

Who's Caring for You? Women's Conference

Friday, January 29, 2021 @ 6 pm
Saturday, January 30, 2021 @ 9 am

Vendor, Artisan, Crafter & Exhibitor Application
Deadline: January 15, 2021

People of Purpose supports the mission of this conference in helping girls and women connect, empower, and experience ways to better understand self-care for the soul.

For further information, please contact Stefanie Ashford, Conference Coordinator
stefanie@popcdc.org or at 225-362-3624.

Friday Night Set Up Time 4:00 pm – 5:30 pm (you may leave table set up for next day)
Saturday Set Up Time 7:30 am – 8:30 am

Vendor Name: _____

Contact Name: _____

Phone Number: _____ Other: _____

Address: _____

City _____ State _____ Zip _____

Email Address: _____

CHECK CHOICE(S) AND LIST: Food/Beverage/Retail/Craft or items for sale or display

Food Vendor \$60 _____ Not Allowed for this Conference _____

**Food vendor's products are not to compete or conflict with conference menu for the weekend event.*

Retail Vendor \$50 _____

Arts/Crafts Vendor \$50 _____

Nonprofit Organization Vendor \$30. Copy of Non-profit status approval must accompany application. List information and services provided: _____

Exhibit Vendor (no sales) \$20. List or describe the exhibit, items or information for display or distribution: _____

NOTE: People of Purpose reserves the right to make all final decisions regarding acceptance and placement of your station. All committee approval are final and non-disputable. All fees and a Certificate of Insurance for Food vendors are required to receive approval. No vendor contract will be accepted with full payment by January 15, 2021. Each approved vendor will be expected to supply their own 1- 6 foot table – tent or covering is at the discretion of the vendor (if outside only).

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Rules and Regulations

Vendor, Artisan, Crafter & Exhibitor Participation

Friday, January 29, 2021 @ 6 pm
Saturday, January 30, 2021 @ 9 am

GENERAL GUIDELINES

_____ Vendor's Initial

- No alcohol allowed. This is a family event. No alcohol beverages are to be consumed on the property or grounds.
- Acceptance for all vendors, artisans, crafters and exhibitors (*here after referred to as vendors*) will be at the discretion of the Vendor Committee (*referred to as the Committee*).
- Contract are for space only. Electricity is limited to large food vendors only and by prior request. The committee will not supply extension cords, tables or other support equipment, nor furnish manpower needed to place trailers and equipment at assigned location. Tables/Chairs can be requested prior to the event at a fee.
- Sole Placement of all vendors is at the discretion of The Committee based on space availability and limitations. Once assigned vendor may not move their location.
- It is the responsibility of each contracted vendor to clean up around the contracted assigned area and space they occupy. All Trash and debris must be placed in the proper receptacles provide throughout the grounds.
- Vendors should arrive Friday between 4 pm and 5:30 pm and on Saturday between 7:30 am and 8:30 am to give ample time to locate and setup their assigned area and be ready to start on time. Prior approval required for earlier set up time.
- Vendors may not leave before 8:30 pm on Friday night and may start to leave at 2:30 pm on Saturday (*which is 30 minutes prior to the expected end time*).
- Email completed application to info@popcdc.org.

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HOLD HARMLESS AGREEMENT

_____ Vendor's Initial

- The Women's Conference Committee will not be responsible for any equipment left in the facility or on the grounds. Nor any lost, stolen or damage items, equipment, nor personal accidents or injuries, etc.
- All vendor stations booths, equipment, suppliers MUST be removed within 30 to 45 minutes after the event ends.
- Sharing, trading or selling a contracted space is strictly forbidden without prior written approval of The Committee.
- Selling or displaying items not detailed on your application list is in directed violation of this contract.

ALL VENDOR PRICES MUST BE POSTED IN PLAIN VIEW

You may sell only the items or foods listed on the contract to ensure everyone has equal opportunity. Payment in full, signed Waiver form, signed contract and initialed Harmless Agreement are required to reserve a space.

NON-COMPLIANCE OF THE RULES AS OUTLINED IN THIS CONTRACT OR IN FURTHER WRITTEN NOTICES COULD RESULT IN REMOVAL OF VENDOR WITH NO REFUND DUE.

I _____ (print please), agree to abide by all People of Purpose Conference rules and regulations.

Signature

Date

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VENDOR SPACE CONTRACT

WE HEREBY CONTRACT FOR VENDOR SPACE IN ACCORDANCE WITH THE FOREGOING AND WE AGREE TO COMPLY WITH THE SAID RULES AND REGULATIONS.

Total Amount Enclosed \$ _____

Method of Payment:

Check Cash Credit Card Money Order/Cashier's Check

Check payment: Check number: _____ Amount: _____

Money Order/Cashier's Check Number: _____ Amount: _____

Cashier's Check Number: _____ Amount: _____

Credit Card Number: _____ Amount: _____

Name as it Appears on the Card: _____

Exp. Date: _____ CVC: _____ VISA Master Card American Express

Name: _____

Title: _____

Authorized Signature of the Cardholder

Date

ACKNOWLEDGED BY PEOPLE OF PURPOSE COMMITTEE CHAIR FOR THE WOMEN'S CONFERENCE.

Committee Chair

Date

Make Check(s) Payable to:

PEOPLE OF PURPOSE

2321 Drusilla Ln, Suite A

Baton Rouge, LA 70809

VENDORS WILL RECEIVE A COPY OF THE SIGNED ACKNOWLEDGEMENT
FOR People of Purpose USE ONLY

Date Received: _____

Fee received: _____

Location assigned: _____