

Exhibitor and Advertiser (Banner) Agreements

Mehregan Fall Festival, September 23, 2023

a) Exhibitor Agreement

The City of Irvine Business License

- To participate in this event as an Exhibitor, if you reside or do business in the City of Irvine, a *regular* City of Irvine Business License is required (\$54/year). Please visit cityofirvine.org/business-licensing or call 949-724-7128. Please contact Gasper Kim (Mehregan Fall Festival coordinator at the City of Irvine) @ 949-724-7022 in order to expedite your license approval process (normally, a 2-week process).
- To participate in this event as an exhibitor, if you do not reside in the City of Irvine, do not do business in the City of Irvine (and do not wish to obtain a regular City of Irvine Business License), contact OCIACC. We arrange for a one-day business license for you (\$15 fee, payable to the city).

Terms and Conditions

- Exhibitors setup will start at 6 AM. You will be assigned a time slot. All setups must be fully completed by 10:30 AM. Bring a dolly or a cart, if you need one.
- No Pets are allowed.
- All Exhibitors must close operation and be fully packed and ready to leave the premises by 7:30 PM. Note that ALL LARGE TRASH ITEM (such as empty boxes and cartons) must be removed by **you** from the premises; otherwise, there will be a charge against your security deposit.
- OCIACC will provide 1 table and 2 chairs with each table purchase. Bring your own linen/table cover(s), and one stand-alone banner to place behind your table.
- Bring your lunch/snack/water.
- You must provide a descriptive list of all product categories you are planning to display and/or sell. Please be clear. OCIACC reserves the right to ask you to remove items which may be offensive or unrelated.
- You must contact OCIACC, in advance, if you plan to bring items such as E-Z UP, large monitors, tables, racks.
- ALL Exhibitors who display/prepare/sell eatable/drinkable items must coordinate with OCIACC, in advance.
- Electrical outlets are limited; you must ask us if one is available, in advance. There is additional fee if one is provided to you. You need to bring your extension cords and Duck tape to properly secure all cables to the floor. Please make sure the Duck tape does not leave residue upon its removal at the end of the event. **You** are responsible to remove all Duck tapes used by you.
- You may not attach/fasten/tape anything to any part of any infrastructure (including any landscape).
- Wi-Fi may or may not be available. Additional fee may apply.
- You may **not** share your table(s) with another business.
- You may **not** re-sell/rent your table(s), in-part or in-whole, to another business, or invite a substitution business for yourself, without OCIACC approval.
- A \$100 refundable **security deposit** will be added to the account. This amount will be electronically refunded within 10 days after the event, if there were no damages to any of the existing infrastructures caused by you.
- Once your payment as an Exhibitor is processed, you will receive a confirmation email (via the email address provided by you) indicating the amount charged.
- OCIACC reserves the right to deny any paid application. In such case, the charged amount will be electronically refunded, in full.
- Once your application has been processed, there will be no refund. If the event must be canceled due to unforeseen (out of our control) reasons, we will credit you for a later occasion.

b) Advertiser (Banner) Agreement

Terms and Conditions

- **Banners must be stand-alone.**
- Setups will start at 8 AM and must be fully completed by 10:30 AM. Bring a dolly or a cart, if you need one. Banner setup and securing is your responsibility.
- Note that since you do not need to be present during the event, it is highly recommended that a strongly manufactured stand-alone banner is used, and the banner is secured by placing proper weights on its base (such as sandbags or weights designed for securing a banner).
- Note that you may not attach/fasten/tape anything to any part of any infrastructure (including any landscape) to secure your banner, or for any other purposes.
- No Pets are allowed.
- All banners must be closed, fully packed, and ready to leave the premises by 7:30 PM. Note that ALL LARGE TRASH ITEM (such as empty boxes and cartons) must be removed by **you** from the premises.
- You must provide a short description about the content of your banner. OCIACC reserves the right to ask the banners with offensive content to be removed.
- You may **not** share your banner space with another business.
- You may **not** re-sell/rent your banner space, in-part or in-whole, to another business, or invite a substitution business for yourself, without OCIACC approval.
- Once your payment as is processed, you will receive a confirmation email (via the email address provided by you) indicating the amount charged.
- OCIACC reserves the right to deny any paid application. In such case, the charged amount will be electronically refunded, in full.
- Once your application has been processed, there will be no refund. If the event must be canceled due to unforeseen (out of our control) reasons, we will credit you for a later occasion.