



City of San Fernando
Department of Recreation & Community Services

Senior Citizen's Expo 2018

ATTENTION:

Senior Citizen Service Providers

In honor of *Older American's Month*, the Department of Recreation and Community Services is proud to present the City of San Fernando's Annual Senior Expo. The exposition will be held:

Friday, May 18, 2018

9:00 a.m. – 1:00 p.m.

Las Palmas Park

505 S. Huntington St.

San Fernando, Ca. 91340

Every year we take time to celebrate the lives of older adults who make a difference in our communities. This year we are focusing on empowering older adults to **Engage at Every Age**. Older adults are never too old to participate in activities that can enhance their physical, mental, and emotional well-being. No matter where you are in your life, there is no better time than to start now. We hope you will join in and Engage at Every Age!

If you wish to participate as an exhibitor, please read through the enclosed information, complete the registration forms and return **them no later than Friday, May 4, 2018**. You can either mail your completed forms to the City of San Fernando, Recreation & Community Services Division, c/o Senior Expo 2018, 208 Park Avenue, San Fernando, CA 91340, or fax it to (818) 898-7385. There are **limited booths, please register early**. If you have any questions or need more information, feel free to contact our offices at (818) 898-7340 or (818)898-7341.

We hope you will join us for this very special event. We look forward to your agency's participation.

Sincerely,

Marisol Diaz
City of San Fernando
Department of Recreation and Community Services



ENGAGE AT EVERY AGE: MAY 2018

Enclosures: Conditions of Participation and Exhibitor Registration Form



The City of San Fernando
Department of Recreation & Community Services

Senior Citizen's Expo 2018

CONDITIONS OF PARTICIPATION

Pre-Event Requirements:

- The *Exhibitor Registration Form* is **due** by **Friday, May 4, 2018**.
- Indicate any special needs on the *Exhibitor Registration Form*.

Event Exhibitor Instruction:

- **Loading and unloading zone** available in front of main facility. Vendor parking will be available at the far end of the parking lot.
- Check in at the *Registration Table* by the entrance.
- Set up your booth between 7:30 a.m. - 8:30 a.m.
- Supply your own additional chairs unless specified under the special needs section of the *Exhibitor Registration Form*.
- Provide your own agency sign no larger than 8' in width. No tape will be allowed on the walls.
- Maintain your assigned area clean, in and around your booth.
- Only items listed on the *Exhibitor Registration Form* may be exhibited or distributed. No other materials or promotional items may be displayed or distributed unless pre-authorized by the San Fernando Community Services Division Supervisor.
- You may **not sell** any items on the premises. You may **not enroll** any individuals on the premises.
- Exhibitor raffles will be held in the gym during the lunch and dance segment. You can choose to raffle your door prize(s) at that time or leave it with staff to be raffled later in the event.
- Please be prepared to stay until 12:00 p.m.

Terms and Conditions:

- Exhibit space is assigned on a first come, first served basis and will be determined by the date of receipt of application. Location preferences and request for space are reviewed in the order of application submission. The City of San Fernando Department of Recreation and Community Services in its sole and absolute discretion reserves the right and privilege to re-assign an exhibitor to other space without penalty should it be in the best interest of the exhibition.
- The City of San Fernando will assume no liability for loss or damage of property or merchandise.
- The event organizers and the City of San Fernando will not be responsible for any lost products or injuries to property or persons, which may be incurred from pilfering, water damage, fire, accident, acts of nature or any other causes.

Thank you for your cooperation.
HAVE A GREAT EXPERIENCE



City of San Fernando
Department of Recreation & Community Services
Tel: (818) 898-7340 / Fax: (818) 898-7385

Senior Citizen's Expo 2018

Exhibitor Registration Form

Booth registration is **free**, optional sponsorship is available.

This form must be fully completed and **returned by Friday, May 4, 2018**

Organization Name: _____

Address: _____

City: _____ CA, Zip Code: _____

Primary Contact Person: _____ Email: _____

Telephone Number: _____ Fax #: _____

Alternate Contact Person: _____ Email: _____

Telephone Number: _____ Fax #: _____

Can your agency provide a free Health Screening? If so, what type of screenings do you offer?

OPTIONAL SPONSORSHIP

Sponsors will receive recognition in the Program Booklet and recognition as sponsor on the event banner.

Gold Sponsor: \$ 200.00 + Full-page recognition in program booklet and recognition as an official sponsor on event banner.

Silver Sponsor: \$ 75.00 + Half-page recognition in program booklet.

Sponsor: \$ _____

If you wish to have a specific logo for your recognition page in the program booklet, **sponsorship check and logo** must be received no later than **May 4th**.

Please make check payable to **City of San Fernando**
Please email logo to mdiaz@sfcity.org

**Please remit to: City of San Fernando
c/o Senior Expo 2018
208 Park Avenue
San Fernando, CA 91340**

- A. Please list and describe materials your organization will exhibit and/or distribute at this event. Include any promotional items and gifts. ***(Please note that you may not enroll any person or sell any items on the premises.)***

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

- B. Your booth will have one 6-ft. long table and two folding chairs. If you need access to an electrical outlet or need more chairs, please indicate your need in the space below. ***(Accommodations may be limited and will be determined on a first-come/first-serve basis.)***

Special Booth Needs:

Reminder to all agencies:

- Enrollment of individuals on premises is **prohibited**
- You may **not** sell any items on the premises
- Be prepared to stay until 12:00 p.m.
- Drawings for exhibitor door prize(s) will be held in the gym during the lunch and dance segment. Door prizes may be left with event staff to be raffled during that time.