



JAPAN FAIR 2016
 September 3 & 4, 2016 | Meydenbauer Center
 (11100 NE 6th St. Bellevue, WA 98004)

*Nurture and promote the
 traditional and the modern
 cultural art of Japan*
www.japanfairus.org

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 attach 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 including setup and takedown
- 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
- 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
a) Standard Booth for Japan-related Business/Corporation - \$300/booth o Japan-related businesses and corporations o It can be exhibits-only or you may sell your items. o If you are selling any goods and/or services at the event, please list the sales items in section A .		\$
b) Exhibit and Sales booth for non-profit organizations and artists/crafters - \$150/booth o Special price for non-profit organizations, artists/crafters and schools in Washington state o You may sell your goods and/or services. o If you are selling any goods and/or services at the event, please list the sales items in section A .		\$
c) Exhibit only booth for non-profit organizations and artists/crafters - \$50/booth o Special price for non-profit organizations or artists/crafters and schools in Washington state o and Exhibit/Activity-only booth (No sales)		\$

2. Optional Items/Services _____

Optional items/Services	# of Order	Fee
• Additional 6' table - \$10/each (3 days)		\$
• Additional Chair - \$5/each (3 days)		\$
• Wi-Fi connection (2 days: Sat/Sun) - \$22/account		\$
• Wi-Fi connection (3 days: Fri/Sat/Sun) - \$33/account		\$
• 110v/5-amp power drop (600 watts max) - \$65/each (3 days)		\$

Total Fee (Booth and optional items/services) \$

BOOTH SPACE CONTRACT TERMS AND CONDITIONS

JAPAN FAIR 2016

Updated on
6/1/2016

These terms and conditions are an agreement between the Japan Fair 2016 Committee, hereafter called Japan Fair and Exhibitor/Vendor, to display and/or sell goods to visitors on **September 3 and 4, 2016** at the **Meydenbauer Center** at 11100 NE 6th St. Bellevue, WA.

Note: The Japan Fair 2016 Committee is operating under the auspices of the Eastside Nihon Matsuri Association (legal entity), and 2016 Japan Fair Event is a presentation of Eastside Nihon Matsuri Association (a.k.a. ENMA).

1. **APPLICATION PROCESS:** Application will be reviewed on a first-come-first-serve basis. Participation is subject to the approval of Japan Fair. Exhibitor/Vendor who has a desire to sell must receive approval from Japan Fair to engage in any sales during the event.
2. **EVENT TIME:** The Fair is open to public from **10:00 a.m. to 6:00 p.m. on Saturday, September 3** and from **10:00 a.m. to 5:00 p.m. on Sunday, September 4**. All Exhibit/Vendor Booths must be physically attended by you and/or a representative member of your organization during the 2-day period.
3. **SPACE AND UTILITIES:** Japan Fair will provide Exhibitor/Vendor a booth space and additional requirements as indicated on the application. NOTE: Space allocation/location 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.
4. **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 have a safe operation.
5. **SETUP:** Exhibitor/Vendor may begin setup at **1:00 p.m. on Friday, September 2** and must finish by **8:00 p.m.** Exhibitor/Vendor shall be ready and open for business by 10:00 a.m. for both Saturday and Sunday of the days of the Fair. Exhibitor/Vendor shall not take down and clean up until after the close of the Fair on September 4, 2016.
6. **TAKEDOWN:** Exhibitor/Vendor may start takedown at **5:00 p.m. on Sunday, September 4** 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 to provide setup supplies, masking tape, etc.
7. **FOOD & BEVERAGES:** The Meydenbauer Center does not allow any outside food or beverages except those 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 can not be consumed on site.** Food Vendor 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 for required pre-approval.
8. **VENUE REGULATIONS:** No animals are allowed except trained service animals.
9. **APPLICATION PERIOD:** Applications will be closed when all the spaces are reserved with the payment or **June 30th 2016** whichever comes first.

RELEASE AGREEMENT: In consideration of the granting of permission to participate in the Japan Fair 2016, I the undersigned, intending to hereby legally bind myself, heirs, 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 2016 committee, and/or Eastside Nihon Matsuri Association (ENMA), 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: \$ _____

Send a check payable to Eastside Nihon Matsuri Association (**ENMA**) for the **Total Fee** (Booth and optional items/services) along with the completed Application. This fee payment is non-refundable if the Application is accepted. If the Application is not accepted the fee payment will be returned.

SEND SIGNED APPLICATION AND CHECK TO : **Japan Fair 2016 Committee, ENMA**
c/o Bellevue Children's Academy
14640 NE 24th St.
Bellevue, WA 98007

Email: info@japanfairus.org
www.japanfairus.org

