

Senior EXPO 2019

Friday, May 17, 2019

9:00 a.m. – 1:30 p.m.
Las Palmas Park
505 S. Huntington St.
San Fernando, Ca. 91340

ATTENTION:
Senior Citizen Service Providers

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 3, 2019**. You can either mail your completed forms to the City of San Fernando, Recreation & Community Services Division, c/o Senior Expo 2019, 208 Park Avenue, San Fernando, CA 91340. 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.

Terms and Conditions

- ☐ Set up your booth between 7:30 a.m. - 8:30 a.m.
- ☐ Indicate any special needs on the *Exhibitor Registration Form*.
- ☐ Provide your own agency sign no larger than 8' in width. No tape will be allowed on the walls.
- ☐ 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.
- ☐ 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 collaboration.



Senior EXPO 2019

Exhibitor Registration Form

Complete and return form with booth payment by Friday, May 3, 2019.

Organization Name: _____

Address: _____

City: _____ CA, Zip Code: _____

Primary Contact Person: _____

Telephone Number: _____ Email: _____

Alternate Contact Person: _____

Telephone Number: _____ Email: _____

Can your agency provide a free Health Screening? ☐ YES ☐ NO

If so, what type of screenings do you offer? _____

Please check one of the following options (*All spaces include 1 table & 2 chairs*):

_____ **\$10: Non-Profit Booth Space:** *Ability to distribute program/business information and promotional items.*

Non-Profit ID Number _____

_____ **\$15: Vendor Space (Non-sale):** *Ability to distribute program/business information and promotional items.*

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 signs and logo on promotional giveaway item.

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

Please email logo (JPEG or PNG format) and specific verbiage for your recognition page in the program booklet to **mdiaz@sfcity.org**

Sponsorship check and logo must be received no later than May 3rd.

Please make checks payable to **City of San Fernando.**

Please submit 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.