

SOKA UNIVERSITY'S

18th ANNUAL INTERNATIONAL FESTIVAL – May 4, 2019

REGISTRATION FORM FOR EXHIBITORS – Festival goes on Rain or Shine!

Exhibitor set-up is Friday, 5-7 pm and Saturday 6:30-9:30 am. Set up times are by location. **1st SET-UP:** 5-7 pm on Friday or 6:30 – 8:00 am on 5/4/18 **2nd SET-UP:** 8:00 am – 9:30 am **3rd SET-UP:** Arrive and unload before 9:30, but set up 9:30 – 10:30 am. Please be **unloaded by 9:30 am** because we will close **Exhibitor unloading areas and University Circle at that time and you will have to haul your goods from Parking Lot A if you come late.** Festival opens at 10:30 am but people come early. We will have continuous international music and dance until 5:00 p.m. International attire encouraged. **All exhibitors agree to remain open until 5:00 p.m.** Your space is not reserved until both **registration form and check** have been received. **No canopies larger than 10' are permitted unless you are buying two spaces.**

Company/Organization _____

Contact Name: _____ Non-profit? Business?

Address _____ City _____

Zip _____ Phone _____ Email _____

We would prefer our exhibit location to be: (mark 2 choices in order of preference)

Recreation Center Inside (100's) 360-seat stage, 6' tables only, no electrical, A/C **1ST SET UP**

Recreation Center Front (200's) Concrete or grass, 10x10 canopies ok, limited electrical on sides **1ST SET UP**

University Circle (street) in front of Recreation Center (300's) asphalt or grass, 10x10 canopies ok, no electrical **2nd & 3rd**

University Circle grass only in front of Founders Hall (400's) Parking lot side of the street, 10x10 canopies ok, no electrical **1ST**

University Circle (street) in front of Founders Hall (400's) Lake side of street, asphalt, 10x10 canopies ok, no electrical **2nd & 3rd**

Founders Hall Front (500's) Paving stone, 8x8 or smaller canopies, electrical on wall side only **1ST SET UP**

Peace Lake (600's) Near 170-seat stage, paving stone, 10x10 canopies ok, wall side only, no electrical **1ST SET UP**

Peace Lake Semi-Circles (R 1-8) Paving stone, 10x10 canopies, limited electrical – food only **1ST SET UP**

Founders Hall Inside (700's) 6' tables only, tight area (not 10' wide), electrical available, A/C **1ST SET UP**

Founders Hall Second Floor Balcony (900's), 10x10 canopies ok, electrical **1ST SET UP**

My check is enclosed for: Space with 6 ft. table and 2 chairs: \$35 for non-profits before March 1, 2019, \$85 after
 \$125 for businesses before March 1, 2019, \$175 after

Most spaces are 10 ft wide unless inside buildings -- but not always 10' deep depending upon location. Bring your own tablecloth.

Optional canopy is an additional \$35 (you can bring your own 10 x 10 or smaller)

Optional standard electrical connection is available in limited locations for an additional \$35 (bring extension cord)

I will be selling or displaying (brief description): _____

Only non-profit organizations may sell food. Health Permit exemption form, letter and proof of 501(c) 3 status required to be attached to this form. HP Form available at www.soka.edu/festival on Exhibitors page. **Fuel to be used:** _____

Voltage needed if paying for electrical: _____ (No charcoal permitted. No open flames under canopies)

All exhibitors are asked to donate a small item (gift basket, gift certificate, product, toy, book, etc.) for the Opportunity Drawing. Please bring item to the **SUA Information Booth** at University Drive and Lions Way near the Recreation Center by 10 am.

I will bring _____

Do you need one parking pass for additional staff coming after 9:30 am? Yes No

No pass is needed if staff come before 9:30 am. Parking for exhibitors is in Parking Lot A next to Founders Hall.

Would you like **festival flyers** to give out to customers/clients before the event? If yes, how many? _____

Would you be willing to **email a festival flyer** to your email list before the festival? _____

\$100 Banner Sponsor: Would you like a **banner on a festival wall near Peace Lake Stage and your name bold in the program?** _____

(You provide banner to Soka University by May 1, 2019)

Please return this form with check made out to **Soka University** by **March 1, 2019** for **Early Bird** prices. After March 1st prices increase by \$50. **Deadline to be listed in program or to submit health permit form: April 1, 2019. Confirmed exhibitors will be listed at www.soka.edu/festival on the Exhibitors page – Exhibitors Registered To Date. THIS IS YOUR CONFIRMATION.** Make a copy of this form for your records. Exhibitor space reservations are made on a first come, first served basis. SUA reserves the right to refuse exhibitor space to anyone. SUA does not issue refunds for cancellations, but will grant credit for the next year's festival if cancellation is made before April 1, 2019. Mail to: **Soka University's International Festival, 1 University Drive, Aliso Viejo, CA, 92656.** Questions? www.soka.edu/festival (click on Exhibitors) info@soka.edu Phone: (949) 480-4081