

New York Belle's Vendor Application



Thank you for your interest in participating in the premier New York Belles What's the 411-tea party /conference

EVENT DESCRIPTION:

This is a shopping experience for the beautiful ladies that attend the tea party/ conference. Comprised of a remarkable collective of artists and business women offering expert services, products and merchandise that will make the conference experience no less than Extraordinary.

Our main focus is to feature independent brands especially those created by women, highlighting amazing makers and innovators who are forging ahead toward financial independence by operating their own as small businesses.

The 411 conference will take place on Saturday, April 11, 2020 from 11am- 4pm in the Ballroom of Kingston Hall at 221 Kingston Ave Brooklyn, NY. 11213

Vendor fee is \$100. Space is limited to 15 slots which can be held with a deposit and the balance will be due on March 27th 2020.

Here's the breakdown:

- Vendor fee is \$100. If you want to moved forward please send an email for next step.
- Vendor fee may paid utilizing the link that will be sent AFTER you receive an acceptance notification.
- Vendors who are slated to vend must load in beginning at 9am completing setup by 10:45am sharp. Any vendor who arrives after 10:15am will not be allowed to participate.

- The vending begins at 11am and runs until 4:30pm.

- At the conclusion of the event breakdown must be completed by 5pm and you be ready to clear the area 5:45pm. BREAKDOWN BEFORE 5PM IS NOT PERMITTED.

Please note this will be an intimate bazaar as vending space is very limited.

- Every participating vendor will be guaranteed a 5ft or 6ft table space and 2 chairs.

- Accepted vendors are required to promote the event on social media and to their network and followings.

VENDOR PRESENTATION:

You will be supplied a 5ft or 6ft table plus 2 chairs.

If you are using a clothing rack or other displays you must bring your own rack/displays and utilize a 3.5ft wide x 6ft long space

Accepted vendors are REQUIRED to:

- Have your logo signage, business cards or fliers as part of your display for attendees.

- Bring your own display set-up including extension cords-if you need one- Table cloth will be provided with 1 table

- Maintain your own sales operations, we recommend using Square cash, Cashapp, Venmo, Paypal and/or Cash(bring change).

Vendor Attire: This event is Tea party brunch and conference, with that in mind you are required to dress stylishly and fitting to the theme. That means no graphic t-shirts, sneakers, denim jeans, sweatpants/shirts or fitness type apparel. Some style ideas are all black (that's easiest) OR vintage inspired OR your own personal brand of FLY!

vending space is very limited.

If you have any additional questions about this form or the event, please email

info@newyorkbelles.com

833-we belle – 833-932- 3553