

NEW ORLEANS  
Natural Hair Expo

Dear Prospective Vendor,

We are pleased to announce the 2<sup>nd</sup> Annual New Orleans Natural Hair Expo (NONHE). Our goal for the 2<sup>nd</sup> Annual NONHE remains the same, to offer a fun, sophisticated, and social environment that celebrates and promotes the natural hair community and culture. Last year, we were honored to have 30+ vendors. These vendors included Cantu Beauty, Koils by Nature, Tendrils and Curls, Eden Bodyworks, Alikay Naturals, and a host of others.

The New Orleans Natural Hair Expo will be held July 4, 2015, and will close-out with an exclusive brunch on July 5, 2015. The NONHE will take place at the [Contemporary Arts Center of New Orleans](#) (CACNO) from 10-4 p.m. The CACNO is located 3 miles from the Mercedes Benz Superdome. Also, the CACNO is 1.2 miles from the Ernest N. Morial Convention Center. The location of the Contemporary Arts Center puts the New Orleans Natural Hair Expo in the center of the festivities that weekend. We look forward to partnering with you!

Thank you,

*ItsMeltsMo*, Monique Herbert

NONHE Team

Email: [2k15@neworleansnaturalhairexpo.com](mailto:2k15@neworleansnaturalhairexpo.com)

Website: [www.neworleansnaturalhairexpo.com](http://www.neworleansnaturalhairexpo.com)

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## Vendor Benefits

We would be honored to have you participate as a vendor at the New Orleans Natural Hair Expo on July 4, 2015. This is a very exciting opportunity to gain additional brand exposure. The invited vendors will have the opportunity to showcase their products and services to hundreds of attendees.

*As a vendor you will be able to:*

Increase sales through direct sale opportunities

Network and expand client base

Establish brand recognition

Introduce new products and/or services

*As a vendor you will receive:*

1-6 foot table

2 chairs

3 wristbands for the NONHE only (July 4, 2015)

**\*Any additional wristbands (tickets) must be purchased through our Eventbrite:  
[www.neworleansnaturalhairhairexpo.eventbrite.com](http://www.neworleansnaturalhairhairexpo.eventbrite.com).**

1 waste basket

Brand name listed on New Orleans Natural Hair Expo website

Social Media Recognition

Free WiFi provided by the CACNO

**\*Brand must provide coverings for table.**

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Vendor Application Form

Vendor Fee:	Schedule:
Early Bird Rate: \$350  \$ 450	January 1-March 1, 2015  March 2-May 31, 2015  <b>*No vendor application(s) will be accepted after May 31, 2015.</b>

Vendor Fee includes: 1-6 foot table\*, 2 chairs, 3 wristbands for the NONHE, 1 waste basket, Social Media Recognition, Brand name listed on New Orleans Natural Hair Expo website, Free WIFI provided by CACNO, \*Brand must provide coverings for table.

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook URL: \_\_\_\_\_

Twitter Handle: \_\_\_\_\_

Instagram Handle: \_\_\_\_\_

Other social media: \_\_\_\_\_

Description of goods for sale:  
\_\_\_\_\_

Upon approval as a vendor by the NONHE, you will receive payment information for PayPal.

Completed applications can be fax to (866) 226-0731, or scanned and emailed to [2k15@neworleansnaturalhairexpo.com](mailto:2k15@neworleansnaturalhairexpo.com).

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## Terms of Agreement

The parties agree to the following:

1. Vendors are required to be present at the CACNO no later than **8:30 am** on the day of the event (July 4, 2015) for the purpose of setting up vendor's stations, goods, and other items necessary to vend at the location. The CACNO will be available for setup on July 3, 2015 as well, from 12-5 pm.
2. Vendors are subject to the approval of the Organizers and shall not show/vend any goods or services other than those described herein at and during the event without the organizer's written consent. Vendors reserve the right to refuse the exhibition before or during event of unapproved goods and/or services.
3. 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. Vendors will only sell in their vendor space.
4. Vendor's staff shall be neatly and appropriately clothed and shall conduct themselves in an orderly fashion.
5. No loud music, noise, or sound amplification devices shall be used by vendor's staff or guests without written permission from the NONHE coordinator.
6. Vendor shall have access to the location for up to sixty (60) minutes after the conclusion of the event to dismantle and remove all items brought to the location by the vendor. Vendor shall leave the location clean of trash and restore location back to preoccupancy condition. Vendors who exceed the allotted sixty minutes takedown time may be subject to absorbing applicable fees associated with the venue terms of use policy.
7. Vendor is responsible for acquiring event insurance and hereby agrees to indemnify and hold harmless the New Orleans Natural Hair Expo, its organizers/coordinators, the Contemporary Arts Center of New Orleans, and any affiliates against and from any loss or damages as a result of the NONHE, including damage to personal property, the vendor, the vendor's staff, or guests.
8. Vendor waives, releases, discharges, and covenants not to sue Monique Herbert, New Orleans Natural Hair Expo, Contemporary Arts Center of New Orleans, affiliates, members, sponsors, organizers, or other representatives or their successor and assigns for injuries or damages of any kind suffered as a result of this event or any related activities. In the event that there are any damages to the property, the vendor is solely responsible to return the property to its original state.
9. Vendor will receive (3) expo wristbands for entrance into the NONHE. Any additional persons stationed at vendor table will be required to purchase a ticket to the NONHE.

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Initial



10. Vendors shall ensure all tables/booths/showcases are staffed at all times throughout the duration of the NONHE.
11. Vendor agrees to market their presence as a vendor at the event via the current means of business promotion, including the Internet (e.g., Facebook, Twitter, Instagram, company website) and print.
12. Vendor grants full permission, perpetual and worldwide, to the organizers to use all names photographs, video, audio, or quotation in accounts or promotions in any medium.
13. Vendor agrees not to assign this contract or sublet all or any part of booth space without written consent from the host.
14. All space available must be reserved by a signed agreement and payment in full. Placement of vendor space will be determined by a first come first serve basis.
15. All payments received for use of vendor space are non-refundable and non-transferable.
16. There is NO electricity provided or guaranteed as part of your vendor agreement.
17. Vendor must provide their own staff to assist in setting up/dismantling vending areas.
18. Vendors must break down their own boxes, and put all trash in the dumpster.
19. Vendor locations are permanent.
20. The NONHE reserves the right to cancel this event at any time prior to the date of the event. Refunds of all amounts paid by vendors in connection with this agreement will only be honored under this circumstance. Otherwise, all payments are non-refundable.
21. No items may be mailed to the Contemporary Arts Center of New Orleans (CACNO).
22. There will be no food provided for vendors. Vendors are welcomed to bring a small cooler (9 quart or smaller). The CACNO's Spun Café will also be available for light snack purchases.
23. All additional furniture must be approved by the NONHE. You may email [2k15@neworleansnaturalhairexpo.com](mailto:2k15@neworleansnaturalhairexpo.com) for approval.
24. No tents are allowed in the venue.

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I HAVE READ THIS AGREEMENT, I FULLY UNDERSTAND THE CONDITIONS, AND I AGREE TO ABIDE BY THESE CONDITIONS.

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Vendor Name (Print)	Vendor Signature	Date
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NOHNE Organizer	Signature	Date
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