



# AGREEMENT FOR PARTICIPATION IN IAABE 2025

This Agreement is made and entered into on [Insert Date], by and between:  
California Trade Expo, Inc., a corporation organized and existing under the laws of the United States, with its principal office at 3636 Westminster Ave., Santa Ana, CA 92703, hereinafter referred to as the “Organizer”,

AND

[Delegate's Name], representing [Company Name], with a registered business address at [Company Address], hereinafter referred to as the “Delegate”.

Both parties agree as follows:

## 1. Purpose

This Agreement establishes the terms under which the Delegate will participate in the International Asian American Business Expo (IAABE) 2025, scheduled for August 6-8, 2025, at Delta Hotels by Marriott Anaheim Garden Grove, California.

The Delegate agrees to participate in the event to explore business opportunities, network with U.S. and Asian businesses, and engage in trade and investment partnerships.

## 2. Event Details

- Event Name: International Asian American Business Expo (IAABE)
- Theme: America Meets Asia: Unlocking Global Business Potential
- Dates: August 6-8, 2025
- Venue: Delta Hotels by Marriott Anaheim Garden Grove
- Address: 12021 Harbor Blvd, Garden Grove, CA 92840

## 3. Delegate Participation Packages

The Organizer offers the following participation options:

### 3.1 Standard Delegate Package (No Exhibit Booth)

- Full three-day access to IAABE 2025
- Participation in B2B Networking & Matchmaking Sessions
- Option to subscribe to digital advertisements and pre-event promotions (additional cost)



- Customer service assistance for:
  - o Invitation letters for U.S. visa processing
  - o Hotel booking coordination and logistical support
- Package Cost: \$1,300 per delegate

### **3.2 Exhibit & Engage Package (For Company Delegations)**

- Full three-day access to IAABE 2025 for two (2) delegates per company
- One (1) Exhibit Table Booth for product or service display - 6' x 2.5'
- Participation in B2B Networking & Matchmaking Sessions
- Option to subscribe to digital advertisements and pre-event promotions (additional cost)
- Customer service assistance for:
  - o Invitation letters for U.S. visa processing
  - o Hotel booking coordination and logistical support
- Package Cost: \$3,200 per company delegation of two (2) delegates

### **3.3 Optional Add-Ons**

- Premium Exhibit Booth Upgrade: \$1,000 per booth
- Digital Advertising (Website & Social Media): \$300 per company
- Additional Delegate (without booth): \$1,300 per person

## **4. Payment Terms**

- The Delegate agrees to pay the Organizer the total participation fee based on the selected package.
- 50% non-refundable deposit required upon signing this Agreement to secure participation.
- Remaining balance due no later than June 15, 2025.
- Payments shall be made via bank transfer, online payment, or other agreed methods to the Organizer's designated account.
- Failure to meet payment deadlines may result in cancellation of participation without refund of prior payments.

## **5. Delegate Responsibilities**

The Delegate agrees to:

1. Submit complete information required for event participation (company details, delegate names, exhibitor needs, etc.).



2. Process visa applications using invitation letters provided by the Organizer (Organizer is not responsible for visa approval decisions).
3. Arrange travel and accommodations (Organizer provides hotel booking support but is not responsible for travel costs).
4. Follow event guidelines regarding exhibitor setup, branding, and participation in networking sessions.
5. Comply with U.S. laws and regulations, including customs compliance for any product samples brought to the expo.

## 6. Organizer Responsibilities

The Organizer agrees to:

1. Ensure proper coordination of the Delegate's participation, including booth setup and event logistics.
2. Provide marketing exposure through optional digital advertising, event brochures, and social media promotions.
3. Facilitate introductions to potential U.S. business partners through B2B networking and matchmaking sessions.
4. Provide invitation letters for visa processing upon receipt of the deposit payment.
5. Assist with hotel reservations at event-preferred rates.

## 7. Hotel Accommodation (Optional)

- The Organizer has secured a group block rate at Delta Hotels by Marriott Anaheim Garden Grove.
- Discounted Rate: \$149 per night (plus taxes, totaling \$174.63 per night). Hotel booking link at \_\_\_\_\_
- Delegates may book through the Organizer for preferred rates or arrange accommodations independently.

## 8. Refund Policy & Cancellations

To ensure a fair cancellation process while considering the logistical complexities of international travel, the following refund policy applies specifically to overseas delegation participants of IAABE 2025, effective immediately:



## 8.1 Cancellation Timeline & Refund Policy

- Cancellations made on or before May 6, 2025 (90+ days before the event):
  - o 100% refund of the registration fee, minus applicable processing fees.
- Cancellations made between May 7 - June 6, 2025 (60-89 days before the event):
  - o 50% refund of the registration fee, minus processing fees.
- Cancellations made between June 7 - July 6, 2025 (30-59 days before the event):
  - o 25% refund of the registration fee, minus processing fees.
- Cancellations made after July 6, 2025 (less than 30 days before the event):
  - o No refund, as international travel and event logistics will have been finalized.

## 8.2 No-Show Policy

- Delegates who fail to attend the event without prior written cancellation will not be eligible for any refund.

## 8.3 Substitutions

- If a registered delegate cannot attend, they may transfer their registration to another qualified participant at no additional cost, provided COFACC is notified at least 15 days before the event (by July 22, 2025).

## 8.4 Event Cancellation or Rescheduling

- If the event is canceled or rescheduled by COFACC due to unforeseen circumstances, overseas delegates will be offered the following options:
  - o A full refund of the registration fee.
  - o A credit toward a future COFACC-organized international event.For refund requests or registration changes, please contact [secretariat@cofacc.org](mailto:secretariat@cofacc.org) before the applicable deadline.

## 9. Liability Waiver

- The Organizer is not responsible for visa denials, travel disruptions, or force majeure events preventing the Delegate from attending the event.
- The Delegate assumes full responsibility for any imported goods, promotional materials, or samples brought into the U.S. for exhibition purposes.
- The Organizer is not liable for any business decisions made by the Delegate based on connections or opportunities from the expo.



## 10. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of California, U.S.A.

## 11. Agreement Term & Termination

- This Agreement shall be effective upon signing and remain in force until the conclusion of IAABE 2025.
- Either party may terminate this Agreement with a 30-day written notice before the event, subject to the cancellation policy outlined in Section 8.

## 12. Signatures

By signing below, both parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

For the Organizer (California Trade Expo, Inc.):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For the Delegate:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_