



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.

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 Expo
THEME: Celebrating the Endless Beauty of Natural Hair & Locs.
LOCATION: Life Together Center
3625 N Sheridan Road Peoria, IL 61604

EVENT DATE: Saturday, September 14, 2024
EVENT START TIME: 2:00 PM (Must be set up, manned and ready for business)

VENDOR SET UP TIME: 1PM TO 2PM ONLY (No late arrivals)
BREAKDOWN TIME: 5PM TO 6PM (Must be out of the building)

REGISTRATION DEADLINE: Aug 31, 2024

PAYMENTS: The \$50.00 vendor fee is due with approved application. CASH WILL NOT BE ACCEPTED.

- Payment must be made in full at the time your registration form is approved.
- 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 must be made through the website www.hairadox.com

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
- Acceptable file format: PDF or JPG file
- Submissions are due by August 31

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 Aishah Bilal-Ali via email at 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 1pm to 2pm only and no late arrivals will be accepted.
- I understand my table must be completely set up and ready for business at 2pm.
- I understand that my table must be manned from 2pm to 5pm.
- I will be packed and out of building by 6pm.
- I understand that electrical outlets may not be available.

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: _____