



Hello Prospective Vendor,

We are pleased to announce the 2nd Annual Cape Town Natural Hair Fest (CTNHF). Our goal for the 2nd Annual CTNHF remains the same, to offer a fun, sophisticated, and social environment that celebrates and promotes the natural hair community and culture. We were honoured to have 31 vendors for the 1st CTNHF.

Our 2016 vendors helped us celebrate and promote healthy hair care to over 800 attendees.

The Cape Town Natural Hair Fest 2017 will take place on the 17th of December. The event will be held at Canvas Event Space in Paarden Island from 11am - 5pm. Canvas Event Space is located 6km from the CBD, making it perfectly central for all attending the festivities.

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 2nd Annual Cape Town Natural Hair Fest!

Below you will find the vending opportunities for 2017. We look forward to partnering with you, and we hope to see you there!

Amanda, Chantal, Eleanor, Kasuba & Simone

Email: [info@ctnaturally.co.za](mailto:info@ctnaturally.co.za)



## Vendor Application

We would be honoured to have you participate as a vendor at the Cape Town Natural Hair Fest on the 17th of December 2017. 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

### What we are offering our vendors:

| Tier 1  | Tier 2   |
|---|--|
| 1 standard trestle size table   | 1 standard trestle size table  |
| 2 chairs  | 2 chairs   |
| 2 wristbands for your staff working at the CTNHF                      | 4 wristbands for your staff working at the CTNHF                       |
| **  | Complimentary snacks & water   |
| 1 double ticket to giveaway before the festival on your own platforms | 2 double tickets to giveaway before the festival on your own platforms |
| Social Media recognition once per month                               | Social Media recognition twice per month                               |
| Parking   | Parking  |
| **  | Electricity (Limited)  |
| <b>R 1250</b>   | <b>R 1750</b>  |

\*No vendor application(s) will be accepted after 30 November, 2017.

\*Brand must provide coverings for table.

\*Social Media recognition starts once payment has been made.

\*Extra wristbands for staff are available at R85 each

| <b>Food Vendor</b>               |
|----------------------------------|
| 1 table (Food truck may be used) |
| 2 chairs                         |
| 2 wristbands for the CTNHF       |
| Advertising via social media     |
| Parking                          |
| Electricity (Limited)            |
| <b>R1250</b>                     |

What we are asking from our vendors:

1. Samples /Products for our goodie bags (we require 600 units)
2. And / or Product hampers to use as giveaways





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**Vendor Application Form**

Name:

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Business Name:

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Tier 1

Tier 2

Food Vendor

Address:

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Phone Number:

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E-mail Address:

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Website:

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Facebook URL:

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

Description of products on sale: \_\_\_\_\_

Description of stand activation: \_\_\_\_\_

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Sponsoring: (Please tick)

600 samples/products for goodie bags

Product hampers to give away

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You will receive an invoice from CTNHF upon vendor approval, listing our bank account details.

ALL SALES ARE FINAL. Completed applications can be emailed to [info@ctnaturally.co.za](mailto:info@ctnaturally.co.za) with the subject heading CTNHF **Vendor Application**

#### Terms of Agreement

The parties agree to the following:

1. Vendors are required to be present at Canvas Event Space on Sunday, 17 December 2017, promptly at 7:30am for the purpose of setting up vendor's stations, goods, and other items necessary to vend at the location. Vendors are required to be present at Canvas Event Space no later than 8:00 am on the day of the event (17 December 2017). A CTNHF representative will walk through the venue at 8:30 am to ensure that all vending tables are in place for doors to open at 11:00 am. Vendors who do not adhere to this may forfeit original space allocated to them.
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. Organizers 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 and staff shall conduct themselves in an orderly fashion. Vendor agrees not to put Organizers or Venue in disrepute. Organizer reserves the right to have the vendor removed in the event of disrepute. In the case of a grievance, Vendor is to email [info@ctnaturally.co.za](mailto:info@ctnaturally.co.za) after the event.
5. It is the responsibility of the vendor to use qualified sales people, who will best represent their brand at their tables on the day of the event.
6. No loud music, noise, or sound amplification devices shall be used by vendor's staff or guests without written permission from the CTNHF coordinators.
7. 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.
8. Vendor is responsible for acquiring event insurance and hereby agrees to indemnify and hold harmless the Cape Town Natural Hair Fest, its organizers/coordinators, Canvas Event Space, and any affiliates against and from any injuries, loss or damages as a result of the CTNHF, including damage to personal property, the vendor, the vendor's staff, or guests.
9. Vendor waives, releases, discharges, and covenants not to sue Cape Town Natural Hair Fest coordinators, Canvas Event Space, 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.

10. Vendor will receive (up to 4) expo wristbands for entrance into the Cape Town Natural Hair Fest. Any additional persons stationed at vendor table will be required to purchase a ticket to the CTNHF.

11. Vendor shall ensure all tables/booths/showcases are staffed at all times throughout the duration of the CTNHF.

12. 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.

13. 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.

14. Vendor agrees not to assign this contract or sublet all or any part of booth space without written consent from the host.

15. 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.

16. All payments received for use of vendor space are non-refundable and non-transferable.

17. Decorations may not be hung up with tape, wire, nails or screws in the Canvas venue space which will damage the venue. All decorations must be removed without leaving damages.

18. Vendor must provide their own staff to assist in setting up/dismantling vending areas.

19. Vendors must break down their own boxes, and put all trash in the dirt bin.

20. Vendor locations are permanent.

21. The CTNHF 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 honoured under this circumstance. Otherwise, all payments are non-refundable.

22. No contact is to be made with the Canvas Event Space without the consent of a CTNHF representative. You may email [info@ctnaturally.co.za](mailto:info@ctnaturally.co.za)

23. Light snacks and bottled water will be provided to Tier 2 vendors only. Vendors are welcome to bring their own lunch. Food vendors will be available for food purchases.

24. All additional furniture must be approved by the CTNHF. You may email [info@ctnaturally.co.za](mailto:info@ctnaturally.co.za) for approval.

25. Parking is provided to vendors.



IT IS UNDERSTOOD THAT, ONCE SIGNED, THIS APPLICATION IS A BINDING CONTRACT UPON ACCEPTANCE BY THE CAPE TOWN NATURAL HAIR FEST, 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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CTNHF Organizer

Signature

Date

