



2019 Vendor Requirements

Women Mean Business Luncheon & Marketplace 2019

Friday, October 11, 2019

10:00 am – 3:00 pm

Minneapolis Convention Center

Each fall, nearly 1,000 business professionals, community leaders, and other individuals committed to investing in the economic success of women entrepreneurs come together at Women Mean Business. The event features a marketplace filled with over 30 women-owned businesses, a program emceed by Jearlyn Steele, three inspiring client business award winners, and a keynote address from a leading woman entrepreneur.

Criteria for Becoming a Vendor

- Your business must be at least 50% female owned
- Your products must fall into one of the categories featured at the event (as listed on the application)
- You submit an application (with photos) to the Women Mean Business event team; and your application must be accepted.
- You must not have a franchised business (e.g., Norwex, Tupperware, Pampered Chef, etc.)
- Our guests come to shop, so we do not accept service-based businesses for the Marketplace.
- Priority will be given to WomenVenture clients

Event Details

- **Booth space** Each vendor will be provided with an 8' by 10' booth space. Upon request, vendors will be provided with one 8' table and up to two chairs. Tables will include black draping.
- **Vendor fees** The cost to exhibit is \$100 (to be paid upon registration) plus a percentage of the sales you make at the event. We will request your total sales number within 48 hours of the event and will send an invoice within two weeks of the event. Fees for WomenVenture clients are 20% of sales and 30% of sales for all other vendors. Fees for electrical and WiFi service will be paid to the venue separately.
- **Admission to the Luncheon and Program is included in the vendor fee.** Up to two people can staff a vendor table.
- Vendors are responsible for selling their own items at the event.
- All vendors must complete a Certificate of Compliance for the MN Dept. of Revenue.

Event Schedule

- 7 - 9:30 am Exhibitor set-up
- 10 - 11 am Sponsor Reception, Marketplace open for shopping
- 11 am – 12:15pm Marketplace open to all
- 12:30 – 2 pm Luncheon & program (Marketplace is closed; vendors enjoy lunch & program)
- 2 - 3 pm Marketplace open for shopping
- 3 - 4 pm Marketplace tear-down



2019 Vendor Application
Women Mean Business

Business Name: _____

Contact Person: _____

Business Address: _____ City/State/Zip: _____

Business Phone: _____ Cell Phone: _____

Website: _____ E-mail: _____

Are you a WomenVenture client*? _____

Have you participated in previous Women Mean Business events? _____

Please check the one or two categories that best describe your product(s):

- ___ Accessories ___ Art ___ Apparel ___ Beauty products
___ Books ___ Cards/Stationary ___ Candles ___ Children's Products
___ Ethnic/folk art ___ Garden ___ Home décor ___ Jewelry
___ Kitchen ___ Novelty ___ Pets ___ Pottery
___ Specialty foods ___ Other (please describe): _____

Please include 2-3 photos of your products with your application.

Please return this form, along with photos, to
Katherine Bleth, Communications Specialist at kbleth@womenventure.org

Or via mail to: WomenVenture, Attn: Katherine, 2021 E. Hennepin Ave., #200, Minneapolis, MN 55413

Note:

- Space in the Marketplace is limited, so vendors are encouraged to apply early.
• WomenVenture curates the Marketplace, so will limit the number of vendors in any one category and selects vendors carefully.
• Submitting an application does not guarantee acceptance.
• We will notify you directly of the outcome of your application. If you are selected as a vendor, you will be asked to register and pay \$100 before your space is guaranteed.

(*A client is someone who has taken classes – Getting Ready, Guided Business Plan, Small Business Essentials – or has received a loan from WomenVenture.)