

## **Welcome Vendors!**

Thank you for your interest in being a vendor at Diamonds & Pearls Event, LLC. We are dedicated to making women feel like the diamonds they are by providing them with the best vendors out there. Upon your arrival, there will be someone to greet you with directions on set up and assistance with any questions you may have.

***Vendor Fee \$100.00***

***Your vendor fee covers.***

Your vendor fee covers your vendor space which accommodates (1) 6 foot table, and electricity. After all guests have been served you may partake in the delicacies being served. However, this is for you and NOT any guest that may travel with you.

**Cancellations:** No refunds are given for cancellations made 60 days or less before event date or no-shows.

**Certificate of Insurance** – As a condition of doing business with our company, please provide us with satisfactory evidence of General Liability insurance. Insurance certificates can be obtained by your insurance provider.

### **Register:**

Register by clicking on the link at the end of this letter and completing the registration form. Return the completed form and a copy of your certificate of insurance to [quanda.bryant@diamondspearlsevents.com](mailto:quanda.bryant@diamondspearlsevents.com).

**Set Up:** Set up will begin at 9:00 am the day of. All vendors MUST be set by 10:30 am to accommodate early attendees. NO early breakdown will be permitted.

### **Your Display:**

Vendors must provide their own display, table, and materials. Spaces are a maximum of (1) six-foot table. Erected displays and all extra product/ boxes must fit within this area. Tables and set-up must be neat and require a table cloth. Also, any extra boxes are to be neatly stowed underneath your table. It is also necessary that all individuals representing your business come professionally dressed. **Please note:** There may be a

limited number of electrical sites. They are available on a first-come basis when requested on your application. **No Security** is provided, therefore Diamonds & Pearls Events, LLC is not responsible for any missing or stolen items.

***Space Assignments:***

Vendors are expected to be at their booth throughout the event and look after their product, presenting and displaying your product in a way that enhances it and draws guest to you. Anyone at your booth must also be professional and appropriately dressed.

**Process and Space Assignments.** All fees are due at sign up. You will receive a PayPal invoice after your application has been received, reviewed and approved. No space is guaranteed until payment is received. Space selection is based on first come, first paid basis. We accept vendor applications until we have reached our vendor capacity.

**Confirmation:** Once your payment is processed via Paypal, your spot is secured at the tea party event.

**Donation of Raffle Item Requirement.**

Each vendor is required to donate an item to be raffled at the event. Raffle item must be a minimum value of \$25.00. It must be a tangible item or gift certificate. It may not be a discount of service requiring purchase. Item will be displayed so please provide a detailed description and business card with the item. The donated item is a marketing tool for your business so please keep presentation in mind.

**Release of Liability**

I hereby understand that neither the Diamonds & Pearls Events. LLC nor any of its officers, agents, or employees shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of your participation as a vendor for the event. I also hereby agree to indemnify the Diamonds & Pearls Events. LLC, its officers, agents, and employees harmless on account of any such claims.

My signature below confirms agreement with the release of liability statement and all afore mentioned event specifics to be adhered to. (Please add your initials for signature)

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

<https://form.jotform.com/81546890263160>