



Hello *Prospective Vendor*,

We are pleased to announce the 6<sup>th</sup> Annual New Orleans Natural Hair Expo (NONHE). Our goal for the 6<sup>th</sup> Annual NONHE remains the same, to offer a fun, sophisticated, and social environment that celebrates and promotes the natural hair community and culture. We were honored to have 60+ vendors for the 5<sup>th</sup> Annual NONHE. These vendors included ORS Curls Unleashed, MIELLE, Honey Baby Naturals, Ampro Pro Styl, Luster's Pink, and a host of others. These vendors helped us celebrate and promote healthy hair care to over 1900+ attendees.

The New Orleans Natural Hair Expo will be held July 6, 2019, and will close-out with an exclusive brunch on July 7, 2019. The NONHE weekend will take place at Mardi Gras World/River City Venues from 10-4 p.m. Mardi Gras World/River City Venues is located 1.9 miles from the Mercedes Benz Superdome. Also, Mardi Gras World/River City Venues is 0.7 miles from the Ernest N. Morial Convention Center. The location of Mardi Gras World/River City Venues puts the New Orleans Natural Hair Expo in the center of the festivities that weekend. We value what you have offered and continue to offer to the natural hair community, and would love to have you as a vendor for the 6<sup>th</sup> Annual New Orleans Natural Hair Expo! Below you will find the vending opportunities for 2019. We look forward to partnering with you, and we hope to see you in New Orleans!

Thank you,

*Monique Herbert*, @ItsMeltsmo

NONHE Founder



## Vendor Application Form

<b>Vendor Option(s):</b>	<b>Price(s):</b>
Standard Booth: 8 x 10  <b>Includes:</b> 1-6 foot table, 2-chairs, 1 waste basket, 1 social media recognition, Wi-Fi, brand listed on the NONHEXPO's website, and 3 expo only tickets.  <b>Allowable:</b> Brands can bring 1 retractable banner (31.5" x 80") in size. No additional chairs and/or furniture is allowed without prior approval.	<b>Returning Vendors:</b> \$450 + Permit Fee (\$50) + PayPal Fees <b>New Vendors:</b> \$500 + Permit Fee (\$50) + PayPal Fees

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

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

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

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

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

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

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

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

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

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

Upon approval as a vendor by the NONHE, you will receive payment information for PayPal. ALL SALES ARE FINAL. Completed applications can scanned and emailed to [vendor@nonhexpo.com](mailto:vendor@nonhexpo.com). You may electronically complete your application by using [DocuSign](#) or [HelloSign](#).

### **Terms of Agreement**

The parties agree to the following:

1. Vendors are required to be present at Mardi Gras World/River City Venues on Friday, July 5, 2019, for the purpose of setting up vendor's stations, goods, and other items necessary to vend at the location promptly on July 6, 2019. Mardi Gras World/River City Venues will be available for setup on July 5, 2019, from 12-5 pm. Vendors are required to be present at the venue no later than 8:30 am on the day of the event (July 6, 2019). A NONHE representative will walk through the vending area at 9:00 am to ensure that all vending tables are in place for doors to open at 10:00 am.
  
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 2 hours 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 2 hours of 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, it's organizers/coordinators, Mardi Gras World/River City Venues, 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. The New Orleans Natural Hair Expo, it's organizers/coordinators, Mardi Gras World/River City Venues, and any affiliates will be liable for damage done in your booth such as malpractice, or any loss of exhibitor's property through fire, theft, accident or any other cause.

8. Vendor waives, releases, discharges, and covenants not to sue Monique Herbert, New Orleans Natural Hair Expo, Mardi Gras World/River City Venues, 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.

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. Please submit all electricity inquires to [powerup@nonhexpo.com](mailto:powerup@nonhexpo.com).
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 Mardi Gras World/River City Venues without the consent of a NONHE representative. You may email [vendor@nonhexpo.com](mailto:vendor@nonhexpo.com).
22. Vendors are welcomed to bring a small cooler (9 quart or smaller).
23. All additional furniture must be approved by the NONHE. You may email [vendor@nonhexpo.com](mailto:vendor@nonhexpo.com) for approval.
24. No tents are allowed in the venue.
25. Delivery to venue: All deliveries must be pre-approved by the NONHE. Please email [vendor@nonhexpo.com](mailto:vendor@nonhexpo.com) for approval and instructions.
26. Shipping from venue: Vendor agrees to have any items associated with the brand picked up for delivery by July 9, 2019. If items are left behind after July 9, 2019, the vendor agrees to pay \$100 per day for storage of items. Pallet(s) must be shrink wrapped, and/or boxes must be taped at the close of the NONHEXpo (July 6, 2019). All returning items must be labeled and prepaid with shipping information. at the close of the NONHEXpo (July 6, 2019).
27. No parking is provided to vendors. You may visit <http://neworleans.bestparking.com/> to find out where you can park in Downtown New Orleans.
28. Each vendor permitted to exhibit and/or sell at the NONHE must individually comply with all pertinent State of Louisiana and City of New Orleans laws and ordinances and obtain all necessary



permits and licenses. Vendor must follow sales tax regulations and file such applications as are required. Vendor must handle this on-site with the appropriate city and state tax officials. Additional information can be found at <http://www.nola.gov/onestop/events/special-event-permit/>.

29. A state/local sale tax assessor will be/may be on site to collect appropriate sales taxes and fees.

IT IS UNDERSTOOD THAT, ONCE SIGNED, THIS APPLICATION IS A BINDING CONTRACT UPON ACCEPTANCE BY THE NEW ORLEANS NATURAL HAIR EXPO, AND IS SUBJECT TO THE TERMS, CONDITIONS, AND RULES AND REGULATIONS, WHICH CONSTITUTE A PART OF OR ARE INCLUDED IN THIS APPLICATION AND CONTRACT.

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Vendor's Representative (Print)	Signature	Date
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NOHNE Organizer (Print)	Signature	Date
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