



## **Cambodian Coordinating Council**

2201 E. Anaheim Street Suite #103 Long Beach, California 90804

<http://www.cam-cc.org>

January 01,2017

Dear Sir/Madam,

On behalf of the Cambodian Coordinating Council (CAM-CC), I would like to invite Contractors, Vendors, Non- profit organizations, and all other participants to join in the upcoming Cambodian New Year celebration at El Dorado Park in Long Beach. This year, the festival is set to take place on Saturday, April 22, 2017. For those who are not familiar with this event, CAM-CC annually hosts and organizes a public celebration that showcases a variety of Cambodian custom, art, cultural activities, and performances for the excitement of the upcoming New Year. At the event, vendors are given the opportunity to display information, materials, and sell food or merchandise.

To successfully prepare for this event, we ask that all vendors who wish to participate to fill out a Booth Application & Contract. You will find all necessary forms and information regarding the New Year celebration attached with this letter. Unfortunately, CAM-CC will only accommodate on a first come first serve basis. Therefore, to secure a booth, we ask that you submit the application and any required paperwork by the contracted deadline.

Any questions or concerns, please contact me Linda Reach at (562) 394-5515 or via e-mail at [lindareach2016@gmail.com](mailto:lindareach2016@gmail.com) . I look forward to working with you and your organization.

Sincerely,

*Linda Reach*

Event Coordinator

Direct Contact: (562) 394-5515

Email: [lindareach2016@gmail.com](mailto:lindareach2016@gmail.com)



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**Booth Application and Contract**

Cambodian New Year Celebration Saturday, April 22, 2017

El Dorado Regional Park, Area 3

Name of Business/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

Email: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Titles: \_\_\_\_\_

Type of Business:  Commercial  Non-Profit Organization (must provide a copy of 501(c)(3))

Food Booth	Merchandise Booth	Information Booth
<input type="checkbox"/> Commercial: \$600	<input type="checkbox"/> Commercial: \$325	<input type="checkbox"/> Commercial: \$300
<input type="checkbox"/> Non-profit Organization: \$500	<input type="checkbox"/> Non-profit Organization: \$225	<input type="checkbox"/> Non-profit Organization: \$200
<i><b>EACH FOOD VENDOR is required to deposit \$200 when submitting this application. Deposit will be fully refunded when tables and chairs are returned and all trash generated by the booth on the day of event is properly cleaned.</b></i>	<i><b>EACH MERCHANDISE VENDOR is required to deposit \$100 when submitting this application. Deposit will be fully refunded when tables and chairs are returned.</b></i>	<i><b>EACH INFORMATION VENDOR is required to deposit \$100 when submitting this application. Deposit will be fully refunded when tables and chairs are returned.</b></i>

**Make check/money order payable to: Cambodian Coordinating Council**

List food items or merchandise below. Only the listed items can be sold.

**\*\*\*CARBONATED BEVERAGE AND WATER SALES ARE PROHIBITED\*\*\* FINE UP TO \$1,000.**

You may specify another request needed for your booth below. (Toy guns are not allowed in the park)

We agree to pay for said exhibit space as set forth above. We fully understand that this application shall become a binding contract as described on the reversed side hereof and is subjected to the TERMS, CONDITIONS, RULES, and REGULATIONS as set forth thereon. CAM-CC reserves the right to change this binding contract without any notice. I (Vendor) am authorized by the company named above to apply for; I accepted full responsibility for the exhibit space and agree to the said terms and conditions.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use, Only:**

Payment Type: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_

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

***Last day to submit application:***

***Vendors: April 12, 2017 Merchandise/Information Vendor: April 5, 2017***

***Late Submission Fee: \$50***



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### **TERMS & CONDITIONS**

1. The Exhibitor agrees to rent the total number of booths set forth on the face BOOTH APPLICATION & CONTRACT for this event. The Exhibitor has no right to assign or sublet such space without the prior written consent of Event Coordinator.
2. Booth space is in unit of 10x10' and 10'. Upon request, Event Coordinator shall provide Exhibitor, prior to the commencement of the exhibition, with the name of an exhibit services contractor prepared to furnish additional materials and services. Event Coordinator assumes no liability or responsibility about their services or materials Provided by such block air or light flow, shall not be over 8'in height and shall not have display sidewalls extending more than 4'from the back of the booth (to a maximum height of 36"), unless there were prior written approval from Event Coordinator. Exhibitor acknowledges that, pursuant to the objective of the exhibition, it shall use the booth space only for purposes of marketing their products of services provided by their company consistent with the theme of the exhibition. All displays must remain within the booth perimeters and not intrude upon the aisles. Although Event shall use its best efforts to offer Exhibitor the location(s) requested. Event Coordinator reserves that right to alter the event layout and booth arrangement to a design that may differ from illustrations in marketing literature or announced floor plans; and further reserves the right to reassign Exhibitor's booth location. Event Coordinator additionally reserves the right to alter exhibition hours and the number of days or the dates of the exhibition.
3. Booth payment must be paid in full upon signing the application. All sum paid to Cambodian New Year Celebration 2017 (CNYC 2017) are non-refundable and shall be retained by Event Coordinator. Exhibitor agrees that, the amount retained by the Event Coordinator is a fair and reasonable estimate of the damages CNYC 2017 will suffer because of Exhibitor's cancellation, and damages. In the event of cancellation, event coordinator shall have the right to rent the booth space to another party. However, any rental fees received by such re-rental shall not accrue to the Exhibitor's benefit or reduce its liability there under.
4. Exhibitor shall set up its booth at the designated set-up time, shall adequately staff its booth all event hours, and shall not disassemble or close its booth until after the event has closed to the public on the last day of the exhibition. In the case the Exhibitor's display or material fail to arrive in time for the event, Exhibitor remains responsible for the payment of the booth space or other fees payable. Move-In Day: April 22, 2017 Show Day: April 22, 2017 Move-Out: April 22, 2017
5. Seller's Permit is required, for the commercial booth(s) that will sell their products or any products at the exhibition. Food exhibitor must meet Department of Health requirements. The selling of carbonated soda, water or any beverage drinks is not permitted. If the exhibitor found selling any the restricted items, the Event Coordinator will close the exhibit and will forfeit all money paid.
6. Each booth will receive one (2) entrances passes for their staff to enter during the event. If lost, no new passes will be issued.
7. If, due to circumstances beyond its control, Event Coordinator is prevented from holding the event or if it cannot permit Exhibitor to occupy booth space, Event Coordinator reserves the right to alter the location and/or date of the event with reasonable notice provided to the Exhibitor without a refund to Exhibitor. CNYC 2017 has the right to cancel the event with no further liability other than a refund of the booth rental fee paid, which shall be Exhibitor's sole and exclusive remedy. Under no circumstances shall CNYC 2017 and its Event Coordinator, be liable to Exhibitor for incidental or consequential damage
8. Event Coordinator shall provide adequate security. However, the Exhibitor is solely and fully responsible for its own exhibit materials and should obtain insurance at its own expense. CNYC 2017 is not responsible for damage to the exhibits, whether by fire, theft, accident or any other cause of for any other injury which Exhibitor, its property, employees, guests and invites may suffer.
9. Exhibitor grants permission to Event Coordinator to use Exhibitor's name and/or logos for promotional purposes about the event or other events produced by Event Coordinator. Event Coordinator shall extend to photographs of Exhibitor's booth. Event Coordinator shall promote the event in such manner and through such media as its sole discretion deems advisable, and reserves the right, in its sole discretion, to alter the nature, content and manner of its promotion to meet the needs of a market or of the location in which the exhibitor takes place.
10. Exhibitor agrees to comply with the reasonable request of Event Coordinator, their sponsors, agents and employees. Exhibitor further agrees that it shall observe the general rules and regulations of the exhibit hall at which the event is held.
11. Exhibitor assumes full responsibility and liability for the actions of its agents, employees or independent contractors, whether acting within or without the scope of their authority, and agrees to identify and hold Event Coordinator and the exhibit hall harmless from and against responsibility or liability resulting directly or indirectly, or jointly, from the acts or omission of its agents, employees or independent contractors, whether acting within or without the scope of their authority.
12. This BOOTH APPLICATION & CONTRACT, when accepted by Event Coordinator, constitutes the entire agreement between the parties supersedes all prior negotiations, representations and understanding, and may be modified only pursuant of its terms or by a writing signed by both parties. California law shall be applied to interpret this agreement and the rights of the action to enforce its rights hereunder or to seek a declaration of its right or to obtain an interpretation of this agreement, the prevailing party shall be entitled to seek a declaration of its right or to obtain an interpretation of this agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to all other relief In the event that a court finds any provisions hereof shall remain in full force and effect.