



Beauty Behind Bars Houston Conference Vendor & Swag Bag Policy Agreement Form

Thank you for your interest in participating in the Beauty Behind Bars Houston Conference as a Vendor! **Early Bird Vendor Fees are \$55 per table set up until April 1, 2019 (\$65 after Early Bird deadline), and \$25 for Swag bag insert.** The event is **Saturday June 8, 2019 12:00 pm - 5:00 pm** Located at **Four Points by Sheraton, 2828 Southwest Freeway Houston, TX 77098.** All vendor tables and spots are on a first come basis. We cannot and will not reserve spots. As a potential vendor participant, please acknowledge the following:

- Vendors for the Conference will set up their booth on **Sat, June 8, 2019 at 11:00 am - 11:45 am**
- Vendors must have an approved application and paid booth fee for Early Bird vendor table by **April 1, 2019 (After Early Bird deadline May 15, 2019 (NO EXCEPTIONS))**
- Booths cannot be shared with another vendor and someone must watch and work your booth at all times (*we are not responsible for stolen or damaged items*). **Swag Bag items must be submitted to Shenequa Sampay (832-584-9090) by May 15, 2019.**
- If you have questions about Vendor Tables or Swag bags please call our office during the business hours of 9:00 am - 5:00 pm CST at (615) 746-7779

Each booth reservation includes (**WHILE SUPPLIES LAST**):

- One 6 foot Table
 - One black table cloth
 - Two (2) chairs
- Vendors are responsible for leaving their booth clean and neat. **There are no refunds provided at anytime unless the event is cancelled by the event host (NO EXCEPTIONS)**
 - Confirmation emails with assigned booth numbers will be issued within two weeks of approval date.
 - Submit completed vendor application to **info@beautybehindbars.com**

PAY VENDOR FEES by submitting payment via [Cash App](#) or [PayPal](#) to \$tiffanyloveharden or [paypal.me/tt4c](#)

DISCLAIMER

Please note that vendor space is limited, and all applicants may not receive a space. Vendor booth spaces will be granted on a first come first serve basis. However, Beauty Behind Bars. has the implicit right to deny any vendor that does not support the mission or vision of the Beauty Behind Bars Houston Conference. If any of the aforementioned is the case, your vendor registration fee will be 100% refunded. We are not responsible for cancellations on your behalf as a vendor. If you are not able to attend the conference we will not provide a refund, nor will we allow someone else to fill in your vendor spot (**NO EXCEPTIONS**). If the event host cancels the conference you will receive a 100% refund within 14 business days.

AGREEMENT

As a vendor at the Beauty Behind Bars Houston Conference, I agree and will adhere to the information above. I acknowledge that failure to adhere to the vendor policy, will result in cancellation of my booth reservation with no refunds (**NO EXCEPTIONS**).

Signature of Vendor

Date



CONFERENCE BOOTH APPLICATION

CONTACT INFORMATION:	
Name of Business	
Business Address	
Business Phone	
Business Email/Website	
Contact Name	
Contact Phone	
Contact Email	
Date Registration Fee Was Paid	
BOOTH INFORMATION:	
Purpose of Booth (check one)	<input type="checkbox"/> Promotional Booth: Community Organization, Non-profit <input type="checkbox"/> Vendor booth: Business (Food, Retail, etc.)
Technology Support Needed? (extension cord, power strip, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what kind? _____
Please describe the information to be advertised at your Promotional Booth or the type of merchandise to be sold at the Vendor Booth:	
Please list any other accommodations or special requests needed for your booth:	
FOR OFFICE USE	
Payment Type: _____ Date Received: _____ Booth Number: _____	