

TOCA 2019 SouthBay Festival of the Arts Exhibitor Information

The Torrance Cultural Arts Foundation is proud to launch its 3rd annual SouthBay Festival of the Arts on June 22, 2019.

In partnership with the City of Torrance, our mission has always been to enrich all those within the City of Torrance and surrounding communities through the performing arts by providing diverse cultural, educational and entertainment experiences of the highest quality. Presenting relevant, accessible and quality performances of all genres will bridge cultural divides, help the young, build economic development and begin conversations relevant to the human condition.

We look forward to having you participate in this great event. Please review the Terms and Conditions below and fill out the Registration form at your earliest convenience to secure your preferred spot at the 2019 SouthBay Festival of the Arts!

Terms and Conditions:

As an Exhibitor in the South Bay Festival of the Arts, I agree to adhere to the following:

1. Contract: This Exhibitor contract properly executed by applicant (Exhibitor) shall upon written acceptance and notification of booth assigned by The Torrance Cultural Arts Foundation (TOCA) acting as the South Bay Festival of the Arts management, constitute a valid binding contract. TOCA reserves the right to accept or reject any applicant.

2. Space Assignments: TOCA exercises full authority over the assignment of all exhibitor spaces. We will have outdoor spaces available (i.e., Main Plaza and grassy area, with canopy set up) and inside spaces (i.e., Ken Miller, with pipe and drape). All items must be confined to the identified 10' square area. Assignments will be made on a first come/first served basis. For best available space, please get your application in early.

3. Exhibit Space: Depending on location assignment, TOCA will furnish:

- 1—6'x 30" table*
- 2—chairs*
- 1—canopy or pipe and drape (10' square)

*1 extra table and up to 2 extra chairs may be added for additional cost (see application). Note: 2 table/4 chairs maximum.

4. Exhibit Guidelines:

- A. State law requires all sellers (where applicable) to have a current and valid resale permit. It is the sole responsibility of the exhibitor to collect and report sales tax generated at the exhibition.
- B. All exhibitors assume responsibility for compliance with all pertinent ordinances; regulations and codes of duly authorized Local, State, Union and Federal governing bodies concerning fire, accident, or any other cause. Exhibitor is required to provide all insurance and/or policy riders to cover all exhibitors' space content.
- C. Exhibitor agrees to hold Torrance Cultural Arts Foundation staff, board of directors and City of Torrance harmless from any liability and from any bodily injury, property damage and all liability arising from the operation of the exhibit or products sold during the exhibition.
- D. Exhibitor agrees not to sell, sublet, share, exchange or assign their rental space to any other party. Exhibitor will be asked to leave the exhibit without a refund if the subletting policy is violated.
- E. All exhibitor merchandise must be legal. Counterfeit items are prohibited. (Note: Alcohol, tobacco, firearms, survival weapons, gases or pepper sprays and related items are prohibited from display or sale.)
- F. TOCA does not assume responsibility for exhibitor property, his/her staff or agents from theft, fire, or accident.
- G. TOCA reserves the right to exclude or to require modification to any exhibitor's display or demonstration that it considers unsuitable or not in keeping with the purpose of the South Bay Festival of the Arts. Management reserves the right to rent space to firms, companies, individuals, and organizations engaged in similar or competitive businesses to exhibitor.
- H. Torrance Cultural Arts Foundation is a non-partisan and non-denominational organization. Religious or political organizations are not accepted.

5. Payment Terms:

- A. Space fees are due in full with the submittal of contract.
- B. All exhibits must be set up and ready to go prior to opening at 10:30 a.m. Saturday, 6/22.
- C. Checks/money orders payable to **Torrance Cultural Arts Foundation** (NO cash) or pay by credit card.

6. Advertising: Policies and Conditions:

- A. TOCA reserves the right to reject any advertisement which it feels is not in keeping with publication standards. All ad copy is subject to South Bay Festival of the Arts management approval.
- B. Every possible care will be taken in the production and display of the on-line advertising. However, if a mistake or omission occurs, TOCA will not be held financially responsible. Neither, South Bay Festival of the Arts nor Torrance Cultural Arts Foundation management will be held liable for damages if there is failure to publish an advertisement for any reason.

TOCA 2019 SouthBay Festival of the Arts

Saturday, June 22, 2019 • 11am– 5pm • Torrance Cultural Arts Center • 3330 Civic Center Drive, Torrance, CA 90503

The undersigned hereby applies for space in the South Bay Arts Festival and agrees to be bound by the Terms and Conditions listed on the attached page.

Registration:

Company/Organization Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____ Web Address: _____

Office Phone: _____ Cell Phone: _____

Type of Vendor

All booths include 1 6-foot table, 2 chairs and 1 10 x 10 canopy (outside) or pipe and drape (inside). Placement/location of booth is determined by TOCA staff. If you prefer a particular area, please indicate on application. We will try to honor request. It is a first come first serve opportunity, so get your applications in early! All booth spaces and rentals must be pre-paid prior to the event. Any non-food vendor must be selling items made by the artist(s). Exceptions will be considered by Festival management.

- Artist Vendor* - \$200 Artist Vendor with Activities* – \$130
 Non-Profit Organization** \$130 Art Activity _____

*Photos/links to images of commercial vendors can be forwarded to: Sharon@torrancearts.org

**Must be 501(c)(3) arts related organization. Please attach your IRS determination letter.

Preferred Location: () Outdoors () Indoors

Payment

<input type="checkbox"/> Booth space (Based on Type of Vendor Above)	# _____	x \$ _____	= \$ _____
<input type="checkbox"/> Tablecloth - \$20 Each	# _____	x \$ 20	= \$ _____
<input type="checkbox"/> Additional Chairs - \$5 Each	# _____	x \$ 5	= \$ _____
<input type="checkbox"/> Additional Tables - \$10 Each (Max of 2 tables per booth).....	# _____	x \$ 10	= \$ _____
<input type="checkbox"/> Electricity - \$10	# _____	x \$ 10	= \$ _____
<input type="checkbox"/> Wi-Fi - \$10	# _____	x \$ 10	= \$ _____
TOTAL DUE			\$ _____

Payment: Check/Money Order (Made payable to Torrance Cultural Arts Foundation)

Credit Card: Visa MasterCard Discover Amex.

Card #: _____ Expiration Date: _____ Code: _____ Signature _____

Exhibitor Signature: _____ Date: _____

Mail Exhibitor Contract and Payment to: **TOCA, P.O. Box 10416, Torrance, CA 90505**

Phone 310.378.8100 • Fax 310.378.0044 • Sharon@torrancearts.org

Please return by May 31st, 2019 • Applications submitted after May 31st require a \$50 Late Fee (space permitting)

No applications will be accepted after Monday, June 17th