

# TOCA 2020 SouthBay Festival of the Arts Exhibitor Information

The Torrance Cultural Arts Foundation will present the 4<sup>th</sup> annual SouthBay Festival of the Arts on June 27, 2020.

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 2020 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., Toyota Meeting Hall, 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 tables/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, its employees and representatives 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. TOCA does not assume responsibility for exhibitor property, his/her staff or agents from theft, fire, or accident.
- F. 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.
- G. Torrance Cultural Arts Foundation is a non-partisan and non-denominational organization. Religious or political organizations are not accepted.

**5. Exhibit Activities:**

- A. Exhibit spaces are for the creation or selling of original art (ceramics, paintings, jewelry, clothing, toys, books, etc.). Retail sales of commercial items are not permitted.
- B. 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.)
- C. We encourage artists to offer art activities in their booths for festival participants. Vendors may offer these activities for free to encourage attendees to visit their booth, charge an appropriate amount, or request tips.

**6. Payment Terms:**

- D. Space fees are due in full with the submittal of contract.
- E. Payment accepted by Checks/money orders payable to **Torrance Cultural Arts Foundation** (NO cash) or credit card.

**7. Advertising: Policies and Conditions:**

- A. TOCA will promote vendor participation on its website ([www.torrancearts.org](http://www.torrancearts.org)), social media, and other marketing efforts.
- B. Every possible care will be taken in the production and display of all marketing including on-line advertising, social media posts, flyers, posters, etc. 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 2020 SouthBay Festival of the Arts

Saturday, June 27, 2020 • 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 one table (6'x 30"), 2 chairs and one 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 see map and indicate your booth space choices on application. We will try to honor your request. It is a first come first serve opportunity, so get your applications in early! Any non-food vendor must be selling items made by the artist(s). Exceptions will be considered by Festival management.

- Outdoor Vendor - \$200                       Outdoors Premium Vendor\* – \$250
- Indoor Vendor – \$150                       Indoor Premium Vendor\* – \$200

(\* Confirm Premium space availability prior to sending in application by emailing [ngmannon@gmail.com](mailto:ngmannon@gmail.com). You will receive a response within 24 hours.)

Photos/links to images of commercial vendors can be forwarded to: [Sharon@torrancearts.org](mailto:Sharon@torrancearts.org)

Preferred Location: ( ) Outdoors ( ) Indoors

1<sup>st</sup> Choice booth space #-                      2<sup>nd</sup> Choice booth space #-                      3<sup>rd</sup> Choice booth space #-

## Payment

- Booth space (Based on Type of Vendor Above)..... # \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Tablecloth - \$20 Each ..... # \_\_\_\_\_ x \$ 20 = \$ \_\_\_\_\_
- Additional Chairs - \$5 Each ..... # \_\_\_\_\_ x \$ 5 = \$ \_\_\_\_\_
- Additional Tables - \$10 Each (Max of 2 tables per booth)..... # \_\_\_\_\_ x \$ 10 = \$ \_\_\_\_\_
- Electricity - \$10..... # \_\_\_\_\_ x \$ 10 = \$ \_\_\_\_\_
- 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](mailto:Sharon@torrancearts.org)

**• Payment must accompany vendor contract •**

**Please return by May 31<sup>st</sup>, 2020 • Applications submitted after May 31<sup>st</sup> require a \$50 Late Fee (space permitting)**

**No applications will be accepted after Saturday, June 20<sup>th</sup>**