

# TOCA Palooza '23: SouthBay Festival of the Arts Exhibitor Application

We look forward to your participation at TOCA Palooza '23 scheduled for Saturday, June 24, 2023. Please review the Terms and Conditions below and fill out the Application form at your earliest convenience to secure your preferred exhibition space.

## Terms and Conditions:

**As an Exhibitor at the TOCA Palooza '23: SouthBay 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 SouthBay 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 premium & basic spaces available as well as indoor premium spaces (see map). 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:**
  - **BASIC** 10' x 10' outdoor spaces will be located outside the Torrance Cultural Arts complex in either grassy areas or the parking lot. Participants will furnish their own tables, seating, and pop-up tents. Cost is \$100 per space.
  - **PREMIUM INDOOR** spaces will be located in one of the Torrance Cultural Arts Center halls, within the complex. All spaces are 10' x 6'. TOCA Foundation will provide: 1—6'x 30" table; 2—chairs; Pipe & Drape to separate spaces. Exhibitors will furnish their own signage and table coverings. Cost is \$175 per space.
  - **PREMIUM OUTDOOR** spaces will be located inside or directly at the entrance of the Torrance Cultural Arts Complex. All spaces are 10' x 10'. TOCA Foundation will provide: 1 10' x 10' festival grade tent; 1—6'x 30" table; 2—chairs. Exhibitors will furnish their own signage and table coverings. Cost is \$250 per space.

## 4. Exhibitor 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. Premium indoor and outdoor exhibit spaces are for the creation or selling of original art (ceramics, paintings, jewelry, clothing, toys, books, etc.). Retail sales of commercial items are permitted only in outdoor basic spaces.
- B. All exhibitor merchandise must be legal. Counterfeit items are prohibited. (Note: Alcohol, tobacco, firearms, survival weapons, gasses 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 Credit Card, Checks or money orders (Payable to **Torrance Cultural Arts Foundation**)
- F. Advertising: Policies and Conditions:
  - A. TOCA will promote participants 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.



# Palooza '23: SouthBay Festival of the Arts Exhibitor Application

Saturday, June 24, 2023 • 11am– 5pm • Torrance Cultural Arts Center • 3330 Civic Center Drive, Torrance, CA 90503

The undersigned hereby applies for space in TOCA Palooza '23: A SouthBay Festival of the Arts 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

Exhibitor booths are available on a first-come, first-served basis, so get your applications in early! SEE map for booth locations/spaces:

\_\_\_ Outdoor Premium Vendor - \$250 \_\_\_ Indoor Premium Vendor-\$175 \_\_\_ Basic Outdoor Vendor-\$100

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

Questions can be forwarded to [Sharon@torrancearts.org](mailto:Sharon@torrancearts.org), or call/text/email Heidi Cunningham at 310-962-3811 / [helam123@gmail.com](mailto:helam123@gmail.com).

You are also welcome to text/call/email. Ellenmary Michel (Festival Chair) at 562-334-5495 or email at [ellenmary.michel@me.com](mailto:ellenmary.michel@me.com).

### Payment

- Booth space (Based on Type of Vendor Above) # \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Tablecloth - \$20 Each # \_\_\_\_\_ x \$ 25 = \$ \_\_\_\_\_
- 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 = \$ \_\_\_\_\_

Deductions for Early Bird Discount OR Additions for Late Fee: \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

### Forms of Payment include:

Check/Money Order: Make payable to Torrance Cultural Arts Foundation

Credit Card: Visa MasterCard Discover Amex

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Code: \_\_\_\_\_ Signature \_\_\_\_\_

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

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

Phone 310.378.8100 • [Sharon@torrancearts.org](mailto:Sharon@torrancearts.org)

• **Payment must accompany vendor contract** •

**Early Bird Discount—take 10% off BOOTH SPACE through March 31st**

**Please return by May 15<sup>th</sup>, 2023 • Applications submitted after May 15<sup>th</sup> will incur a \$50 Late Fee (space permitting).**

**No applications will be accepted after June 15<sup>th</sup>**