



**BOOTH SPACE APPLICATION**

Company/Organization/Individual Name: \_\_\_\_\_

(Please print the exhibitor/vendor name as you would prefer it to appear on the website and in the event map)

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Product Description: \_\_\_\_\_

Please read and indicate your booth requirement carefully. If you have specific requirements, please write your request on a separate sheet and attach to the application.

**1. Registration Fee** (Please choose the most appropriate category for your organization from option a, b, or c below)

Registration fee includes the following:

- One (1) 10' x 10' booth with flame-proof drapery along the back and the sides of each booth
- One (1) 6' draped table
- Two (2) chairs
- One (1) 7" x 44" company/organization identification sign (company/organization name will be printed)
- One (1) wastebasket
- Booth Setup and takedown
- Temporary Special Event License: The City of Bellevue requires each exhibitor to pay \$5/day for a total of \$10 for the 2 days.

Booth Type (10' x 10')	# of Booth	Fee		
<b>a) <u>Exhibit or Sales Booth for a Business/Corporation - \$300/booth (by Mar. 31<sup>st</sup>)</u></b> <b style="padding-left: 100px;">\$400/booth (after Apr. 1<sup>st</sup>)</b> <ul style="list-style-type: none"> <li>o Businesses and corporations with Japan-related products and services, and U.S. companies who support cultural exchange between the U.S. and Japan</li> <li>o Booths may be exhibit only or may sell goods and services</li> <li>o If you are selling any goods and/or services at the event, please list the sales items in <b>section A</b>.</li> </ul>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center;">\$</div>		
<b>b) <u>Exhibit or Sales Booth for Non-profit Organizations and Artists/Crafters</u></b> <b style="padding-left: 100px;">\$150/booth (by Mar. 31<sup>st</sup>)</b> <b style="padding-left: 100px;">\$200/booth (after Apr. 1<sup>st</sup>)</b> <ul style="list-style-type: none"> <li>o Special price for non-profit organizations, artists/crafters and schools in Washington state</li> <li>o Booths may be exhibit only or may sell goods and services</li> <li>o If you are selling any goods and/or services at the event, please list the sales items in <b>section A</b>.</li> </ul>			<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center;">\$</div>
<b>c) <u>Exhibit Only Booth for Non-profit Organizations and Artists/Crafters - \$50/booth</u></b> <ul style="list-style-type: none"> <li>o Special price for non-profit organizations or artists/crafters and schools in Washington state</li> <li>o Exhibit/Activity only booth (<b>No sales</b>)</li> </ul>				

**2. Optional Items/Services\***

*\*See "Utilities" section on page 2 for other additional items that can be ordered separately.*

Optional items/Services	# of Order	Fee
<ul style="list-style-type: none"> <li>• 110v/5-amp Power Drop (600 watts max) - <b>\$65/each</b> (2 days)</li> </ul>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center;">\$</div>

**Total Fee (Booths and optional items/services)**

\$

## **BOOTH SPACE CONTRACT TERMS AND CONDITIONS**

### JAPAN FAIR 2017

These terms and conditions are an agreement between the Japan Fair 2017 Committee, hereafter called Japan Fair, and Exhibitor/Vendor, to display and/or sell goods to visitors on **July 8 and 9, 2017** at the **Meydenbauer Center** at 11100 NE 6th St. Bellevue, WA.

Note: The Japan Fair 2017 Committee is operating under the auspices of Hokubei Hochi Foundation, a 501(c)(3) non-profit organization.

- **APPLICATION PROCESS:** Applications will be reviewed on a first-come-first-serve basis. Participation is subject to the approval of Japan Fair. Exhibitors/Vendors who have a desire to sell must receive approval from Japan Fair to engage in any sales during the event.
- **EVENT TIME:** The Fair is open to the public from **11:00 a.m. to 7:00 p.m. on Saturday, July 8** and from **10:00 a.m. to 5:00 p.m. on Sunday, July 9**. All Exhibitor/Vendor Booths must be physically attended by you and/or a representative member of your organization during the 2-day period.
- **BOOTH SPACE:** Japan Fair will provide Exhibitor/Vendor a booth space with included materials as indicated on the application. Space allocation/location of booths will be made by the Japan Fair. The Japan Fair will take into consideration special requests made at the time of receipt of Exhibitor/Vendor's application-contract and payment in full. Requests are considered on a **first-come-first-serve** basis.
- **SETUP:** Exhibitors/Vendors may set up their booths on **Saturday, July 8th** from **8:00 a.m.-11:00am**, with loading beginning at **7:00am**. Exhibitors/Vendors must be ready and open for business when the Fair opens at **11:00 a.m.** on Saturday and **10:00am** Sunday. Exhibitor/Vendor shall not take down and clean up until after the close of the Fair on July 9, 2016.
- **TAKEDOWN:** Exhibitor/Vendor may start takedown at **5:00 p.m. on Sunday, July 9** and **must finish by 8:00 p.m.** Exhibitor/Vendor **is responsible for cleanup of the booth area**. Failure to do so may leave Exhibitor/Vendor financially responsible for cleanup charge to the Japan Fair by the Meydenbauer Center. Exhibitor/Vendor will need to provide their own handcarts if needed. Exhibitor/Vendor should provide own setup supplies, masking tape, etc.
- **UTILITIES:**
  - Tables/Chairs/Booth Add-Ons:** Additional tables, chairs, and other booth add-ons beyond what is outlined in the booth application are not provided by Japan Fair but may be rented from the Event Contractor, **Triumph Expo and Events, Inc.** The rental application and payment process for additional booth materials is laid out in the Exhibitor Welcome Packet sent to each Exhibitor/Vendor by **Triumph Expo and Events, Inc.** Additional tables and chairs may be rented on site on the day of the event, for the prices outlined in the Exhibitor Welcome Packet. Japan Fair has no authority over or responsibility for any additional booth materials rented beyond what is outlined in the Exhibitor/Vendor Booth Application.
  - Wi-Fi:** Wi-Fi connections may be purchased directly from Meydenbauer Center through their website on the event day.
  - Power Usage:** If your booth requires a power hookup please indicate this need on your booth application form. Power hookups may also be purchased on the day of the event by check or cash. Please see a Japan Fair Information Booth attendant to purchase and setup a power connection for your booth.
- **FIRE AND SAFETY:** All Exhibitors/Vendors are required to comply with fire and life safety regulations of the city, county, and state. **DISPLAYS/MERCHANDISE WILL BE KEPT WITHIN BOOTH AND/OR TABLE AREA.** Do not extend stands, furniture or goods beyond ends of tables or aisles. The Japan Fair reserves the right to terminate this contract immediately if Exhibitor/Vendor is not in compliance with said regulations. It is Exhibitor/Vendor's responsibility to conduct a safe operation.
- **FOOD & BEVERAGES:** The Meydenbauer Center policy prohibits outside food or beverages from being consumed on site, except those provided for sampling. **Sample sizes are limited to 1 ounce portions of food and 2 ounce portions for beverages.** People passing out samples must have a food worker card as required by the King County Health Dept. If offering samples of alcohol, alcohol server permits from the Washington State Liquor Control Board are required. It is permitted to sell packaged food/beverage items for people to take home. **These packaged items cannot be consumed on site.** Food Vendors must have a necessary food service permit from King County Public Health Dept. Vendors must also be licensed to sell these products. If you are interested in offering samples or selling packaged goods of food/beverages please contact [info@japanfairus.org](mailto:info@japanfairus.org) for required pre-approval.
- **VENUE REGULATIONS:** No animals are allowed except trained service animals.
- **APPLICATION PERIOD:** Application for **Early Bird** Booth pricing is **March 31, 2017**. Applications will be closed when all the spaces are reserved with payment.

**RELEASE AGREEMENT:** In consideration of the granting of permission to participate in the Japan Fair 2017, I the undersigned, intending to hereby legally bind myself, personal representatives, and all volunteers and agents of the organization I represent, agree to waive, discharge, and release any and all rights and claims for injuries, losses, and damages against the Meydenbauer Center, the Japan Fair 2017 committee, and/or Hokubei Hochi Foundation (HHF), their officers, employees, thereof, any such claim and that I am fully insured and bonded. The terms and conditions are subject to change. Changes will be notified by email as necessary.

I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AMOUNT ENCLOSED:** \$ \_\_\_\_\_

This fee payment is non-refundable if the Application is accepted. If the Application is not accepted the fee payment will be returned.

**Please make checks payable to "HHF"\***  
with "Japan Fair 2017" written in the memo line.

Send signed application and check to:

Japan Fair Committee  
c/o Bellevue Children's Academy  
14640 NE 24<sup>th</sup> St.  
Bellevue, WA 98007

\* Japan Fair 2017 is operated by Hokubei Hochi Foundation a 501 (c)(3) non-profit organization.

**A. List sale items below or send via Excel spreadsheet separately**

Sales Items	Price	Description

Email: [info@japanfairus.org](mailto:info@japanfairus.org)  
Phone: (425) 649-0791 (ex. 1016)  
Web: [www.japanfairus.org](http://www.japanfairus.org)