
EXHIBITOR PACKAGE

Exhibitors will be able to:

- Draw the audience you want to reach
- Build awareness around the topic of tea trends
- Raise your corporate profile
- Enhance your business by providing educational opportunities, sampling, and a retail experience

Exhibitors will be responsible for:

- Maintaining your exhibit from 10:00am until 5:00pm, for both days, to ensure a full experience for participants
- Following all Food Safety Guidelines
- **Time Schedule:**
 - Saturday, February 3 2018
 - Setup Booth: 7:00 am – 9:30 am
 - Clean up: 5:00 pm – 6:00 pm
 - Sunday, February 4 2018
 - Restock Booth: 8:30 am – 10:00 am
 - Tear Down: 5:00 pm – 7:00 pm
- Cancellation: There will be no refunds on registration after December 1, 2017.

Exhibitor space includes the following:

- One six(6) foot or four(4) foot table(based on selected booth size)
- Chair
- Access to tap water
- Wireless capacity with limited internet access

Exhibitor space does NOT include:

- Preparation supplies and accessories (such as teapots, sample cups, napkins, etc)
- Dolly (Please bringing your own to make things smoother for your setup)
- Payment system, floats/change, credit/interact terminals
- Tablecloths
- Power Bar
- Shelving Systems
- Dishwasher and kitchen facilities
- Liability Insurance for Exhibitors
- Parking
- Garbage can

Exhibitor can order the following items at an additional cost:

- Electricity
- Table (6 Foot)

Toronto Tea Festival Registration Form

Show Date: February 3 and February 4, 2018

EXHIBITOR INFORMATION:

Company Name	Mailing Address:
	Website Address:
Contact Name	Position:
	Phone Number:
	Email:

	Booth Size	Qty	Price	Cost
EARLY BIRD Before Nov 30, 2017	Economy(6'X 6') : ---Fits only ONE 4 foot table	X	\$480	=
	Standard(8'X 6') : ---Fits only ONE 6 foot table (Additional table at cost).	X	\$650	=
	Designer Booth (10'X 10') : ---For companies that have a custom designed booth	X	\$920	=
REGULAR After Dec 1, 2017	Economy(6'X 6') : ---Fits only ONE 4 foot table.	X	\$580	=
	Standard(8'X 6') : ---Fits only ONE 6 foot table (Additional table at cost).	X	\$750	=
	Designer Booth (10'X 10') : ---For companies that have a custom designed booth	X	\$1200	=
Additional Table (6 Foot)		X	\$20	=
Electrical Outlet At Vender Booth- 110 Volts		X	\$80	=
Equipment's to be used: Each outlet max 1500 watts, if your equipment more than 1500 watts you need request at least 2 outlets for one booth.				
			HST 13%	=
TOTAL DUE			Subtotal+HST	=

PAYMENT INFORMATION

Cheque please make payable to **CANADIAN TEA MEDIA INC.** Mail to: *934 Yonge St, Toronto, On, M4W 2J2*

Paypal please make payable to info@teafestivaltoronto.com

Visa Master Card Cardholder Name: _____

Card Number: _____ Expiry Date: ___/___ Security Number: _____

YES, I have read the Exhibitor Package and agree to the term of the Exhibitor Regulations & Agreement. This includes the cancellation policy, early closure policy and move in/out policy.

Printed Name _____

Signature _____

Date _____

**Canadian Tea Media Inc. reserves the right to refuse to sell a booth to any company for any reason, or limit the number of booths and/or representatives to particular company may buy at one time

Schedule A

- Table size

***6 foot size: L x W x H (6ft x 2ft x 30in)

***4 foot size: L x W x H (4ft x 2.5ft x 30in)

- Name Tag

***Economy Booth has TWO free exhibitor name tags

***Standard Booth has THREE free exhibitor name tags

***Designer Booth has FOUR free exhibitor name tags

If you need more Name tag for your company which will be \$10 for each extra.

- Customer Relationship

***The Toronto Tea Festival is not responsible for business transaction made during the festival. Vendors are solely responsible for their own business transactions during and after the festival.