



Application, policies and Agreement

Location: Seattle Center: Fisher Pavilion (located between The Food Court and Key Arena)

Dates: October 6th and 7th, 2012

Show Hours:

10:00 am - 6:00 pm Saturday October 6th

10:00 am - 4:00 pm Sunday October 7th

Mailing Address: Northwest Tea Festival
c/o Perennial Tea Room
1910 Post Alley
Seattle, Washington 98101

Exhibits contact: Julee Rosanoff

E-mail: juleerosan@hotmail.com

Tel: (206) 448-4054

Fax (206) 448-7187

Join PSTea

- The NW Tea Festival is the production of the **Puget Sound Tea Education Association (PSTea)**, a not for profit organization composed of tea merchants and businesses in the Puget Sound Area.
- Membership in PSTea helps develop the tea community in the Northwest, it will further business and encourages the pursuit and consumption of tea.
- Membership also entitles members to help plan and organize the Festival and reduced booth rental fees. Dues are collected for the purpose of meeting organizational costs.
- Initial membership is \$250.00, thereafter; dues are \$50.00 per year. \$200.00 of the initial membership dues goes to the member's booth fee, and members receive a discounted booth fee each year thereafter if dues are paid before current dues expire.
- Membership is limited to one per business. We invite all those interested in tea education and community to join us.

Exhibitor/Vendor Application and Registration Form:

Company/Organization Name to Appear on any Show Signage and Literature:

Contact: _____

Telephone: _____ Cell Phone: (on site at show) _____

Fax : _____

Address: _____

E-Mail: _____

Web Site: _____

Description of Products/Services:

Description of Educational Component of Your Exhibit:

Exhibitor Categories (please select all that apply)

- Tea education materials Tea
 Tea ware Tea related products and services
 Other products and services

WA State UBI and Seattle Business licenses: (all vendors must have both to exhibit)

WA State UBI Number (please check one):

My company has a WA State UBI Number. _____

My company does not have a WA State UBI Number and will contact the Dept of Revenue for a temporary number.

City of Seattle Business License (please check one):

My company has a City of Seattle Business License _____ (Note: This is not the same as your UBI number)

My company does not have a City of Seattle License, and I will contact the City of Seattle for a license.

Application Deadlines and Fee Schedules:

Registration fees are based on the date application is received at PSTea

PSTea Dues:

• New PSTea Members first year dues: \$250.00 \$ _____
(Note: New Members receive a booth discount of \$200)

• Current PSTea Members annual renewal dues: \$ 50.00 \$ _____
(Note: Members who pay 2012 membership dues also receive a booth discount if all fees are paid by December 31, 2011)

Booth Rates:

Single Booth Rates: (booth size – 10 foot x 10 foot)
• If paid by August 1, 2012 - \$500.00
• If paid after August 1, 2012 - \$575.00 \$ _____

Double booths: (booth size – 10 foot x 20 foot)
• If paid by August 1, 2012 - \$800.00
• If paid after August 1, 2012 - \$975.00 \$ _____

Certificate of Liability:

Exhibitors must either have a Certificate of Liability Insurance (Obtained from their broker) listing Puget Sound Tea Association as an additional insured **or** pay a \$60.00 fee. \$ _____

Seattle Center Concessionaire Fee:

This fee applies only to food vendors who are selling un-packaged beverages and food. There is no fee if you are giving away samples or for selling pre-packaged beverages or food. \$150.00 fee \$ _____

Discount offers: *(note only one discount can be used per Vendor)*

Discount offer - PSTea Members -

• New PSTea Members: - deduct \$200.00 \$ - _____
• Returning PSTea Members: if paid by December 31, 2011
and if 2012 PSTea dues are also paid at the same time
- deduct \$150.00 \$ - _____

Discount offer - Returning Vendors (Non-PSTea members)

• Returning Vendors that had a booth at the 2011 festival:
If paid by December 31, 2011 - - deduct \$100.00 \$ - _____

Total of All Registration and fees paid (Minus any discounts):

\$ _____

Cut off date for vendor applications is August 15, 2012.

- Vendors will be assigned booth locations after September 1th.
- Booth location is based on sponsorship level and on a first come, first served basis for fully paid booths. Extenuating circumstances will be considered if presented in writing.
- *No space will be assigned until the booth payment is received.*
- E-mail, mail or fax this application and make payment using check, money order or credit card (Visa and MasterCard Accepted)

Payment by Credit card:

Credit Card No: _____ Visa _____ MC

Expiration Date: ____/____ Name on Credit Card: _____

Billing Address of Credit card: _____

Three digit security code on the back of the card: _____

Signature: _____

Payment by Check or Money Order:

Make checks and money orders payable to: Northwest Tea Festival

Please make payment in U.S. funds drawn on a U.S. bank.

You are advised to complete the application as soon as possible as it is anticipated the festival will sell out.

There will be a \$35 charge for returned (NSF) checks. Returned checks or declined credit cards will result in suspension of application. Late registration fee will apply after August 15th, 2012.

Send all forms and payment to:

Julee Rosanoff, Exhibits Manager
Northwest Tea Festival
1910 Post Alley
Seattle, Washington 98101

Phone: 206.448-4054 Fax: 206.448-7187 Email: juleerosan@hotmail.com

Please read all accompanying information -

Before completing and signing this application, please read carefully all the information accompanying this application including Exhibitor Categories, Exhibit Regulations, Miscellaneous Specific to the Northwest Tea Festival, Exhibit Payments, Cancellation Policy and the PSTea Payment Policy and Limits of Liability & Responsibility.

Please sign below to confirm that you have read and agree with the Exhibit Regulations, Exhibit Payment sections and the Limits of Liability & Responsibility.

Authorized Signature: _____ Date: ____/____/____

Printed Name: _____ Title: _____

Northwest Tea Festival Rep. Signature: _____ Date: ____/____/____

Printed Name: _____ Title: _____

Cancellation Policy: No refunds for booth cancellations will be made after August 31, 2012.

This application is not a contract. Once you have been accepted into the Festival, a copy of this agreement signed by both parties will be returned to you

Exhibits must be of high quality and the products or services exhibited must be clearly related to tea and tea education. The Northwest Tea Festival is among a handful of leading shows in the northwest devoted to tea education and enjoyment. We go to great lengths to provide an educational and entertaining experience for persons interested in tea origins, history, consumption, and cultural idiosyncrasies.

Applicants are requested to include a description, samples, photos and/or literature about the products or services to be exhibited and an educational component to their sales efforts. Show management reserves the right to reject the application based on quality or appropriateness to the Show whether returning or new vendors. Furthermore any exhibitor who arrives for move-in with products different from what was stated in the application may be asked to leave and there will be no refund of booth payments. Management reserves the right to remove any unauthorized or inappropriate products during the Show.

Exhibitor Categories:

- Tea education materials
- Tea
- Tea ware
- Tea related products and services
- Other products and services

Exhibit Regulations:

- All Exhibitors are encouraged to have a significant educational component within their exhibit.
- Exhibitors must either have a Certificate of Liability Insurance (obtained from their broker) listing Puget Sound Tea Association as an additional insured or pay a \$60.00 fee.
- The Show assigns exhibit space only for tea education and the promotion and sale of products and services specified in your application (including any subsequent modifications for which exhibitors have obtained approval before move-in). Exhibitors promoting or selling any other products or services will be required to remove them from their exhibit.
- Exhibitors are not permitted to exhibit or promote their products or services outside the boundaries of their assigned space or other approved spaces.
- Exhibitors are not permitted to play music or use any equipment that projects sounds, images or objects outside the bounds of their assigned space.
- Exhibitors are not permitted to place signage outside the bounds of their assigned space except in the case of Sponsors whose sponsor package includes such signage.
- Exhibitors are to remain open for business for the duration of the Show
- Exhibits are not permitted to be taken down until 4:01 pm on Sunday evening, after the Show closes. Any exhibitor violating this policy will lose seniority for booth placement for its next exhibiting year.
- The use of headset and hand-held microphones is prohibited.
- Restocking with handcarts/dollies must be done prior to the Show opening and after the Show closes each day, to ensure public safety.
- Any decoration or display item within 18 inches of an ignition source must be flame-proofed prior to the Show. Documentation must be submitted to the Exhibits Manager before move-in. Examples of "ignition source" are any electrical outlet and electrical extension cords. The Seattle Fire Marshal insists on strict compliance by every exhibitor.

- Casual, amateur photography is allowed, and encouraged, throughout the Show. For reasons of public safety the use of tripods is not permitted during Show hours.

Exhibit Height Regulations

- For standard Aisle and Corner exhibit space the maximum height of walls and the contents of your exhibit is 8 ft. 3 in., except for the front 5 ft. of your exhibit that connects with an aisle. In this front 5 ft. the maximum height of walls and the contents of your exhibit is 4 ft. The reason for this policy is to allow for good sight lines up and down the aisles into your exhibit and all other exhibits. In fairness to all exhibitors this policy is strictly enforced.
- Maximum Height of Booth Walls and Contents to Protect Sightlines
Note: Drape height is 3 ft. on the two sides (Aisle Exhibit) or the one side (Corner exhibit), and 8 ft. 3 in. at back.
- The specified amount of exhibit space (note, there are a variety of exhibit space sizes with the most common size being 10ft. x 10ft., 100 sq. ft.).
- One six foot draped table, 1500W electrical outlet, two chairs, and wastebasket per booth. (Double these amounts for double booths.) Additional electrical or decorator or special equipment will be billed accordingly.
- 24 hour perimeter security
- Exhibitor listing on the Show's website www.nwteafestival.com with products and services included in search engine
- Link from Show website to exhibitor's website (if exhibitor has a website)
- Exhibitor listing in the Official Show Guide distributed on-site (exhibitors must submit accurate information at least 4 weeks prior to Show opening) if application and full payment is received by August 31st, 2012.
- The exhibit space price does not include decorations, storage, janitorial or other services.
- Additional services and/or supplies needed for your booth are subject to show organizers discretion, must be arranged through show organizers before August 31, and all expenses will be the responsibility of the vendor.

Miscellaneous:

- **Storage** - There is no on-site storage other than within your booth and under your tables.
- **City and State business licenses** –
 - Exhibitors are required to have both a City of Seattle Business License and a Washington State Unified Business Identification Number (UBI). Both of these numbers must be on the application form. ***These numbers are not the same.***
 - Exhibitors who do not have a City of Seattle business license number must apply to the City of Seattle for a business license. You can apply on the web by going to: <https://dea.seattle.gov/self/Account/Login/selfHome.aspx>. or you can call 206-684-8402.
 - Exhibitors who do not have a State of Washington Tax Number can call 800-647 -7706 to get a free temporary registration tax number.

All orders are governed by the Puget Sound Tea Education Association Payment Policy and Limits of Liability & Responsibility.

Please read carefully.

1. PSTea and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to PSTea by the close of the show. No suit or action shall be brought against PSTea or its subcontractors more than six months after the cause of action accrues.

2. PSTea and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are PSTea and its subcontractors responsible for Exhibitor's freight before it is picked up from Exhibitor's booth for loading after the show. Exhibitors must submit a PSTea bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to PSTea or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

3. It is agreed that PSTea and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by PSTea hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that PSTea and its subcontractors do not provide for full liability should loss or damage occur. In the event that PSTea should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by PSTea, its subcontractors or their employees.

4. At the close of show, if carriers fail to pick up or refuse to accept shipment, PSTea reserves the right to reroute such shipment or move shipment to storage pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, PSTea shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be disposed of and Exhibitor agrees to be responsible for payment of charges relating to such handling. PSTea assumes no liability as a result of such rerouting or handling. PSTea will also have the authority to dispose of materials left behind and to charge the vendor.

5. All shipments must be prearranged and there are very limited facilities available for early arrival and freight logistics. PSTea and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.

6. PSTea and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.

7. The Exhibitor agrees, in the event of a dispute with PSTea or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to PSTea for freight handling services or any other services provided by PSTea or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay PSTea prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against PSTea or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

8. PSTea and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that PSTea and its subcontractors will provide these services as Exhibitor's agent and not as bailey or shipper. If any employee of PSTea or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that PSTea or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. PSTea will handle receiving, storage, and delivery of vendor materials to the show as space/resources allow and that we reserve the right to bill for any of these services