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Cambodian Coordinating Council

1050 E. Pacific Coast Hwy, Long Beach, CA 90806

Tel: (562) 607-9261

www.cam-cc.org

February 05, 2007

Dear Sir/Madame,

On behalf of the Cambodian Coordinating Council (CAM-CC), I would like to invite Contractors, Vendors, Non-profit organizations, and all other participants to join in the upcoming Cambodian New Year celebration at El Dorado Park in Long Beach. This year, the New Year festival is set to take place on **Saturday, April 21st 2007**. For those who are not familiar with this event, CAM-CC annually hosts and organizes a public celebration that showcases a variety of Cambodian costumes, art, cultural activities, and performances for the excitement of the upcoming New Year. At the event, vendors are given the opportunity to display information, materials, and sell food or commercial merchandise.

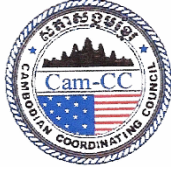
In order to successfully prepare for this event, we ask that all vendors who wish to participate fill out a **Vendor Booth Application**. You will find all necessary forms and information regarding the New Year celebration attached with this letter. Unfortunately, CAM-CC will only accommodate on a first come first serve base. We will try our best to promise any requests verbally or by phone. Therefore, in order to secure a booth, we ask that you submit the application and any required paperwork prior to or by the contracted deadline.

If you have any questions or concerns about the Cambodian New Year event, please contact me at **(562) 607-9261** or via e-mail at coordinator@cam-cc.org. CAM-CC and I look forward to working with you and your organization.

Sincerely,

Nancy Prek
2007 Cambodian New Year Coordinator

Peter Long, CAM-CC President



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Dear Vendors,

As the April 21th 2007 Cambodian New Year Celebration approaches closer, CAM-CC would like to remind vendors how important it is to work together and abide by the event's regulations and policies. Therefore, this letter will provide you with details on the event's set up and the park's logistics.

Prior to the Celebration:

All commercial vendors who plan on selling food at the New Year's Event must have completed the Health Department Temporary Food Stand Training class. Those who have attended the training last year are not required to attend again but highly encouraged. The last class will take place on **March 15th and April 5, 2007 from 4-5pm at the City of Long Beach, Miller Family Health Education Center, 3820 Cherry Ave, Long Beach.** Call Claro Rufo (562) 570-4142 for more information. If you missed out this training session, you are not allowed to sell food any food during the event at the El Dorado Park.

Morning of the Celebration:

All Vendors will enter and exit El Dorado Park through the **WARDLOW** gate. Vendors will be expected to arrive at **6:00am** to set up and be done by **8:00am**. Tents, tables, and chairs will be set up and arranged. Each vendor will be assigned a number. CAM-CC will direct vendors to their numbered location.

During the Celebration:

All Vendors are responsible for clean up and any mess created in the boundary of your service area. Trash bags and containers will be made available. There will be a number of accessible portable sinks and toilets for use. CAM-CC officials will be around the park to answer any questions or concerns.

We highly encourage vendors to contact us with any additional matters about the event. Your business and collaboration is appreciated. We look forward to another successful event.

Thank you,

Nancy Prerk
2007 Cambodian New Year Event Coordinator
Cell: (562) 607-9261
coordinator@cam-cc.org



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Booth Application & Contract

Cambodian New Year Celebration – Year of the Pig
El Dorado Regional Park Saturday, April 21, 2007

Name of Business/Agency: _____

Address: _____

Phone: _____ Fax: _____

Contact Person: _____ Title: _____

Tax ID: _____ or SSN: _____

Type of Business: Commercial Non-Profit Organization

FOOD BOOTH

MERCHANDISE/INFORMATION BOOTH

Commercial: \$475

Commercial: \$300

Non-Profit Organization: \$375

Non-Profit Organization: \$200

Since the health permit fee is increased by the city, the food booth price is now increased.

List food items or merchandise below. Only the listed items are allowed to be sold.

You may specify other request needed for your booth below. (Toy guns are not allowed in the park)

Make check/money order payable to: **Cambodian Coordinating Council**

Each food vendor is required to deposit a **\$150***, and a **\$50** for merchandise/information vendor for **one table and 2 chairs** when submitting this application. A \$50 deposit will be fully refunded when a table and chairs are returned.

* Each food booth vendor must clean up all trash generated by the booth on the day of event to get the deposit back.

*We agree to pay for said exhibit space as set forth above. We fully understand that this application shall become a binding contract as described on the reversed side hereof and is subjected to the **TERMS, CONDITIONS, RULES, and REGULATIONS** as set forth thereon. CAM-CC reserves the right to change this binding contract without any notice. I (Vendor) am authorized by the company named above to apply for; I am accepted full responsibility for the exhibit space and agree to the said terms and conditions.*

Applicant's signature: _____ Date: _____

*** Last day to submit application ***

Food Vendor: March 21, 2007

Merchandise/Information Vendor: April 1, 2007

FOR OFFICE USE ONLY

Payment Type: _____ Payment Amount: _____

Approved By: _____ Date: _____

Terms & Conditions

1. The **Exhibitor** agrees to rent the total number of booths stated on the BOOTH APPLICATION & CONTRACT for this event. The **Exhibitor** has no right to assign or sublet such space without having a prior written from the **Event Coordinator**.
 2. Booth space is in a unit of 10' x 10' x 10'. Upon request, the **Event Coordinator** shall provide **Exhibitor**, prior to the commencement of the exhibition, with the name of an exhibit services contractor prepared to furnish additional materials and services. The **Event Coordinator** assumes no liability or responsibility in connection with their services or materials provided by such block air or light flow. Exhibition shall not be over 8' in height and shall not have display sidewalls extending more than 4' from the back of the booth (to a maximum height of 36"), unless prior written approval is received from **Event Coordinator**. **Exhibitor** acknowledges that, pursuant to the objective of the exhibition, he/she shall use the booth space only for purposes of marketing his/her products or services provided by his/her company consistent with the theme of exhibition. All displays must remain within the booth perimeters and not intrude upon the aisles although the **Event Coordinator** uses his/her best efforts to offer **Exhibitor** the location(s) requested. **Event Coordinator** reserves the right to alter the event layout and booth arrangement to a design that may differ from illustrations in marketing literature or announced floor plans, and further reserves the right to reassign **Exhibitor**'s booth location. **Event Coordinator** additionally reserves the right to alter exhibition hours and the number of days or the dates of the exhibition.
 3. Booth fee must be paid in full upon signing this application. All sum paid to **Cambodian Coordinating Council (CAM-CC)** are not refundable and shall be retained by **Event Coordinator**. **Exhibitor** agrees that the amount retained by the **Event Coordinator** is a fair and reasonable estimate for the damages of Cambodian New Year 2007 resulting from **Exhibitor**'s cancellation. In the event of the cancellation, **Event Coordinator** shall have the right to rent the booth space to another party. However, any rental fees received by such rental shall not be accrued to the **Exhibitor**'s benefit or reduced its liability there under.
 4. **Exhibitor** shall set up his/her booth at the designated set-up time, have staff(s) in his/her booth all event hours, shall not disassemble or close his/her booth until after the event has closed to the public on the last day of the exhibition. In this case, the Exhibition display and materials fail to arrive in time for the event; **Exhibitor** remains responsible for the payment of the booth space or other fees.

Move-In Date: 21 April 2007
Shown Date: 21 April 2007
Move-Out Date: 21 April 2007
 5. Seller's Permit is required, for the commercial booth(s) that will sell products at the exhibition. Food **Exhibitor** must meet the requirements of the Department of Health. The selling of carbonated soda, water or any beverage drinks is not permitted in the event. If the **Exhibitor** found selling any restricted items, the **Event Coordinator** will close that exhibit and forfeit all **Exhibitor**'s fund getting from the sale.
 6. Each booth will receive one VIP pass/regular pass to enter the event. No VIP pass is reissued when lost.
 7. If due to circumstances beyond the control **Event Coordinator** is prevented from holding the event or if he/she cannot permit **Exhibitor** to occupy booth space. **Event Coordinator** reserves the right to alter the location /date of the event with reasonable notice provided to the **Exhibitor** without a refund to **Exhibitor**. **CAM-CC** has the right to cancel the event with no further liability other than a refund of the booth rental fee paid, which shall be **Exhibitor**'s sole and exclusive remedy. Under no circumstances shall **CAM-CC** and the **Event Coordinator** be liable to **Exhibitor** or Exhibition for incidental or consequential damage.
 8. **Event Coordinator** shall provide an adequate security. However, the **Exhibitor** is solely and fully responsible for its own exhibit materials and should obtain insurance at his/her own expense. **CAM-CC** or **Event Coordinator** is not responsible for damage causing from the exhibits, whether by fire, theft, accident or any other unforeseen causes which **Exhibitor**, his/her property, employees, guests or others may suffer.
 9. **Exhibitor** grants permission to **Event Coordinator** to use **Exhibitor**'s name/logos for promotional purposes in the connection with the event or other events produced by **Event Coordinator**. **Event Coordinator** shall extend to photographs of **Exhibitor**'s booth. **Event Coordinator** shall promote the event in such manner and through such media as sole discretion deems advisable, and reserves the right in sole discretion to alter the nature, content, and manner of the promotion to meet the needs of a particular market or location in which the **Exhibitor** takes place.
 10. **Exhibitor** agrees to comply with the reasonable requests of **Event Coordinator**, Event Sponsors, Event Agents and Employees. **Exhibitor** further agrees that he/she shall observe the general rules and regulations of the exhibit at which the event is held.
 11. **Exhibitor** assumes full responsibility and liability for the actions of his/her agents, employees, or independent contractors whether acting within or without the scope of his/her authority. To receive no fully responsibility and liability, the **Exhibitors** must agree to identify and tell **Event Coordinator** about all harmful actions resulting directly or indirectly or jointly from **Exhibitor**'s agents, employees, or independent contractors whether acting within or without the scope of his/her authority.
 12. This BOOTH APPLICATION & CONTRACT, when accepted by **Event Coordinator**, constitutes the entire agreement between the parties supersedes all prior negotiations, representations, and understanding, and may be modified only pursuant of its terms or by written signature(s) of both parties. California law shall be applied to interpret this agreement and the rights of the actions to enforce the right hereunder or to seek a declaration of his/her right or to obtain an interpretation of this agreement. The prevailing party shall be entitled to reasonable attorney's fees in addition to all other relief in the even that a court finds any provisions hereof shall remain in full force and effect.
- Full payment shall be made to:
- Cambodian Coordinating Council**
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