



## VENDOR APPLICATION

Thank you for your interest in becoming a vendor at the Central Illinois Natural Hair & Loc Conference! The Conference is an afternoon filled with education, inspiration and celebration. Your participation in the event marketplace will aid in the success of the event and provide you an opportunity to display, advertise, and sell your goods and services to the public. Please complete the application and vendor contract and email all documents to [hairadox1@gmail.com](mailto:hairadox1@gmail.com).

### CONTACT INFORMATION

APPLICANT FULL NAME:
BUSINESS NAME:
ADDRESS:
PHONE NUMBER:
EMAIL:
WEBSITE/SOCIAL MEDIA PAGE:

### VENDOR DETAILS

DESCRIBE PRODUCTS TO BE SOLD (BE DETAILED):
---

## VENDOR GUIDELINES & RULES

EVENT: The Central Illinois Natural Hair and Loc Conference

THEME: Celebrating the Endless Beauty of Natural Hair & Locs.

LOCATION: The George Washington Carver Community Center  
710 W. Percy Baker Jr. Street Peoria, IL 61605

EVENT DATE: Saturday, May 14, 2022

EVENT START TIME: 12:00 PM (Must be set up, manned and ready for business)

VENDOR SET UP TIME: 10AM TO 12PM ONLY (No late arrivals)

BREAKDOWN TIME: 4PM TO 5PM (Must be out of the building)

REGISTRATION DEADLINE (for Private Invitations): March 31, 2022 (before we open up to other vendor applicants)

PAYMENTS: The \$50.00 vendor fee is due with a completed application. (Invitees pay \$50.00 if paid on or before March 31, 2022) CASH WILL NOT BE ACCEPTED.

- Payment must be made in full at the time your registration form is submitted.
- Payments are only accepted electronically, No Cash.
- NO REFUNDS will be issued.
- A confirmation email will be sent documenting receipt of a completed registration form and full payment. This receipt is REQUIRED for entry to the event.
- This event will not be rescheduled.
- City and state rules and laws apply and you are responsible for collecting and reporting all city and state retail sales taxes.
- Each vendor is responsible for the safety, insurance and security of his/her property.
- A company representative must be present throughout the duration of the event.
- No subletting or transfer of time(s) without permission.
- Electrical Outlets may not be available.

Payment can be made via (please add memo with your business name):

Paypal: [hairadox1@gmail.com](mailto:hairadox1@gmail.com)

Cashapp: \$hairadox

DIGITAL ADVERTISING BOOK: Approved vendors receive a placement in our digital ad book that will be released to all event participants.

- Please email a high-quality image of your company/business card for publication to [hairadox1@gmail.com](mailto:hairadox1@gmail.com)
- Acceptable file format: PDF or JPG file
- Submissions are due by April 30th

TABLE ASSIGNMENTS: Tables will be assigned and labeled for your arrival at the event. Electrical outlets may not be available.

For questions/additional information, please contact Authrine Singleton via email at [hairadox1@gmail.com](mailto:hairadox1@gmail.com)

## VENDOR CONTRACT

General Release I, the undersigned, agree to uphold all rules and regulations of the Central Illinois Natural Hair & Loc Conference (furthermore known as "Conference"), the city of Peoria and the state of Illinois. I understand that the conference host, Hairadox LLC., reserves the right to expel me from the event if I fail to comply with the rules and regulations of this contract. If I engage in illegal activity, or my actions damage the quality, reputation or character of anyone associated with the Conference, I understand, I will be expelled from the event without a refund. I further fully release and discharge, and hold harmless the host/sponsors, the city of Peoria, the state of Illinois, and their assigns, from any and all claims, damage or loss of property that I may have as a result of my participation in the activities of the Conference.

I agree to all of the following (***read and initial each line***):

- I understand that vendor spaces are assigned on a first come first serve basis.
- I understand that vendors are assigned one rectangle 6' table and two chairs only.
- I understand my items sold will not contain offensive words, pictures or nudity.
- My items will be contained on the width and length of my table and not block aisles.
- I am responsible for a table cover and decorations for my table.
- I understand that set up is from 10am to 12pm only and no late arrivals will be accepted.
- I understand my table must be completely set up and ready for business at 12pm.
- I understand that my table must be manned from 12pm to 4pm.
- I will be packed and out of building by 5pm.
- I understand that electrical outlets may not be available.
- I agree to provide one item at no charge to event host for giveaway drawing (value \$15). Item will be provided at check-in and include a business card or contact information.

I, the undersigned, further agree and grant permission to the Conference host, and the sponsors of the Conference, to use my name, my business name, images of myself and work (photographs, videos, etc.) for advertising, publishing and promotional purposes, via print, electronic, cable and internet. I further fully release and discharge any claim to payment for the use of any imagery of my likeness, artwork, or products.

The terms of this contract apply in the state of Illinois and shall be interpreted in accordance with the laws therein. All legal actions to enforce this agreement shall be brought in the courts of Peoria County, Illinois, and the vendor agrees to the jurisdiction of the Illinois Courts & Laws.

The Conference host/sponsors, and assigns, do not assume liability for any acts of God, natural disasters, damages, injuries, or any causes above and beyond their control. I have read and fully understand and agree with the entire application and contract, by affixing my signature below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name on Application: \_\_\_\_\_