

## Total Woman U, Inc.

Total Woman U is a 501c3 non-profit organization. For more information, please visit our website at [TotalWomanU.org](http://TotalWomanU.org).



Questions? Need more info?  
Please contact **Jenny Johnson**  
at [jenny@totalwomanu.org](mailto:jenny@totalwomanu.org).

## TWU Event Vendors

Vendors are one source for raising money to help fund our events. Through the exposure for Vendors at our TWU Events, we hope to shine a light on the businesses, gifts and talents of each of our Vendors. We have limited space for Vendors and we accept Vendors on a “first-come-first-serve” basis so please contact us ASAP if you would like to reserve your spot.

### **\*\* Important Notes for Multi-Level Marketing Companies \*\***

1. We only accept ONE representative of a specific company (such as Silpada Jewelry and MaryKay).
2. We will accept multiple vendors for similar products (such as jewelry or makeup)
3. While you are allowed to gather information from those attending an event, there is to be NO RECRUITING OF ANY KIND at the actual event. This will be STRICTLY enforced. If one of our staff witnesses recruiting or hears of recruiting, the vendor will be asked to leave immediately and will NOT be refunded any portion of payment.

### **Vendor Responsibilities:**

- \* Attend a mandatory Vendor Meeting, usually held 2-3 weeks before event date.
- \* Vendor Fee for table space (per 4-8 foot table). Deposit due to hold space.
  - Deposit - \$50 deposit if donating an item(s) valued at \$50+ to be given as a gift-away
  - \$75 deposit without donated item(s)
  - Final balance is based on attendance. (Vendor keeps all profits beyond fee.)
    - If attendance does NOT reach 250 total, there will be NO further balance due.
    - If attendance reaches 250, there will be a \$25 balance due by TWO WEEKS prior to event.
    - If attendance reaches 500, there will be a \$50 balance due by TWO WEEKS prior to event.
- \* Return Vendor info & ad to TWU in the form of a business card or flyer for use in advertising.
- \* May sell items or promote services. All items being sold/promoted/displayed must be appropriate items and have appropriate messages/labels. All items must be approved by TWU Faculty.
- \* Set up display 1-2 days before the event. (Specific date to be stated at above mentioned Vendor meeting.)
- \* Provide your own tables. Use solid black tablecloths as base cloths to go all the way to the floor. You may add any other cloth of any color on top of the black cloth for décor.
- \* Be present at table display for sales and/or questions at the times given at the Vendor Meeting. (Will be a minimum of 3 ½ hours of total selling time.)
- \* Cover (or simply close) the booth at times other than selling times. You will know ahead of time what times you are allowed to sell, and our staff will give you direction the day of the event.
- \* Take down display Saturday following the event end sales time. Specific time will be given at the Vendor meeting.
- \* Sign a waiver taking full responsibility for all items on display, leaving Total Woman U and our event venue NOT RESPONSIBLE for lost or damaged goods.
- \* We ask all Vendors to attend the event as well. Vendors need to register and pay the ticket fee by the event registration deadline.

### **TWU Faculty Responsibilities:**

- \* Provide booth space at event.
- \* Vendor info (ad) displayed as an ad on TV screens at various times during the event.
- \* At Vendor's request, we will put your information on our website.

THANK YOU for your support!!

## VENDOR INFO

Please fill out the following **two forms** and return to us **AS SOON AS POSSIBLE**. Your spot is NOT guaranteed until we process BOTH the forms AND your deposit.

Contact Jenny with any questions or concerns at or [jenny@totalwomanu.org](mailto:jenny@totalwomanu.org).

You may return the forms personally to a TWU Faculty member or mail the forms to:

Total Woman U

PO BOX 1272

Slidell, LA 70459

Thank you for participating and supporting TWU by being a vendor at our event!

**“BOOTH”** – This is considered to be any space up to 8’ in width. Usually a 4’-8’ table of display area, but you are welcome to display in other ways as well.

**Each fee covers ONE booth.** If you would like more space, you are welcome to purchase as many booths as we have room for at the time of your agreement.

If you will be showcasing unrelated product (for example, jewelry and candles, NOT handbags and wallets), please consider the amount of space you will need. You are still welcome to use ONE booth, but please do not overcrowd your display area.

**DISPLAY** – Vendor is responsible for providing any tables or other display items needed. We would like all tables to be covered with black cloths. The cloth can be of any material. **Please use one that will cover all of the table top, as well as get close to if not hit the floor in the front of the booth area.** It is a good idea to use various heights when displaying items. If you choose to do this, please bring extra cloths to cover any items you might use for height or decorative reasons. You may choose to use other colors on these cloths, but the bottom layer (and actual table cover) should remain black.

**ELECTRONICS** – You are welcome to use lamps, small televisions and/or computers for advertising/display purposes. Please bring your own extension cords. Please notify us of any need for electricity so we can place your table accordingly. Remember, you are responsible for all items you bring.

Vendor Name: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_ May we text you?  Yes  No

Vendor Email (must be email you check regularly): \_\_\_\_\_

Vendor Company (if no company name, leave blank): \_\_\_\_\_

Products / Services being sold or advertised: \_\_\_\_\_

# of Booths Purchasing: \_\_\_\_\_ Do you need electricity at your booth?  Yes  No

Are you donating an item(s) with deposit?  Yes  No Amount of Deposit: \$ \_\_\_\_\_

Type of Payment (Cash, Check – please include CK #): \_\_\_\_\_

(make checks payable to Total Woman U. Please put in the Memo “Event Vendor”)

- DID YOU:**
1. Read and Fill out the above Vendor Info.
  2. Attach payment or pay online via PayPal
  3. Attach information for ad (business card or other)
  4. Complete and **SIGN** the Vendor Agreement

# VENDOR AGREEMENT

In consideration for participating as a Vendor (hereinafter referred to as a "Vendor") at any event or activity (collectively referred to as the "Activities") in various locations, I agree to release and hold harmless Total Woman U, any and all Faculty, staff, and volunteers acting on behalf of Total Woman U (collectively TWU), including the church or other venue in which the event is being held, from and against any and all claims, causes of action, or demands relating to or arising out of my being a Vendor in the Activities. I understand that my being a Vendor in the Activities shall be without receipt or right to any form of payment, compensation or remuneration whatsoever.

I grant full permission to TWU with no obligation to compensate me further, to use any photographs, videotapes, motion pictures, recordings, or other record of me as a participant. In doing so, I understand that TWU will have the irrevocable right to record, edit, use and re-use, on a world wide basis, in perpetuity, on all forms of media including film, television and electronic media and in all means of distribution and publication, the acts, pictures, and statements resulting from my being a Vendor and that TWU may do so without any form of compensation to me for such use.

I understand that being a Vendor places me in an unfamiliar situation and exposes me to risks, either known or unknown, that are not common to my experience and I expressly assume all risk of injury (including permanent disability and death) arising out of my being a Vendor, howsoever caused or arising and accept personal responsibility for the damages following such injury, permanent disability or death. I assume all risks of damage to or loss of all items brought by me, including but not limited to personal items, products, display items, and advertising materials of all sorts.

I will defend, indemnify and hold harmless TWU and even venue from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions, and costs of any actions, including attorney's fees arising from or related to my activities as a Vendor including claims alleged to arise from any act or omission by me or of TWU, or any other person or party present or connected to my activities as a Vendor by way of contract or subcontract.

I am executing this Release and Indemnity having had the opportunity to ask all questions or to otherwise obtain knowledge of the facts and circumstances surrounding my being a Vendor in the Activities.

I acknowledge that I have read and fully understand the foregoing.

\_\_\_\_\_  
Name of Participant (print)

\_\_\_\_\_  
Activity/ Event Name

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Event Venue held harmless

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Activity/Event Date