

ASIAN AMERICAN EXPO 2024

42nd ANNUAL ASIAN NEW YEAR FESTIVAL

華人工商大展



VENDOR MANUAL

January 13rd-14th 2024

TIME: 10 AM - 7 PM (SAT/SUN)

LOCATION: FAIRPLEX (Enter Gate 17)

2705 FAIRPLEX DR.

POMONA, CA 91768

TEL: (626) 280-8588

FAX: (626) 280-0688

WEB: aaexpo.com

E-MAIL: info@aaexpo.com

IMPORTANT: If this manual has been addressed to an individual not responsible for booth arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PERSON PROMPTLY.

This manual includes forms, rules, maps and other key elements to a successful event.

指導您如何為華人工商大展做充分的準備，讓您在2024年創造新的商機

Welcome Letter 總裁致詞	1
Vendor Guide 參展指南	2
Maps 商展指示圖	3
Event Floor Plan 展廳及展位平面圖	4
Inside Booth Specification 室內展位規格	7
Outside Booth Specification 室外展位規格	8
Rules & Regulations (English) 參展規定(英文)	9
Rules & Regulations (Chinese) 參展規定(中文)	12
Food Vendors 食品廠商參展須知	15
Q&A 參展廠商常見問題	19
Forms 表格	
Board of Equalization 加州稅務局營業申請表	21
Electrical Order Form 電力申請表	22
Fairplex CoCa-Cola Exclusive Fairplex 可口可樂獨家代理說明	25

December 15th, 2023

Dear Vendor,

On behalf of the event organizer, we would like to say thank you for your participation at the 42nd Asian American Expo. This event would not be a success without the support of companies like yours and we at COMSC would like you to know how much we appreciate it.

We are proud to have businesses and organizations like yours to be a part of our event. For over four decades, the Asian American Expo has been recognized as the largest Asian New Year Festival held in America.

This vendor manual contains all the information your company will need regarding the Planning and Logistics of this event. Please forward it to the appropriate person as soon as possible.

We strive to make our events the best they can be. If we can be of assistance before or after the event, please feel free to contact any of our staff members. Once again, thank you for your support and we wish you a memorable and successful show.

Sincerely,



Alan Kao
President

2023年12月15日

親愛的參展廠商,

我僅代表「華人工商」全體同仁，誠摯歡迎並感謝各位參與今年第42屆的華人工商大展。華人工商大展成功邁入第42年，是您長久以來的支持，使得我們的商展一年更比一年豐富多彩。

2024年華人工商大展和參展廠商，要再一次見證亞裔市場的蓬勃和商機的無限。華人工商大展是全美亞裔最大的商展，也是全美華人活動中的一枝獨秀，吸引主流商家及各族裔的關注，所以，如果要發展亞裔市場，那麼參加華人工商大展是一個非常好的選擇。第42屆華人工商大展即將於2024年1月13日至14日在Fairplex舉行，我們期待與貴公司攜手再創佳績。

在您所獲得的這本參展手冊當中，囊括了參展前及參展後的所有重要事項，以及各類申請表格。請參展商家盡快詳讀手冊，以免錯失優惠時間。

「華人工商大展」全體工作同仁將全力把商展活動辦到最好，如果在商展前的籌備期間、舉行期間及商展結束之後，您有任何寶貴意見，懇請隨時與我們工作人員聯繫，我們必當竭誠服務。

敬祈商安,



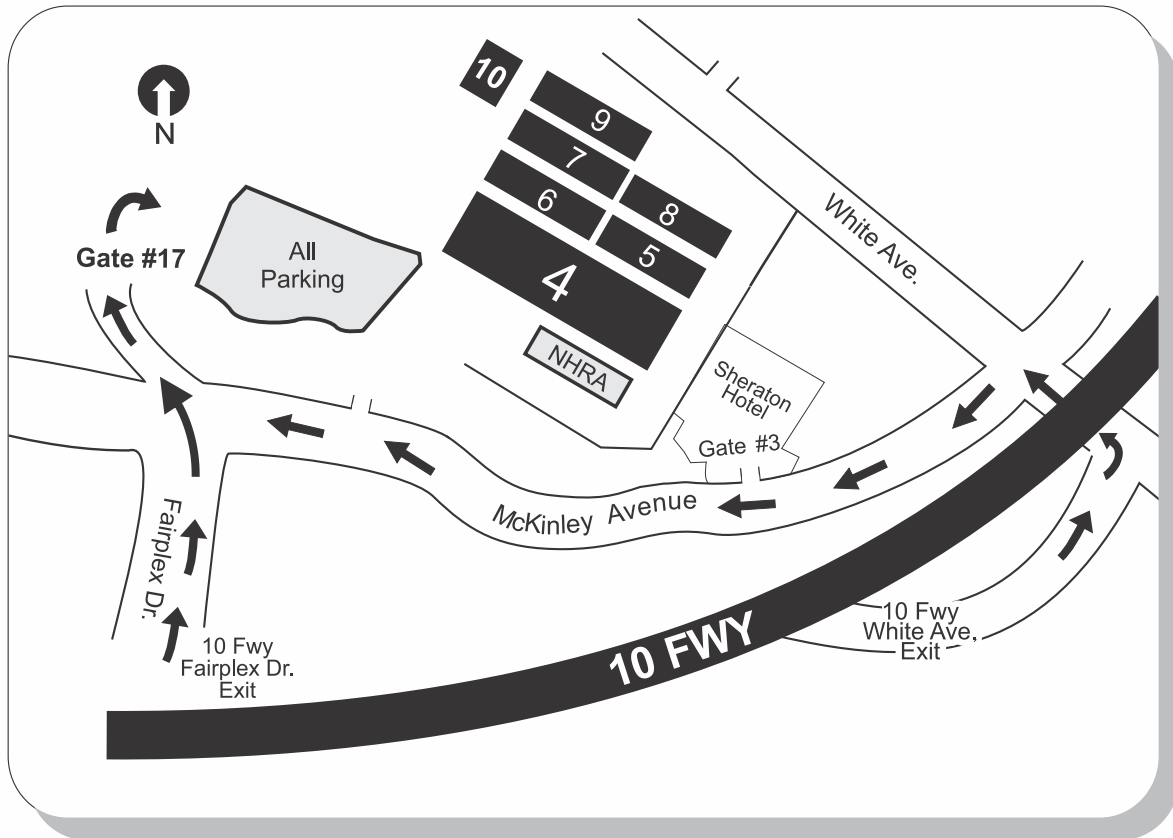
總裁

Expo. Calendar 2024

01/12 Fri.	10:00AM - 08:00PM	Move-in / Setup
01/13 Sat.	08:00AM - 10:00AM	Set Up
01/13 Sat.	10:00AM - 07:00PM	1st Show Day
01/14 Sun.	07:00AM - 09:00AM	Set Up / Restock
01/14 Sun.	10:00AM - 07:00PM	2nd Show Day
01/14 Sun.	07:30PM - 11:59PM	Move-out

商展行事曆

01/12 週五	10:00AM - 08:00PM	參展廠商進場佈置攤位
01/13 週六	08:00AM - 10:00AM	展前準備
01/13 週六	10:00AM - 07:00PM	商展活動(第一天)
01/14 週日	07:00AM - 09:00AM	展前準備
01/14 週日	10:00AM - 07:00PM	商展活動(第二天)
01/14 週日	07:30PM - 11:59PM	商展結束撤場



Addresses 商展地址

Move In / Move Out 進場/撤場

(Gate 17) 2075 Fairplex Dr., La Verne, CA 91750

Show Day Parking 來賓停車

(Gate 17) 2705 Fairplex Dr., Pomona, CA 91768

Hotel Guest Parking 旅館客戶停車

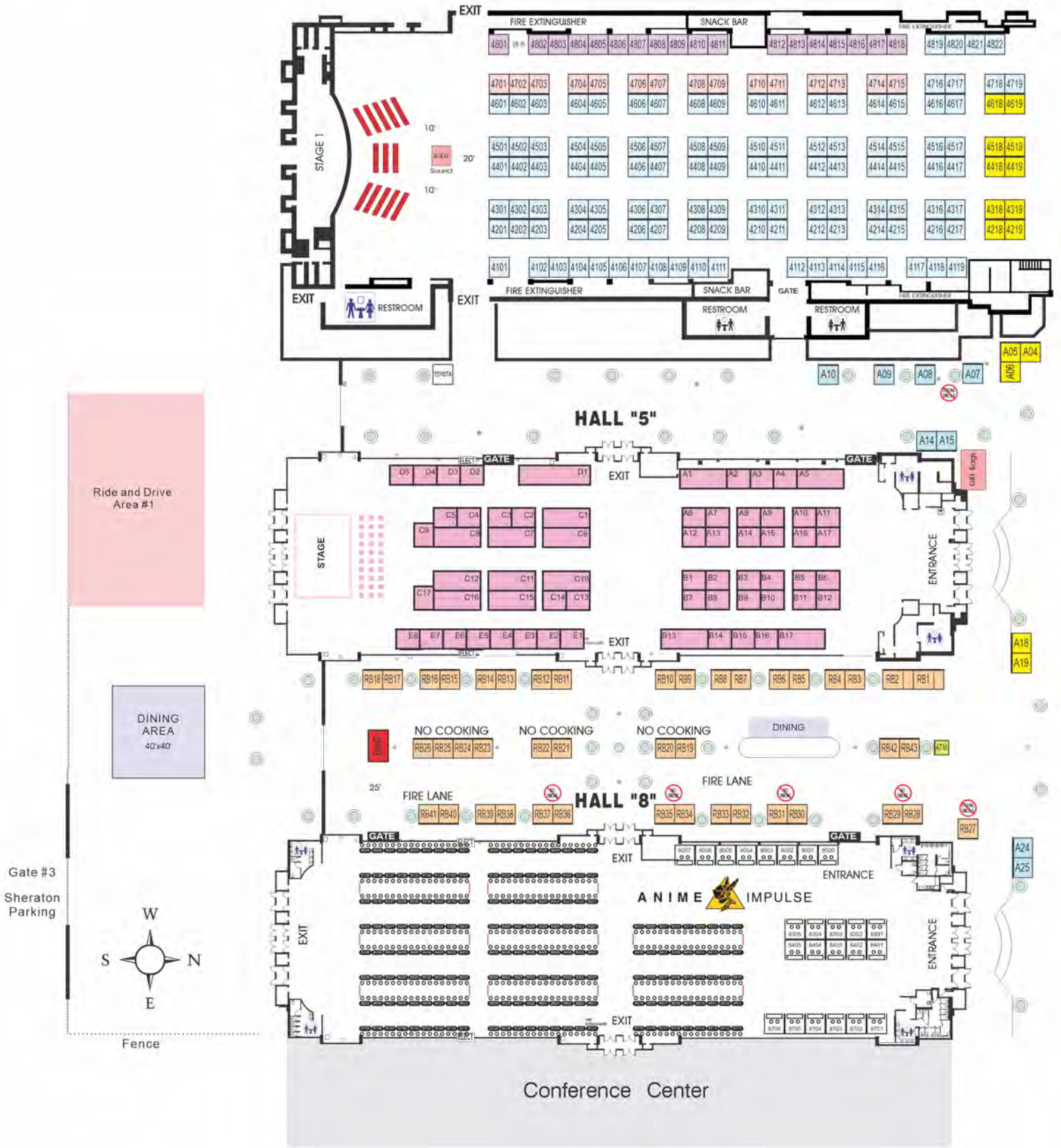
(Gate 3) 601 W. McKinley Ave., Pomona CA

Parking Price: \$18/entry 停車費: \$18/次

▶ Parking lot hours: 6AM - 9PM 停車場開放時間: 6AM - 9PM

▶ Trams available from Gate 17 parking lot to event entrance

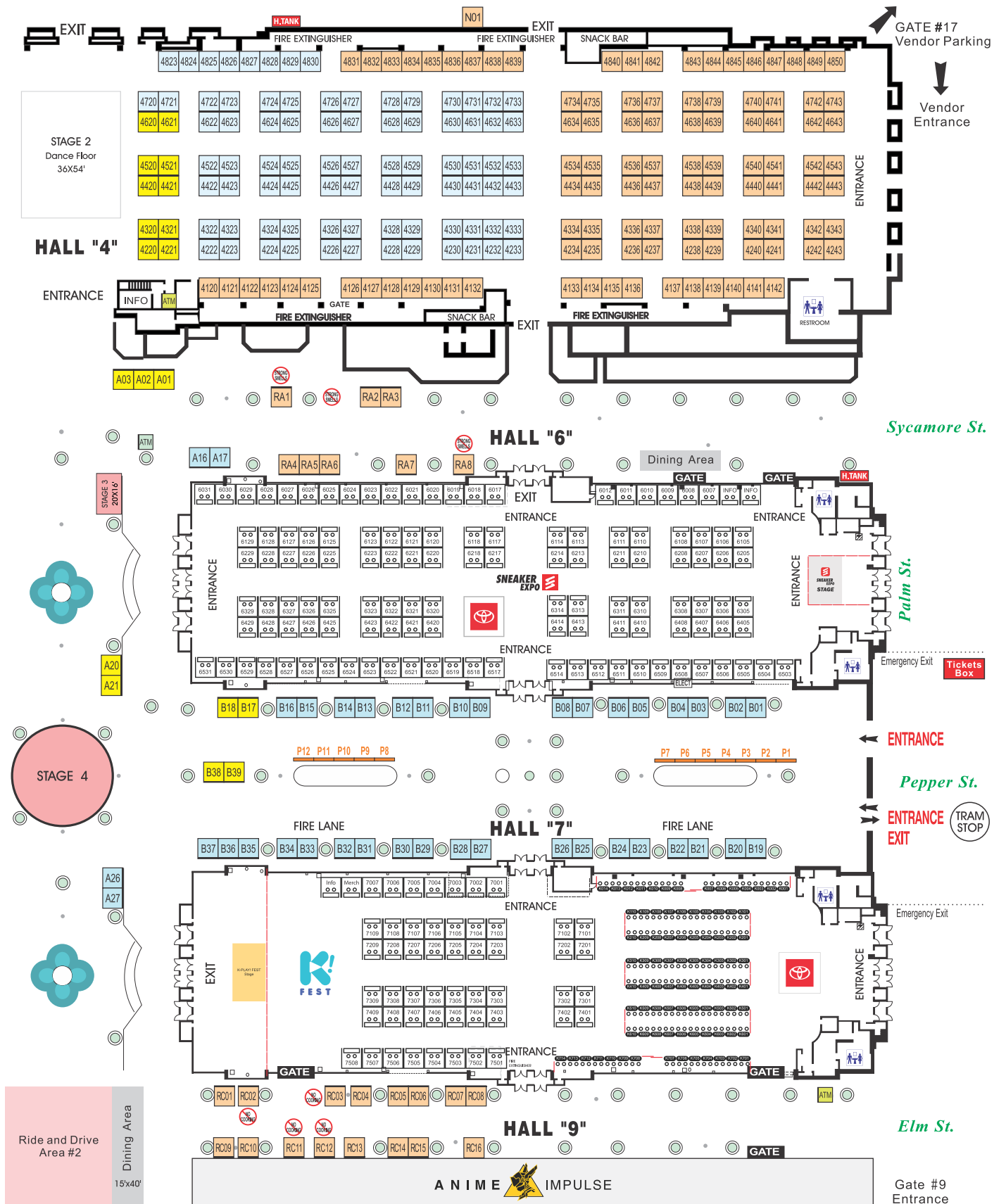
▶ 從 Gate 17 停車場到活動入口有遊覽車接送



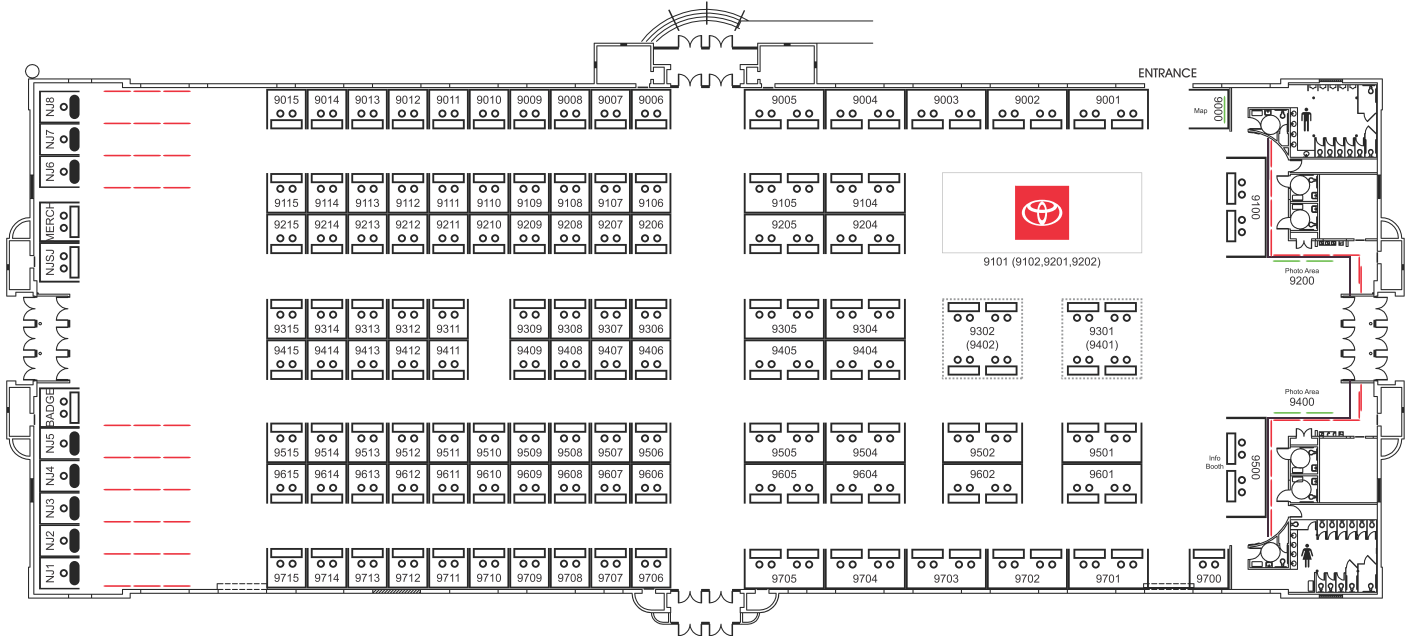
EVENT FLOOR FLAN

展廳及展位平面圖

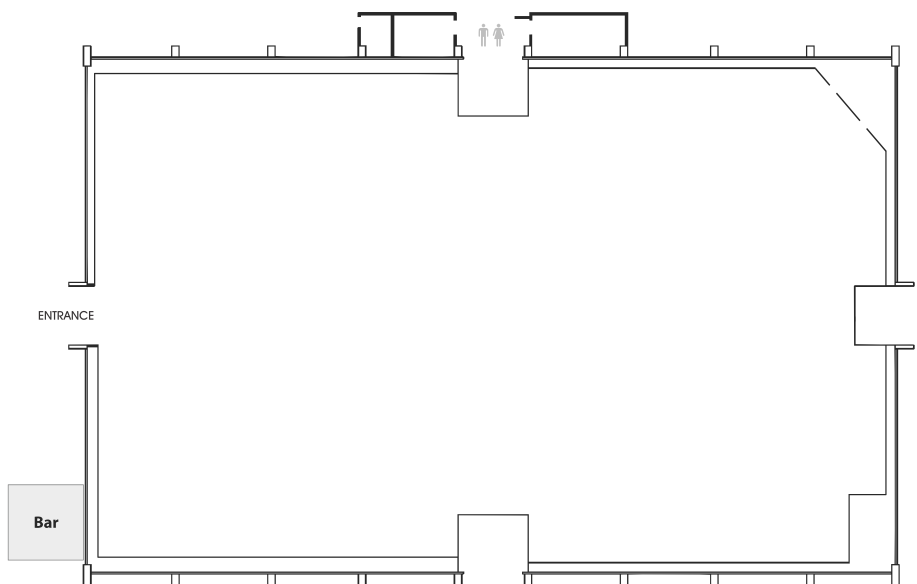
華人工商大展
ASIAN AMERICAN EXPO.

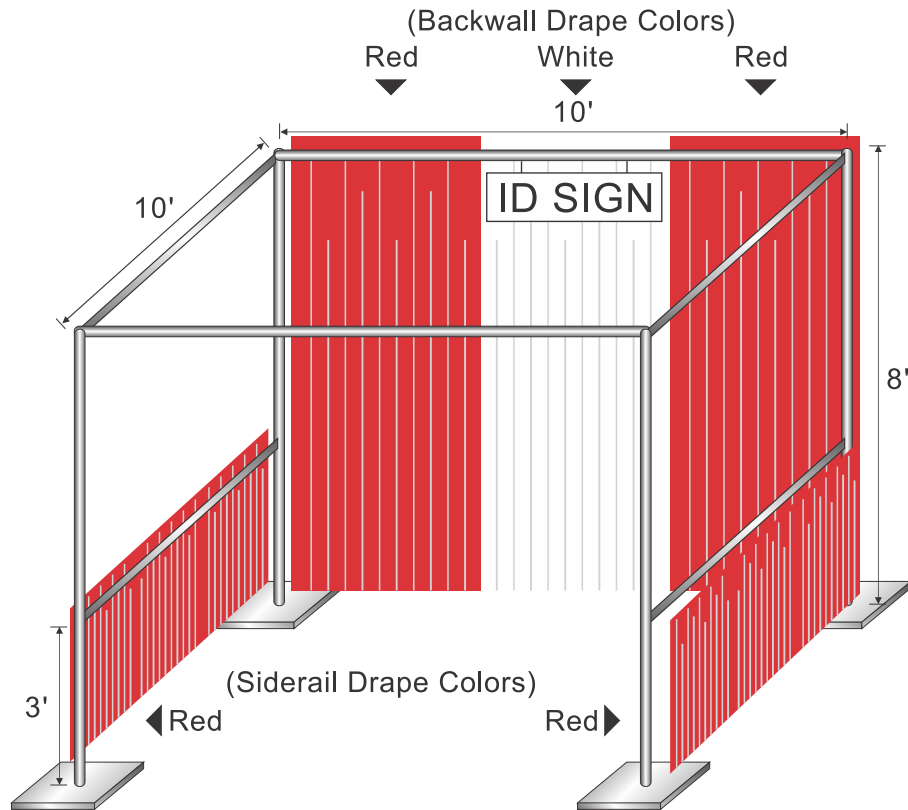


HALL 9

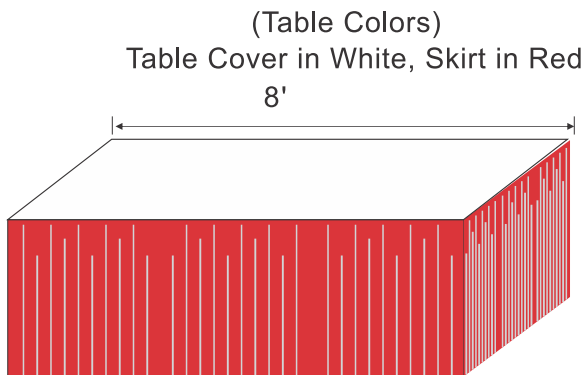


HALL 10





標準展位：長10英尺 X 寬10英尺 X 高8英尺
Standard Booth: 10 ft (L) x 10 ft (W) x 8 ft (H)

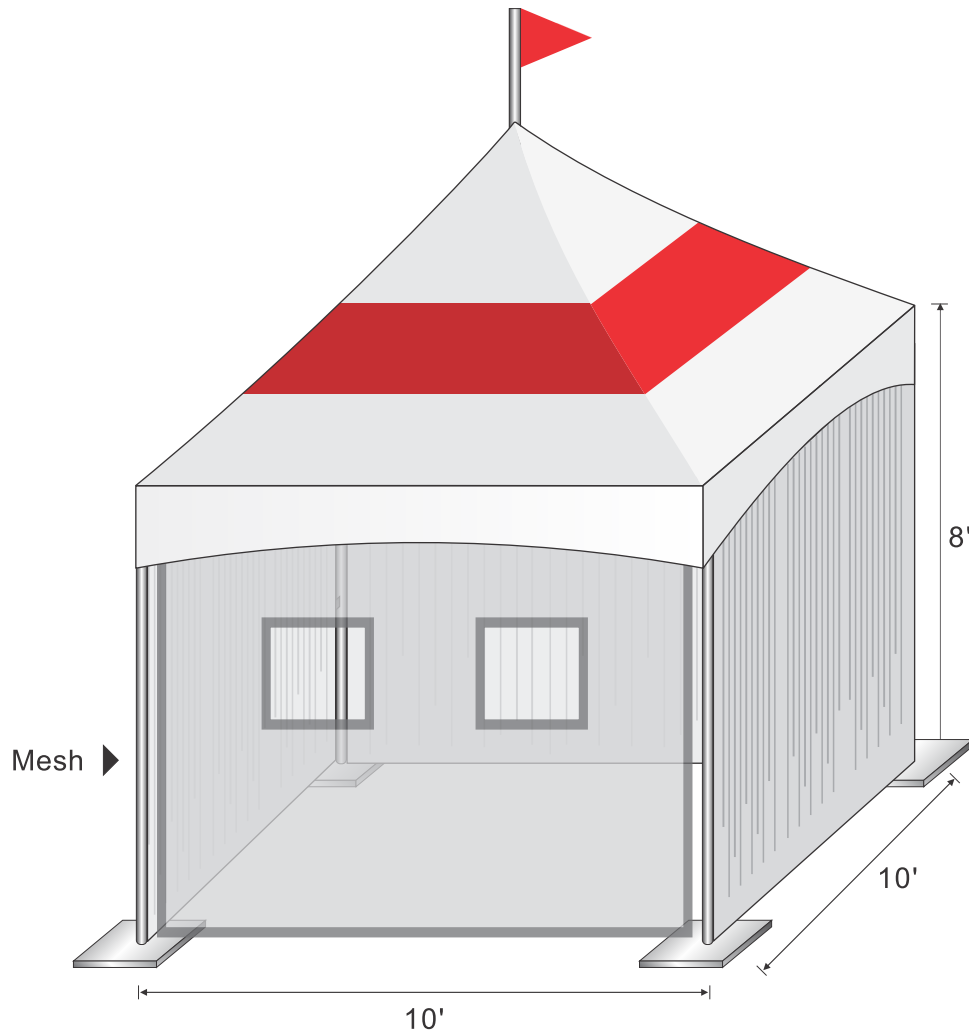


長桌一張長8英尺 X 寬2英尺
One 8 ft x 2 ft draped table



折椅兩張
Two Chairs

* Above setup is only for Asian American Expo indoor vendors in Hall 4.

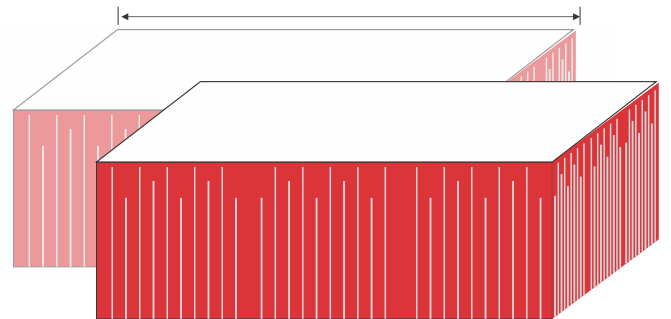


標準展位：長10英尺 X 寬10英尺 X 高8英尺
Standard Booth: 10 ft (L) x 10 ft (W) x 8 ft (H)



折椅兩張
Two Chairs

(Table Colors)
Table Cover in White, Skirt in Red
8'



長桌兩張長8英尺 X 寬2英尺
Two 8 ft x 2 ft draped tables*
*(2 Tables for food vendors only)

*Above setup is only for Asian American Expo outdoors vendors.

Move-In

(Jan 12 Fri, 10 AM-8 PM, Jan 13 Sat, 8 AM-10 AM)

- 1) The Information Center is located at the entrance of Building 4. Show personnel will be onsite to guide and assist you with any event related questions.
- 2) All vehicles must enter through Gate 17 to access the Buildings. Vendors can unload on all sides of Halls 4, 5, 6, 7, 8, 9 & 10. Vehicles must move away immediately after unloading. Please do not park or block the roads of all major entrances or your vehicle will be towed .
- 3) Preparations and moving-in of all equipment and merchandise must be completed by Friday (Jan. 12) at 8PM. Security will be provided for overnight safety, but it is not advisable to leave any valuable merchandise behind.
- 4) Vendors who do not need tables, chairs or booths set-up, should inform show organizer prior to move-in. Please do not remove booth frames at anytime. If additional tables and chairs are required, please supply your own or rent from our decoration contractor. Please do not take anything not belonging to you. It is your responsibility to make sure that no damage of any kind happens to the drapes, tables, chairs or any rental equipment. You will be held responsible for the replacement costs if anything happens.
- 5) In compliance with Fire Department regulations, oversized or top cover tents and decorations are prohibited indoors. Please make sure all decorations and banners do not exceed the height of your own booth space. The use of any open space next to your own booth space is prohibited. If violations occur, Fairplex security will remove all equipment, merchandise, and or decorations in violation.

Parking

- 1) During move-in, all vendors must use Gate 17 to access the buildings. Staff will be on site to direct you in the parking and unloading of goods.
- 2) Vehicles are only allowed to park along the sides of the buildings to unload goods during move-in. Please do not block the roads near the entrances. Violators will be towed at owner's expense. Please move vehicles from loading docks immediately after unloading to allow others space to move-in.
- 3) All vehicles must park at designated Gate 17 parking. The parking fee is \$18.00 per entry. Free shuttle trams are available to transport guests between the parking lots and exhibition halls.

Show Days **(Jan 13 Sat, 10 AM - 7 PM / Jan 14 Sun, 10 AM - 7 PM)**

- 1) The show officially opens at 10 AM to the general public. All vendors are expected to arrive by 9 AM to prepare before official opening time. All buildings will be open to vendors by 7 AM. The show will end at 7 PM on Saturday and Sunday; it is advisable to not leave any valuables behind. Products and goods should be covered and safely secured.
- 2) On both show days, in the case of any problems/emergencies, please contact us immediately at the Building 4 information center.
- 3) Please do not move out prior to end of show.

Move-out **(Jan 14 Sun, 7:30 PM - 11:59 PM)**

Vendors can start moving out after the show has ended, and all guests have left the event. The loading doors will be opened once the general public has left. Any goods / merchandise left behind will be treated as trash and promptly removed by Fairplex after midnight.

Clean-up

- 1) At the end of both show days, please remove all trash at your booth. Trash bags should be left along the aisles so janitors can collect them.
- 2) Sinks installed with hot and cold water for food vendors are available along the food areas. We seek full cooperation from all food vendors to keep the sinks clean and free of clogging. Please do not leave the sink running!

Tax Regulations

During the event, tax personnel will go on their rounds to check, therefore **all vendors who sell products must have their copy of the seller's permit displayed at their booths at all times. The form is located on page 21 of this vendor manual.**

Electric Utilities (Indoors)

- 1) All indoor food vendors should submit their electrical orders to your sales rep, and make your electrical fees payable to COMSC.
- 2) All indoor non-food vendors needing electrical services must apply directly to Convention Electric. **The order form is located on page 22/23/24 of this vendor manual.**
- 3) Please order sufficient voltage for all your electrical needs and provide your own extension cords for both show days. Electric personnel will take all orders, collect payments and answer your questions related to electrical usage. They can be reached at the Information Center at Building 4.

Electric Utilities (Outdoors)

- 1) If your booth is outdoors please make your electrical fees payable to COMSC.

Internet Services

Any vendors requiring internet access can order these services directly from Pomona Fairplex. Please fill out the order forms located on our website and send or fax them directly to Fairplex.

Food Vendor Special Rules

- 1) Vendors can provide and sell all food and beverage products at the event. In addition, Asian American Expo vendors may only sell non-alcoholic beverages, specifically Fairplex Coca Cola Exclusive products. Fairplex Coca Cola Exclusive brands (including Coke, Diet Coke, Sprite, Powerade, Full Throttle, etc.) and Dasani water are the exclusive products of Fairplex. No competing brands may be served or marketed on Fairplex property. Furthermore, no other entity may sell, sample or give away any alcoholic beverage.(P. 25)
- 2) Please note: Food stands (outside of building) must be protected from dust contamination on 4 sides and top. A service opening of no more than 216 square inches (12"x18") is allowed.

COVID Precautions

We've been very intentional and gradual in our approach to our COVID-19 health and safety protocols. Based on recent trends and guidance, Asian American Expo & all affiliated events will be making adjustments to these measures, which may continue to change at any time without notice.

The State of California states that all Event Guests adhere to the following guidelines:

- 1) All Guests must be fully vaccinated or obtain a negative COVID-19 test prior to entering the event.
- 2) All Guests (ages 2 and up) must wear face coverings at all times, especially when indoors. Face coverings are not necessary when eating outdoors 6 feet apart from other guests not in your party.

Safety Precautions

- 1) All display vehicles inside the buildings must have their batteries disconnected, the gas tank locked, taped, and contain less than a quarter tank of gas.
- 2) Vendors are responsible for taking care of their valuables at all times.
- 3) Per Pomona Fire Department regulations, no goods / merchandise of any sort are to be placed along the aisles at any time, as this may impede the Fire Department's passage in case of emergencies.
- 4) No gas / solid alcohol cookwares or open flame equipments are allowed indoors. We recommend only using ovens, microwaves, and toasters.
- 5) All food vendors should prepare trash bins to dispose of litter / trash from food packages and wrappings within booths.
- 6) Do not remove any of the frames used for the structures of the booths on your own as it will collapse and may cause potential hazard to anyone in the vicinity. Please contact our Information Booth for any assistance.
- 7) The floor plans for Halls 4, 5, 6, 7, 8, 9 & 10 have been approved by the Fire Marshal and City of Pomona. Any empty space available is not to be used for any purposes. Fairplex's security personnel have the authority to remove anything placed within these empty spaces.
- 8) All building entrances cannot be blocked at anytime. Vendors are not allowed to hand out brochures / flyers of any kind around the entrances. Please hand out your brochures and flyers at your own individual booths.
- 9) Vendors who plan to bring helium tanks must make sure it is securely chained to a dolly and placed in a safe and upright position.
- 10) Vendors supplying their own table cloths, drapes & decorations must make sure they are non-flammable.

Vendors ID Badges / Admission Tickets

- 1) Every booth is entitled to identification badges. These badges are only to be used for identifying vendors and participating companies, they cannot be used for admission to the event.
- 2) Vendors will be issued admission tickets for both show days as per contract. One admission ticket is good for one person per day. Hand stamps are required for re-entry.

Guests / Visitors

- 1) All guest parking is located on Fairplex Drive at public parking lot Gate #17. Courtesy shuttles are available to transport guests to and from the buildings and parking lots.
- 2) All guests and visitors attending the show can purchase tickets at the ticket booths located near the main entrance on both show days.

進場佈置 (1月12日 星期五 10 AM-8 PM, 1月13日 星期六 8 AM-10 AM)

1. 主辦單位於第四展廳中間入口處設有服務台（包括展位搭建公司及電公司），商展工作人員將在此協助各廠商進場及佈置事宜（特別是電力問題或展位更改等，請到此服務台洽詢）。
2. 所有廠商車輛需從#17號門進場，卸貨區可供載貨車輛裝卸貨品，卸貨後請立即駛離。任意停車或阻礙通路之車輛將被會場拖離，廠商需自行負責拖車費用。
3. 所有會場佈置、搭建及貨品載運應於當日（1月12日 星期五）晚8點之前完成，各展館於晚8點準時關閉，主辦單位建議廠商將貴重貨品帶離會場。
4. 若您的展位不需要配置桌椅，請在進場佈置之前通知主辦單位提前安排；若您的展位需要配置額外的桌椅，廠商可自行攜帶或向攤位搭設承包商租賃，請勿從他人展位挪用桌椅或任何設備。廠商請維護桌椅、布簾及所有展位配備，以避免賠償之費用。預防倒塌危險，廠商不得自行拆除或移動展位隔間支架，以確保安全。
5. 消防局規定，置放於展館內的展位裝飾物品/廣告橫幅/看板，不得超出正常重量及標準尺寸和自家展位的範圍。為維護公共安全，嚴格禁止廠商佔據展位以外的公共區域用來堆放貨品、置放桌椅，設備或任何私人用途。會場警衛有權將私自置放的貨品、設備全部移除，主辦單位將不負任何賠償責任。

停車須知

1. 進場佈置日 (1月12日 星期五 10 AM-8 PM, 1月13日 星期六 8 AM-10 AM)，所有廠商車輛必須從位於Fairplex Drive 上的#17號門進場，安全警衛將在現場指揮交通，協助廠商停車及卸貨事宜。
2. 唯有進場佈置日當天，廠商可將車輛停放在展廳旁，方便卸運貨品，但不得阻礙入口及雙重停車，否則車輛將被會場強制拖離，廠商需自行負責拖車費用。請各廠商於卸貨區完成卸貨後立即將車輛駛離，以方便其他廠商繼續使用。
3. 商展活動期間 (1月13日 星期六及14日 星期日) 。所有車輛停放在Fairplex Dr., #17號門的Fairplex 大眾停車場，再搭乘免費會場交通車往返停車場與商展會場門口，民眾停車費用為\$18.00。

商展日期及時間(1月13日星期六及14日星期日)

1. 華人工商大展舉行期間，各展廳7:00 AM起開放廠商進場，廠商請於9 AM之前進入會場以充分準備。各展廳每日10:00 AM準時開放來賓入場，7 PM準時結束。第一天活動結束之後，主辦單位建議廠商儘量勿將貴重物品留置會場，應將所有貨品及設備妥善整理及覆蓋。
2. 商展第二天7 PM結束，請各廠商於7:30 PM以後開始撤場，請勿提前撤場。

撤場須知 (14日星期日 7:30PM-11:59PM)

各廠商於商展結束，來賓全部離開展廳後開始撤場，所有卸貨區鐵門在來賓離場之後才會拉開。11:59PM後所有展廳由警衛全部清除，任何留置會場的物品將視同廢棄物處理。

稅務規定

所有參展廠商均需填寫 Special Events Certification (表格見P.21)。展位如有商品買賣，需在現場準備一份買賣許可證 (Seller's Permit) 影印本，以便稅務局查看。

電力使用須知 (室內)

1. 室內食品展位用電的支票抬頭請寫 COMSC，由本公司統一收費轉交電力公司辦理。
2. 非食品廠商如需在展位中使用電，請向 CONVENTION ELECTRIC 電力公司直接申請 (申請表見P.22-P.24)。
3. 廠商請根據使用電器的數量及用電量，訂購足夠電力並準備延長線。訂購、付款，或有任何用電問題，可於第四大廳服務台詢問協助。

電力使用須知 (室外)

1. 室外展位用電的支票抬頭請寫 COMSC，由本公司統一收費轉交電力公司辦理。

網路使用須知

展位需要加裝電話及網路者，可直接向 Pomona Fairplex 申請。填寫好的申請表請郵寄或傳真至 Pomona Fairplex，郵寄地址及傳真號碼請以申請表上為準。如有任何問題可與 Pomona Fairplex 聯繫。

疫情預防措施

我們正在循序漸進地準備與 COVID-19 相關的健康安全協議。華人工商大展以及其所有附屬活動將根據最新的趨勢以及指示，在健康衛生措施方面進行嚴謹調整。這些措施可能會隨時更改，恕不另行通知。

食品展位特別規定

1. 食品展位可贈送或出售任何種類的食品及飲料，但出售的瓶裝水僅限Dasani品牌；美式汽水僅限Coca-Cola及旗下品牌（例如 Diet Coke, Sprite, Powerade, Full Throttle等）。Dasani瓶裝水及Coca-Cola及旗下品牌，是與Fairplex簽約的銷售品牌，所以如要販售瓶裝水或美式汽水的攤位，僅限出售以上所列的品牌。任何含有酒精成分的飲料也不可販賣、贈送或提供試喝。（詳情請見 P25）
2. 外場食品展位按衛生局規定，需加裝防蟲衛生網，衛生網將由主辦單位統一訂製，每個費用為\$40.00。

安全須知

1. 所有室內展示車輛需將電池接頭拔下，油箱需加蓋上鎖，油箱內存油不可超過1/4箱。
2. 廠商請自行負責妥善保管錢財與貴重物品。
3. 根據消防局規定，展廳走道不可堆放任何貨品或雜物。凡置放於過道上的物品，均會被視為廢棄物而立刻清除。
4. 消防局嚴格規定，展廳內食品攤位禁止使用瓦斯爐、酒精燃料爐或任何會冒出火苗的烹飪器材，請改為烤箱、微波爐或其他用電的設備代替。
5. 所有食品商必須在攤位中自備垃圾桶以便隨時丟棄垃圾，保持攤位及食品衛生，同時必須在攤位內將垃圾袋綁好後，才可丟入垃圾桶。
6. 請勿擅自移動或拆除攤位支架，以防倒塌造成危險，如需任何協助，請至各個大廳服務台洽詢商展工作人員。
7. 所有展廳的展位規劃是經過波莫那市政府及消防局審核批准，廠商不得擅自增加搭建展位或在空地堆放物品，妨礙公共安全。Fairplex警衛有權移除任何放置於空地上的物品。
8. 所有大廳入口必須隨時保持暢通，參展廠商不得在各大廳門口內外散發贈品或傳單，有需要者請在自己展位前分發，並注意來賓行走安全。
9. 所有汽球充氣筒必須直立固定在推車上，放在大會指定統一地點。
10. 廠商自行攜帶的桌布及裝飾攤位用品，必須使用非易燃性材質以策安全。

廠商工作証及入場門票

1. 每個展位發給四張廠商工作証，工作証只用作識別廠商，不能當入場券使用。
2. 主辦單位將依據合約配給廠商兩天入場門票，每張門票限單人單日使用。如需多次出入會場，請在出口處索取印章。

來賓須知

1. 所有商展來賓的車輛可停放在 2705 Fairplex Dr., #17 號門的大眾停車場內，利用免費交通車往返停車場與商展會場。
2. 華人工商大展舉行兩天期間，所有來賓均可在門口售票亭購買當日門票。

Food Sampling & Food Demonstration Requirements

A complete list of all requirements may be obtained at
Asian America Expo Info Booth

- 1) All food - except packaged, wrapped or bottled foods - must be protected at all times from customer contamination, flies, dust and dirt. Demonstrators, when offering food to customers, shall at all times remain within the confines of the exhibit booth. Offering food from an unprotected tray or plate will not be tolerated.
- 2) Food in the process of being heated, chilled, compounded or displayed must be protected at all times from customer contamination, flies, dust, dirt, etc., by panels of glass, plastic or other material acceptable to the Health Officer.
- 3) Food for sampling by customers shall not be offered from a common bowl, container or tray where the customer's hands could come in contact with the food on display.
- 4) Foods that are offered hot, and which are capable of supporting the growth of bacterial organisms, shall be maintained at a temperature of 140 degrees Fahrenheit or greater at all times. Food that are offered cold, and which in the opinion of the Health Officer, are capable of supporting the growth of pathogenic organisms shall be maintained at a temperature of 45 degrees Fahrenheit or lower at all times.
- 5) All implements, tools and equipment must be National Sanitation Foundation (NSF) approved, kept in a clean and sanitary condition, and in good repair at all times.
- 6) Tongs, spatulas or other suitable implements shall be used by the food demonstrator when handling foods. Hand contact with the food should be kept to the absolute minimum.
- 7) No exhibit of unpackaged or unprotected food shall be exposed or left unattended at any time. No food or food product shall be stored six inches of the floor. Racks, shelves or palettes shall be supplied when needed.
- 8) Containers equipped with tight-fitting lids or covers shall be provided for refuse, and exhibits shall be kept clean and sanitary. Where tanks, icers or other apparatus are used, adequate and sanitary drainage facilities must be provided.
- 9) All food handlers shall wear clean, washable garments - (preferably short - sleeved) and head-bands, hair nets or caps that confine the hair. Hands of operators shall be free of cuts, sores and bandages and shall be kept clean at all times.
- 10) No food handler suffering from a communicable disease shall be permitted to prepare or handle food. While engaged in the handling of food, operators shall not smoke or use tobacco in any form.
- 11) All indoor food court vendors must prepare sneeze guards for food to be protected from customer contamination.

All requests of the County Health Department shall be complied with promptly, and no exhibit shall operate unless authorized to do so by the Health Officer. Any variances from these requirements must be approved in writing from the Health Department.

For further assistance or questions concerning these Rules and Regulations, contact:

Department of Health Services
1435 West Covina Parkway, West Covina, CA 91790
Tel: (626) 813-3326

食品展示/食品品嚐需知

完整詳細之需知可向華人工商大展服務組索取

- 1) 所有食品，除了已包裝、加保鮮膜或瓶裝食品外，必須要隨時與來賓、外界的灰塵等雜物隔離，所提供的食品必須放置於展位內，未經保護或未使用衛生餐具者將被取締。
- 2) 食品在加熱、冷凍、混合、展示的過程中，應盛裝在經衛生局許可的玻璃或塑膠容器中，並避免被灰塵、雜物、蚊蠅等外來物質污染。
- 3) 在食品展位上供應客人品嚐的食物，客人不得自行從容器中隨意拿取食物，也不可將食物放置於客人雙手觸摸到的位置，需由展位內的服務人員以叉子或牙籤遞送。
- 4) 容易滋長細菌的食品，加熱的食品溫度必須隨時保持在華氏140度以上的高溫，須冷藏之食品必須隨時保持在華氏45度以下之低溫，以保持食物新鮮。
- 5) 所有食品之器皿、工具、設備等均須經由 National Sanitation Foundation (NSF) 許可，並保持在清潔、衛生及良好的狀況下。
- 6) 在展覽會中，所有食品必須避免使用雙手準備或遞送食物，應使用鉗子、攪拌器或其它器具。
- 7) 不可銷售未經包裝或未經保護而暴露在外之食品，所有食品必須安置於離地6呎以上，必要時須使用架子等設備將食物架高。
- 8) 盛裝食物等設備之蓋子須能確保密合，並保持清潔衛生，使用水槽、貯水器、或其它盛食之器皿時，必須要有妥當及合衛生之排水設備。
- 9) 所有食品展位之服務人員須穿著乾淨清潔之衣物(合適的上衣、手套)，頭髮須包紮好，並戴上可將頭髮固定之帽子。服務人員雙手必須保持乾淨清潔，並且沒有受傷、發炎潰爛、或包紮繃帶等情形。
- 10) 帶傳染病菌者不被允許提供或準備食品。在提供食品時的服務人員不可抽煙或使用任何形式的煙草類。
- 11) 室內食品商在展位桌子前方需立放一個透明的板子以隔絕經過之顧客直接與食物接觸。

所有食品參展廠商必須遵循衛生局要求的有關規定事項，而且所有參展廠商必須得到衛生局官員檢查許可後，才能參加本次商展。有關食品類任何事項之改變，必須經由衛生局核准通過。

任何有關之規定及準則，請聯絡：

Department of Health Services

1435 West Covina Parkway, West Covina, CA 91790

Tel: (626) 813-3326

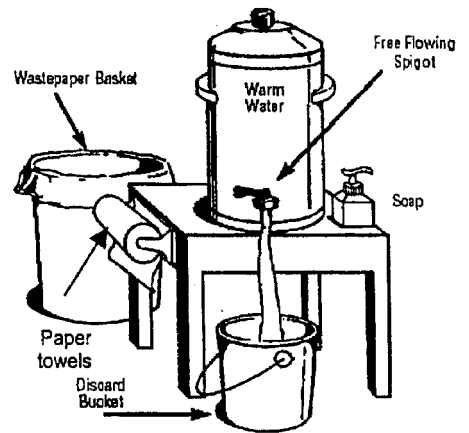
All vendors who sell food on their booths, must have the items (or similar items) in the picture below in their booths to ensure to provide a clean environment to your customer.

CHECKLIST FOR TEMPORARY FOOD FACILITIES

This checklist shall be posted inside the booth during operation. Please initial next to each item indicating that the item has been provided for your booth:

- _____ Covered thermal insulated container with a **spout that stays on** for washing hands.
- _____ Clean, warm water in the thermal insulated container for washing hands.
- _____ 5 gallon bucket to catch wastewater from hand washing.
- _____ Liquid hand soap.
*“Handy Wipes and Hand Sanitizers” are **not** to replacement the hand wash station. Hand Sanitizers may be used in addition to regular hand washing.
- _____ Paper towels.

Appendix A



- _____ Metal stemmed thermometer with a temperature range of 0°F-220°F for measuring food/refrigeration/cooking temperatures.
- _____ Thermometer inside each refrigeration unit to monitor air temperature.
- _____ Three-compartment sink with hot and cold running water, or bucket system describe in Appendix A.
- _____ Dishwashing soap and sanitizer (e.g., household bleach).
- _____ Know the Waste water disposal location. Ask the Event Coordinator before operating.
- _____ Adequate number of tables with washable surfaces.
- _____ Adequate number of serving spoons, spatulas, tongs, scoops, ice scoop, cutting boards, etc.
- _____ Labeled Sanitizer and bucket for wiping cloths and/or sponges.
- _____ Chemical test kit for sanitizer.
- _____ Tongs and/or disposable plastic gloves for food handling.
- _____ Equipment to maintain cold foods at 45°F or below.
- _____ Equipment to maintain hot foods at 140°F or above.

所有食品攤位的商家必須在攤位中放置以下圖片顯示的物品（或類似物品），確保為客戶提供乾淨的環境。

臨時食物設備清單

兩天展會期間，該清單務必帖在攤位內。請在每個項目旁邊簽上姓名的首字母，表示您已經將該物品放置在攤位中。

——帶有蓋子的保溫桶，保溫桶邊必須放置一個按壓式洗手液。

——在保溫桶中必須有洗手用的乾淨熱水。

——有一個可裝5加侖水的桶子，裝洗手後的廢水。

——洗手液

“濕紙巾和消毒液”不可替代洗手台。

在擁有常規洗手設施的基礎上，可以使用消毒液。

——廚房用紙

——用於測量食物/冷凍/烹飪溫度的金屬桿式溫度計，可測量溫度範圍為0-220華氏度（°F）。

——每個冰櫃內有可監測空氣溫度的溫度計。

——有可通冷、熱水的三槽式水槽，或附錄A中描述的桶裝設備。

——洗碗劑和消毒劑（比如，家用漂白劑）。

——知道廢水處理地點，若不知曉，請在展會開始前詢問大展協調人員。

——有適量的表面可沖洗的桌子。

——有適量的湯匙、鏟子、夾具、各類勺子、冰勺、砧板等。

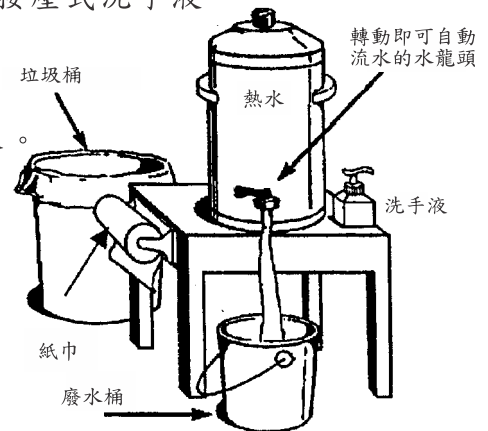
——消毒劑和清洗抹布（或洗碗海綿）的容器要貼上標籤。

——有消毒殺菌類試劑。

——有食物鉗，或有接觸食物的一次性塑料手套。

——有將食物冷卻至45華氏度（°F）或以下的設備。

——有將食物保溫至140華氏度（°F）或以上的設備。



附錄 A

- 1) **How many vendor badges are provided for exhibit booth personnel?**
A total of four badges per 10 x 10 booth are provided for vendor personnel for the duration of the two show days.
- 2) **Is carpet included in my booth package?**
No, carpet is not included in the vendor package.
- 3) **The waste bin near my booth is completely full; who can I contact for a new waste bin?**
To expedite your request, directly contact the building 4 information center and provide them with your booth number.
- 4) **How do I enter the show grounds if I need to unload goods?**
Vehicles must enter through Gate 17 in order to access the buildings. Once you have unloaded your merchandise, please move your vehicle as to allow other vehicles access.
- 5) **Can I enter the Fairplex show grounds after the stated move in hours?**
No vendors are allowed on the show grounds after 7:00 pm Friday night. If you have a scheduling conflict that prohibits you from being able to arrive at the normal hours, please make advanced arrangements with your account executive.
- 6) **Can I request help with the offloading of goods from my vehicle to my booth?**
Vendors are responsible for the delivery and removal of their own goods. No forklifts, pallet jacks, dollies or any equipment will be available on site from the show organizer.
- 7) **Will the show organizer help transport goods to the show grounds?**
As per company policy, we do not provide mail or package receiving services. Please take care of your own merchandise.
- 8) **Can I leave my valuable possessions at my booth overnight?**
It is advisable that you do not leave any valuable possessions behind. Asian American Expo and Fairplex will not be liable for the lost or destruction of any valuable possessions.
- 9) **I need additional table or chairs for my booth, who should I contact?**
Direct your requests to the Building 4 information center. Please do not remove chairs or tables from neighboring booths.
- 10) **Can I sub-lease my booth space?**
Vendors are strictly prohibited from sub-leasing any booth space.
- 11) **During move out, when can I move my vehicle near the buildings?**
Vehicles will not be allowed onto the show premises until the conclusion of the second show day (7:30 pm) once the general public has left.
- 12) **Can I park my vehicle along the sides of the buildings for the show days?**
Vehicles are prohibited from parking alongside any of the buildings on both show days. Violators will be towed at the owner's expense.
- 13) **Do I have to display my seller's permit in a public place at all times?**
As per government regulation, all vendors conducting selling operations are required to have a copy of their seller's permits displayed in a public place at all times. During the event, tax personnel will go on their inspection rounds.
- 14) **Can I use the aisles outside of my booth for displaying my goods?**
No. According to Pomona Fire Department regulations, no goods or merchandise of any sort are to be placed along the aisles at all times, as this may impede the Fire Department passage in case of emergencies.

For more information, please visit www.aaexpo.com

參展廠商常見問題

1) 每個參展廠商可得到幾張工作人員識別証?

展商每擁有一個10 x 10展位，可得到5張廠商工作証供工作人員於大展兩天中佩戴。

2) 展商承租的展位中是否包括地毯?

沒有，承租展位中不包含地毯。

3) 展位旁的垃圾桶已滿，我應該通知誰來處理更換?

您只要前往第4大廳所設的服務台，告知主辦單位工作人員您的展位號碼，我們就會通知清潔人員迅速前往處理。

4) 進場佈置當天，我要如何將貨品運至展廳?

所有展商載貨車輛須從"17"號門進入展場，展廳前卸貨區可供車輛暫時停留以卸載貨品，但卸貨後請立即駛離以方便其他廠商使用。

5) 我可否在進場佈置日開放時間結束以後進入會場佈置?

週五佈置日所有展廳在晚間7點準時關閉，人員不得滯留會場。如果展商因故無法於規定時間內前來佈置，請儘早與您的業務代表聯絡，另作安排。

6) 主辦單位是否提供幫助展商卸貨以及運送商品至展位的協助?

無論卸貨或商品運送的人員及工具都應由廠商自行負責。主辦單位並不提供堆高機、卸貨起重機、推車或其他任何設備。

7) 主辦單位是否提供會場貨品寄收等服務?

避免糾紛及保障廠商權益，主辦單位不提供物品寄件或收件代理服務，廠商若有任何物件託運或郵寄至商展會場，需自行派人點收。

8) 我是否可以將貴重物品及產品留在會場過夜?

主辦單位建議廠商勿將任何貴重物品留置會場，如有遺失或損毀，華人工商及Pomona Fairplex概不負責。

9) 我的展位需要額外的桌椅，應該向誰聯絡?

若您的展位需要配置額外的桌椅，請向您所在的展廳服務台洽詢，切勿從他人展位挪用桌椅或任何設備。

10) 我可否將展位轉租他人?

主辦單位嚴禁參展廠商將展位轉租他人。

11) 商展撤場時，我的車輛何時可開進會場?

廠商車輛必須等到商展結束，所有來賓離開之後，7:30PM開始才可駛進會場。

12) 商展進行期間，我的車子可以停放在展廳兩旁嗎?

商展進行期間，廠商車輛禁止駛入展場，更不得停放在任何展廳兩旁，違反車輛將被拖吊並由廠商自行負責拖吊費用。

13) 我需要隨時將買賣許可證陳列在展位中嗎?

加州政府規定，展位只要有商品買賣行為，必須準備一份買賣許可證影印本隨時陳列在展位中，以便稅務人員不定時至展位查看。

14) 我可否使用展位外的走道來陳列商品?

不可以。根據洛杉磯消防局規定，展廳走道不可放置任何貨品或雜物，以策安全。凡置放於走道上的物品，均會被視為廢棄物而立刻清除。

CDTFA-410-D REV. 9 (3-23)

**SWAP MEETS, FLEA MARKETS, OR SPECIAL
EVENTS CERTIFICATION TO OPERATOR**

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

You are required to verify your seller's status by law. Please complete all four sections of this form and submit your completed form to the operator of each event where you are a seller. Partners and additional sellers at your business location should complete a separate copy of this form.

1. EVENT INFORMATION

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID NUMBER

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS (street number or P.O. box, city, state ZIP Code)

TELEPHONE NUMBER

DRIVER LICENSE NUMBER/STATE ID NUMBER AND STATE

TYPE OF BUSINESS AND DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS (check the appropriate boxes and provide the requested information)

- I hold a valid seller's permit. My permit number is: _____
- I am not making or soliciting sales of tangible personal property at this event.
- I am not required to hold a seller's permit because:
 - My retail product sales are not subject to tax
 - My sales are exempt occasional sales (see explanation below)
 - I sell on behalf of a section 6015 retailer _____ (name)

4. CERTIFICATION

The above statements are certified to be correct to the best of my knowledge and belief.

NAME (type or print)

TITLE

SIGNATURE

DATE

People who sell tangible personal property (merchandise) in California are generally required to hold a seller's permit. You **may not** sell at this event without a seller's permit, unless you are not required to hold one. You are required to have a permit if you are selling, even temporarily, new or used merchandise, including items you purchased for the purpose of reselling to others. You are not required to hold a seller's permit if you are only making "occasional" sales (see below), selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer (see below).

You may register for a seller's permit by visiting our website at www.cdtfa.ca.gov. If you obtain a temporary seller's permit, the business address on that permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales—Due to the number, scope, and character of their selling activities, some sellers are not required to hold a seller's permit. For example, a person who is disposing of unwanted household items, and does this no more than twice in any twelve-month period, is generally considered to be an occasional seller. Also, some sellers who make only nontaxable sales are not required to hold a seller's permit. Examples include sellers of fresh produce or other cold food products sold exclusively "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged, including some swap meets or flea markets.

Section 6015 Retailers—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a CDTFA approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives.



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

NOTICE: Convention Electric Inc. (CEI) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services should be made by a CEI Electrician. CEI will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a CEI Electrician.

WHEN ORDERING ELECTRICAL SERVICES:

1. Check rating plates on item(s) and order outlets accordingly.
2. Lighting outlets supplied with (1) connection per outlet ordered.
3. Motor outlet supplied with (1) connection per outlet ordered.
4. Outlets requiring 24 HR. and/or dedicated circuits are double list price.
5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
6. Island Booths require a minimum Labor charge of (1) hour to install power and 1/2 hour to dismantle, material charges may apply, all distribution is done by a CEI electrician.
7. 480 Volt Service(s) and price(s) are available upon request.

GENERAL INFORMATION

1. ALL outlets will be installed on the floor at the rear of the booth. For Island and Peninsula booths, outlets will be brought to one (1) location at our discretion if no information is provided. Additional Labor is required for any placement other than the rear of the booth.
2. The cost of 120-Volt outlets includes delivery to (1) location at the rear of inline booths only. If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle.
3. All wiring, motors and other installations must be approved to prevent over-loading of circuits.
4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used.
5. All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, wiring, extension cords, etc.
6. Labor Rates are subject to local I.B.E.W. Union Contract effective at time of show. Overtime labor rates prevail before 8:00A.M. and after 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays.
7. Hardwall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.

PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance pricing applies only to orders received by the above **Advance Deadline**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

ELECTRICAL RENTAL ORDER FORM

Asian American Expo 2024

Booth #:

Pomona FairPlex

January 13-14, 2024

Advanced Price Order Deadline Date: December 28, 2023

Quantity	Item	Advanced Price	Show Price	Sub Total
	120V			
	500 Watts or 5 Amps	\$148.00	\$222.00	
	1000 Watts or 10 Amps	\$265.00	\$396.00	
	2000 Watts or 20 Amps	\$341.00	\$511.00	
	208V-10 (Labor Required)			
	20 Amp or 1 1/2 HP	\$652.00	\$979.00	
	30 Amp or 2 HP	\$877.00	\$1,316.00	
	60 Amp or 5HP	\$1,139.00	\$1,709.00	
	100 Amp or 10 HP	\$1,349.00	\$2,024.00	
	200 Amp or 25 HP	\$2,124.00	\$3,186.00	
	208V-30 (Labor Required)			
	20 Amp or 1 1/2 HP	\$876.00	\$1,314.00	
	30 Amp or 2 HP	\$1,014.00	\$1,521.00	
	60 Amp or 5HP	\$1,329.00	\$1,995.00	
	100 Amp or 10 HP	\$1,998.00	\$2,998.00	
	200 Amp or 25 HP	\$2,860.00	\$4,290.00	
	400 Amp or 50 HP	\$4,577.00	\$5,720.00	
	Transformer	\$634.00	\$815.00	
	Lighting (Includes Power)			
	(2) 150 Watt on Stanchion	\$182.00	\$266.00	
	1000 Watt Overhead	\$406.00	\$609.00	
	Materials			
	Cube Tabs	\$27.00	\$41.00	
	15 Amp Power Strips	\$38.00	\$57.00	
	15' Extension Cord	\$38.00	\$57.00	
	25' Extension Cord	\$45.00	\$68.00	
	50' Extension Cord	\$90.00	\$135.00	
	100' Extension Cord	\$182.00	\$272.00	
	12/5 Pigtails	\$45.00	\$68.00	
	6/5 Pigtails	\$90.00	\$135.00	
	Buck & Boost Transformer	\$172.00	\$258.00	

PAYMENT AUTHORIZATION

Company:		Email:	
Billing Address:			Phone #:
City:	State:	Zip:	

Payment Type: Check Visa MC AMEX Discover A 3% processing fee will be added for all credit card orders.

CC Number:	Security #:	Exp Date:
------------	-------------	-----------

Card Holder (Print)
Card Holder (Sign)

Please Check One: No additional people are allowed to sign on this card.
 CARDHOLDER authorizes the following to sign on the above credit card for additional charges on-site.
 Additional Signers: _____

(Note: Any charge-back fees issued by a credit card bank due to unapproved 3D Security (Mobile/Email verification) will be subject to additional fees up to \$45.00.)



P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

ELECTRICAL LABOR INSTRUCTIONS

- To determine if Electrical Labor is needed or to obtain floor plans, please contact us at info@conventionelectric.com.
- Electrical layouts are required whenever an outlet is needed at any location other than the back of the booth.
- In order to perform labor installation without Exhibitor's Representative present, CEI must have a detailed floorplan for power distribution accompanying this form denoting exact dimensions and surrounding areas.
- If your representative chooses to be present during installation, Exhibitor should contact CEI to schedule date and time.
- Please be advised, CEI may request an authorized supervisor to accompany our electrician to the labor desk when installation is complete in order to sign out the Electrician.
- Final totals for Material and Labor will be determined once a CEI Electrician has completed installation according to your floorplan. By signing this form, you are authorizing CEI to charge your credit card on file for these final charges.
- The minimum Labor charge will equal one (1) hour per man for installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
- Dismantle Labor is charged at 50% of installation Labor based on show move-out days/time and does not need to be scheduled.
- Exhibitors with hard wall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.
- In the event that totals are miscalculated, CEI reserves the right to make necessary adjustments.
- JLG Lift Requirements: If lift equipment is required to hang special lighting (not including operator), the Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please see pricing to the right.

TERMS & CONDITIONS

I agree in placing this order that I have accepted CEI's payment policy and the terms and condition of contract.

Credit Card information must be on file before any of the requested Labor is performed. Should CEI be required to bill you, a 30% handling charge will be assessed to the balance due.

LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8 a.m. and after 4:30 p.m. on weekdays, all day Saturday, Sundays and Holidays. Please verify all information is correct before submitting order.

PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

- 100% Payment must accompany each order unless prior arrangements are made.
- Advance price apply only to orders received by **April 15, 2019**. All other orders will pay regular prices.
- Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
- NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
- In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

LABOR ORDER FORM

Asian American Expo 2024 _____ Booth # _____

Pomona Fairplex **January 13-14, 2024**

Show Dates

Advanced Price Order Deadline Date: December 28, 2023

ELECTRICAL LABOR & LIFT RATES

Please be advised: Labor start times cannot be guaranteed. If no time is provided, work will be performed on a first come first serve basis. A representative must come to Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight Time\$140.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime\$ 270.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Scissory Lift (Does not include operator, Must order 2 men labor).....\$ 275.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Boom Lift (Does not include operator, Must order 2 men labor).....\$ 275.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LABOR REQUEST

Contact: _____ Phone #: _____

Exhibitor Supervision Required.

No Exhibitor Supervision, Ok to proceed with install.

If supervision is not required, be sure floorplans for electrical layout are attached.

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

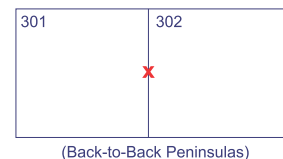
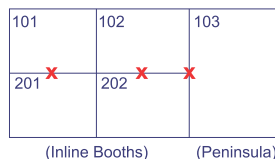
Will a lift be needed? Yes No

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

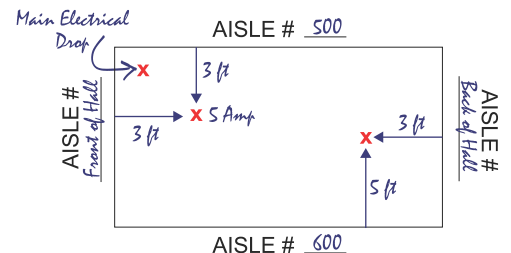
Additional Instructions: _____

ELECTRICAL LAYOUTS

The below example is a standard electrical layout for inline and peninsula booths. Any other placement will require a labor request on a time and material basis.



For exhibitor booths requiring electrical placement other than the above standard layout, a Labor Request should be completed and a scaled floor plan must accompany your order.



The floor plan should note the main power location and any additional locations including booth orientation. See example:

CONVENTION
ELECTRIC, INC.

P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

TERMS & CONDITIONS / RULES & REGULATIONS

- All electrical requirements must be ordered on the Electrical Order Form.
- Please fax your order with payment to (909) 623-7222 or email at info@conventionelectric.com.
- For further information, please visit our website at www.conventionelectric.com

- 1 Place your electrical order with full payment to secure the discount rate, orders faxed or mailed after deadline date will be processed at regular rate. A purchase or a photocopy of check is not considered valid forms of payment for securing advanced rate. If power is required for refrigeration, Computer systems, water pump, water pumps, heaters, etc. you are required to order 24 hour Electrical Services.
- 2 In the event order totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of an in-line booth. If distribution is required you may use a Grid according to your exhibit space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for install and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis.
- 4 Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other location's regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact Convention Electric, Inc. to discuss any additional costs that may be incurred.
- 5 Island or Pavilion Booths: You may use our Grid sheet according to your exhibit booth space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. If your Labor requires a special JLG Lift there will be lift charge, labor 2 men 1 hour min and material basis depending on requirement. If you fail to provide us with a floorplan prior to first move-in date, outlets will be placed at one location at Convention Electric, Inc. discretion.
- 6 Multiple outlet locations where an electrical power is required you must order separate power for each location the minimum amount of power can be a 5 amps or 500 watts. Power must be ordered according to peak ratings, check rating plates on your equipment to ensure that you will have the proper power to operate your display. If you require any special power contact us at info@conventionelectric.com.
- 7 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. Overtime Labor Rates prevail prior to 8 a.m. and after 4:30 pm on weekdays, all day Saturday, Doubletime Rates Saturday After 8 Hour, All day Sunday and Holidays.
- 8 Lift required In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift, material and labor charges will apply. (a minimum of (2) men (1) hour plus lift rate and material). Please contact our customer service department at (909) 623-5192 or via email at info@conventionelectric.com to discuss any additional charges that will apply for your Labor.
- 9 Convention Electric, Inc. employees are authorized to cut floor coverings when essential for installation of services unless directed otherwise.
- 10 Convention Electric, Inc. is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Convention Electric, Inc. It shall be removed only by Convention Electric, Inc. employees. If you are found performing any Electrical work in your booth without it being a CEI Electrician is strictly forbidden you will be charged a labor and material inspection fee. See rule # 11
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Convention Electric Inc. reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Convention Electric, Inc. is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for any unused items.
- 13 Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Convention Electric, Inc.
- 14 All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 15 All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, noncurrent carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may interrupted if payment is not received.
- 17 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing and received by Convention Electric, Inc. within 14 calendar days prior to show opening. Except sales tax, Convention Electric, Inc. will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 18 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19 Exhibitor holds Convention Electric, Inc. harmless for any and all losses of power beyond Convention Electric Inc. control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- 20 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Convention Electric Inc. its attorney fees or applicable agency fees.
- 21 If CEI is required to bill you, a 30% handling charge will be assessed to the balance due and a service charge of 1.5% per month on any unpaid balances. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Convention Electric Inc. for all applicable rental taxes and will be assessed starting 10 days after date of invoice.
- 22 By signing any electrical forms and/or authorization forms, exhibitor hereby agrees to all terms and conditions on these electrical, plumbing and Labor order form, and floor plans. In the event that totals are calculated incorrectly Convention Electric, Inc. reserves the right to make necessary corrections
- 23 Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.

Vendors can provide and sell all food and beverage products at the event. In addition, Asian American Expo vendors may only sell non-alcoholic beverages, specifically Coca-Cola products. Coca-Cola brands (including Coke, Diet Coke, Sprite, Powerade, Full Throttle, etc.) and Dasani water are the exclusive products of Fairplex. No competing brands may be served or marketed on Fairplex property. Furthermore, no other entity may sell, sample or give away any alcoholic beverage.

食品展位可贈送或出售任何種類的食品及飲料，但出售的瓶裝水僅限Dasani品牌；美式汽水僅限Coca-Cola及旗下品牌（例如 Diet Coke, Sprite, Powerade, Full Throttle 等）。Dasani瓶裝水及Coca-Cola及旗下品牌，是與Fairplex簽約的銷售品牌，所以如要販售瓶裝水或美式汽水的攤位，僅限出售以上所列的品牌。任何含有酒精成分的飲料也不可販賣，贈送或提供試喝。



COCA COLA



DASANI WATER

Any Vendors found to be selling or giving away non-Coca Cola brand beverages will be charged a \$5,000 Food & Beverage Violation by Fairplex.

警告！如果有任何攤位的客戶被Fairplex發現出售或贈送非Coca Cola旗下的美式汽水或是瓶裝水，那麼該客戶將被罰款\$5,000。

ASIAN AMERICAN EXPO 2024



Scan QR Code For
Latest COVID Updates

- 會期： 2024年1月13日(週六)、1月14日(週日)
- 時間： 週六上午10時至晚上7時、週日上午10時至晚上7時
- 會場： 波莫娜國際展覽中心 **FAIRPLEX**
2705 Fairplex Dr., Pomona, CA 91768
- 主辦單位：華人工商 **CCYP.COM**
3940 Rosemead Blvd., Rosemead, CA 91770
- 參展熱線：TEL: (626) 280-8588 FAX: (626) 280-0688