

**KIPILIPILI EXPO 2019 - INVITATION & REGISTRATION**

**SECTION A - INVITATION**

We would like to extend an invitation to you and your business to join us at our 4th annual Kipilipili Expo, Saturday November 2nd, 2019.

**VENDOR INFORMATION**

**Participation**

* Participation is open to businesses that cater for natural hair products, skin and beauty products, accessories and locally made arts and crafts for both female and male brands.
* Vendors must participate in production of the product they sell.
* Kipilipili Expo 2019 will reserve spaces on a first come, first served basis.
* All vendors need to adhere to government regulations. You are required to have either EFD machine or receipts of any kind to show proof of sell.

**Locations and times**

Location: TBA

Times: 2pm – 8pm

**Vendor Information**

* The cost of participation for vendors is TZS 50,000 per space if paid by October 1. The cost of last-minute registration will be TZS 80,000 per space.
* All vendors must fill, send back the registration form and pay for registration no later than October 18th.
* No refunds will be given for failure to show.
* A floor plan will be shared two days before the event to give flexibility for vendors to pick a space of their choice. If the vendor won’t be able to make it, then a space will be assigned to them.
* Kipilipili Expo begins at 2:00 P.M and closes at 8:00 P.M. We ask that vendors to set up by 12:00 P.M. and that you remain open until the event closes.
* If you need extra tables and chairs, a bigger space or you are bringing a different display on the day, please alert the Kipilipili team early enough so they can make a provision for that to avoid inconveniences.

**Displays**

* Tables and chairs will be provided by organizers. Other displays will be responsible of the participating vendor.
* At no time shall the safety or convenience of customers or vendors be compromised by any vendor’s display. Vendor’s display must not impede customers walking.
* Vendors will clearly display prices of all items and display their brand’s name.

You also have an option of becoming a Goody Bag Sponsor. How it works?

* Give out goodies that will be included in the **Kipilipili Expo 2019 Goody Bag**
* To be a Goody bag sponsor, you need to provide a minimum of 10 pieces of products.
* Benefits
	+ Opportunity to include your merchandise in the bag (Flyers, t-shirts etc.)
	+ Reach out to customers and get visibility
	+ Create awareness about your products and services

**Thanks again for your interest. Looking forward to seeing you this year!**

**SECTION B - REGISTRATION**

**Please fill in your information**

Business Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items that you plan to sell / display (Tick a Box)**

* Natural Hair Products
* Natural Skin Products
* Beauty Products
* Accessories
* Arts & Crafts

Please tick if you will be;

* Sampling
* Showcasing

**For promotional purposes, please provide;**

* Media Name (Facebook/ Instagram/Twitter/ Website/ YouTube)
	1. \_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_
	4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you have banners? (You may be on wall or drape: Bring appropriate materials):

\_\_\_\_\_\_

* Provide a short description of your business / company / brand:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other information**

* Vendor will need \_\_\_\_ number of tables. (Please note, every extra table will cost TZS 30,000).
* Please provide your display measurements (If you plan to have your own display): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please identify the names of all representatives from your organization that will attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please identify any additional considerations needed at your table (trash cans NOT provided): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A vendor signature below attests that I have read the enclosed Rules and Regulations, understand them and abide by them.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please e-mail this sheet, along with high resolution company logo to info@kipilipili.com**

**Payment options:**

Amount Payable: TSH 50,000

Payment: Mobile Money (Please pay mobile money to Kipilipili – Lipa kwa Mpesa: 5494511 or Mpesa number: 0754280240)

**Please note that, we will not accept any payments past the registration deadline.**

For further information or any enquiries, contact our team.

Kipilipili Team

Cell – 0754280240

Email - info@kipilipili.com