

---

# 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 1 2020
    - Setup Booth: 7:00 am – 9:30 am
    - Clean up: 5:00 pm – 6:00 pm
  - Sunday, February 2 2020
    - 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, 2019.**

## 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 1 and February 2, 2020

## EXHIBITOR INFORMATION:

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

	Booth Size	Qty		Price		Cost
<b>EARLY BIRD</b> Before Oct 31, 2019	<b>Standard(8' X 6')</b> ---Fits only ONE 6 foot table (Additional table at cost).		X	<b>\$750</b>	=	
	<b>Designer Booth (10' X 10')</b> ---For companies that have a custom designed booth		X	<b>1000</b>	=	
<b>REGULAR</b> After Nov 1, 2019	<b>Standard(8' X 6')</b> ---Fits only ONE 6 foot table (Additional table at cost).		X	<b>\$980</b>	=	
	<b>Designer Booth (10' X 10')</b> ---For companies that have a custom designed booth		X	<b>\$1200</b>	=	
	Additional Table (6 Foot)		X	<b>\$20</b>	=	
	Electrical Outlet At Vender Booth- 110 Volts		X	<b>\$90</b>	=	
	<b>Equipment's to be used:</b> <b>Each outlet max 1500 watts, if your equipment more than 1500 watts you need request at least 2 outlets for one booth.</b>					
				HST 13%	=	
	<b>TOTAL DUE</b>			<b>Subtotal+HST</b>	=	

## PAYMENT INFORMATION

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

Paypal/E-Transfer: please make payable to [info@teafestivaltoronto.com](mailto: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.