

# 2016 EXHIBIT SPACE APPLICATION AND CONTRACT

**Los Angeles International Tea Festival**  
**December 3-4, 2016**

Japanese American National Museum | Los Angeles, CA



## First Class Mail or Fax to:

Los Angeles International Tea Festival  
 5830 Triangle Drive  
 Commerce, CA 90040

PH: 562-801-9600

FX: 866-591-2648

**All applications must include a 100% deposit.**

The undersigned (hereinafter, the "Exhibitor"), hereby applies for space in the Los Angeles International Tea Festival which is scheduled to be held at the Japanese American National Museum, Los Angeles, CA USA. Show dates: December 3-4, 2016.

- \* Exhibitors will be assigned booth locations after **November 1st 2016**.
- \* Booth location is based on sponsorship level and on a first come, first serve basis for fully paid booths. Extenuating circumstances will be considered if presented in writing.
- \* No space, advertising or website inclusion will be assigned until the booth payment is received.

### Cancellation Policy:

No refunds for booth cancellations will be made after **October 31, 2016**.

## 1 EXHIBITOR INFORMATION

SECTION 1 INFORMATION MAY BE PUBLISHED

EXHIBITOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIPCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_

## 2 CONTACT INFORMATION

FOR SHOW PLANNING COMMUNICATIONS

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIPCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## 3 BOOTH SPACE REQUEST

10'X10' Regular Booth **\$ 500.00**  
 (2) 6' Draped Table, (2) Chair, (1) Wastebasket & Goody Bag

20'X10' Double Regular Booth **\$ 900.00**  
 (4) 6' Draped Table, (4) Chair, (1) Wastebasket & Goody Bag

## 4 PRODUCTS TO BE EXHIBITED

Please select at least ONE category which best describes the products to be exhibited.

- Tea  Tea Educational Materials
- Teaware  Other Products and Services
- Tea Related Products and Services

## 5 PAYMENT METHOD

TOTAL AMOUNT \$

**CHECK** (Make checks payable to International Tea Importers in U.S. Funds drawn on a U.S. Bank)

**CREDIT CARD:** I authorize International Tea Importers / Los Angeles International Tea Festival to charge my credit card in the amount listed above and I understand there is a 4% administrative fee for refunds associated with credit card payments.

VISA  MASTER CARD  AMERICAN EXPRESS

CARD NUMBER

EXPIRATION DATE

AUTH CODE

CARDHOLDER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIPCODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

## 6 RULES & REGULATIONS

We agree to abide by all Rules and Regulations governing the Festival as printed on page 2 hereof and which are a part of this application. This Application and Contract shall not be binding unless and until it is accepted in writing by Los Angeles International Tea Festival, by the signature of its duly authorized representative. Exhibitor expressly acknowledges that upon acceptance of this Contract, Exhibitor shall, except as otherwise specified, be liable, regardless of subsequent cancellation or downsizing of Exhibit Space, original total Exhibit Space rental cost.

Name \_\_\_\_\_ Title: \_\_\_\_\_

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

**APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE WILL NOT BE PROCESSED.**

FOR 26\$16 INTERNA

TIONAL TEA FESTIVAL USE ONLY

Accepted for Los Angeles International Tea Festival

Date Processed

Booth Assigned

Authorized By: \_\_\_\_\_

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

## RULES & REGULATIONS

- All Exhibitors are encouraged to have a significant educational component within their exhibit.
- Exhibitors must either have a Certificate of Liability Insurance
- The Show assigns exhibit space only for tea education, the promotion, sale of products and services specified in your application (including any subsequent modifications for which exhibitors have obtained approval before move-in). Exhibitors promoting or selling any other products or services will be required to remove them from their exhibit.
- Exhibitors are not permitted to exhibit or promote their products or services outside the boundaries of their assigned space or other approved spaces.
- Exhibitors are not permitted to play music or use any equipment that projects sounds, images or objects outside the bounds of their assigned space.
- Exhibitors are not permitted to place signage outside the bounds of their assigned space except in the case of Sponsors whose sponsor package includes such signage.
- Exhibitors are to remain open for business for the duration of the Show
- EXHIBITS ARE NOT PERMITTED TO BE TAKEN DOWN UNTIL 5:01 PM ON SUNDAY EVENING, AFTER THE SHOW CLOSES. In failure to comply exhibitors will be asked to reassemble their booth.
- The use of headset and hand-held microphones is prohibited.
- Restocking with handcarts/dollies must be done prior to the Show opening and after the Show closes each day, to ensure public safety.
- Any decoration or display item within 18 inches of an ignition source must be flame-proofed prior to the Show. Documentation must be submitted to the Exhibits Manager before move-in. Examples of "ignition source" are any electrical outlet and electrical extension cords. The Los Angeles Fire Marshal insists on strict compliance by every exhibitor.
- Casual, amateur photography is allowed, and encouraged, throughout the Show. For reasons of public safety the use of tripods are not permitted during Show hours.
- For standard Aisle and Corner exhibit space the maximum height of walls and the contents of your exhibit is 8 ft. 3 in., except for the front 5 ft. of your exhibit that connects with an aisle. In this front 5 ft. the maximum height of walls and the contents of your exhibit is 4 ft. The reason for this policy is to allow for good sight lines up and down the aisles into your exhibit and all other exhibits. In fairness to all exhibitors this policy is strictly enforced.
- Maximum Height of Booth Walls and Contents to Protect Sightlines  
Note: Drape height is 3 ft. on the two sides (Aisle Exhibit) or the one side (Corner exhibit), and 8 ft. 3 in. at back.
- The specified amount of exhibit space (note, there are a variety of exhibit space sizes with the most common size being 10ft. x 10ft. = 100 sq. ft.).
- Exhibitor identification sign, 24 in. x 7 in.
- 24 hour perimeter security
- Exhibitor listing on the Show's website [www.teafestival.com](http://www.teafestival.com).
- Link from Show website to exhibitor's website (if exhibitor has a website)
- Exhibitor listing in the Official Show Guide distributed on-site (exhibitors must submit accurate information at least 4 weeks prior to Show opening) if application and full payment is received by October 31st, 2016.
- Additional services and/or supplies needed for your booth are subject to show organizers discretion, must be arranged through show organizers before August 31, and all expenses will be the responsibility of the vendor.

### California Sellers Permit

- All Exhibitors must provide a valid California Sellers permit with the application or will not be allowed on the show floor.

### Miscellaneous:

- Storage - There is no on-site storage other than within your booth and under your tables.

All Goody Bag & Bookstore items must be received by: November 1st 2016

Please ship your materials to:

International Tea Importers

Attn: Los Angeles International Tea Festival

5830 Triangle Drive

Commerce, CA 90040