booth, **UNLESS** fees were **PAID** to share a booth. **OTHERWISE SHARING VENDOR BOOTHS ARE NOT PERMITTED.**
- No Guaranteed Attendance (SN: attendance for 2017 event was 362 attendees)

Now, therefore, the parties agree as follows:

1. Vendor shall have access to the location agreed upon by the parties no less than **2 hours** before the Event's commencement for the purpose of setting up Vendor's vending station, goods, and other things necessary and reasonable to vending at the location.
2. Vendor shall not vend any goods or services other than those described herein at and during the Event without the Host's written consent.
3. Vendor's vending station will be provided and space set up upon your arrival. Which will include one table with 2 chairs (we will provide free passes for 2 with paid fees if more are needed inform us ASAP) If you need electricity for your booth for extension cords please inform us so we can have your booth set up near outlets etc. (there is not extra fee). You may provide your own table cloth, decorations, rugs, etc to decorate your booth.
4. Vendor's staff may announce the availability of the goods to be vended only while they are within the confines of the vendor's location.
5. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.
6. No loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.
7. Vendor shall have access to the location for up to **1** hour after the Event's conclusion at **6:00 pm** to dismantle and remove all things brought to the location by Vendor. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.
8. Vendor hereby agrees to indemnify and hold harmless the Host against any damages or claims that may arise in connection with Vendor's presence at the Event and Vendor's activities of any kind

Exhibitor/Vendor Application Form

Contact Name/Title: _____
Business Name/Title: _____
Street Address: _____
City, State, Zip : _____
Phone: _____ Email: _____

I WILL VEND THE FOLLOWING GOODS/SERVICES:

I understand that, if I vend any other items other than what I have stated and what's been approved that I will be asked to leave the event without a refund of my vendors' fees.

Signature: _____ **Date** _____

Your electronic signature above validates this agreement.

For questions or additional information, please contact:

Venue, Vendor, and/or Sponsor Info

Michelle Vicks - 225-229-5125

Kiera Robins - batonrougenaturalhairexpo@gmail.com