



2016 OASIS Senior Resources Expo



The OASIS Senior Center invites your organization to apply to be a vendor at our Senior Resources Expo to be held on **Saturday, October 22 9:00am-noon**. You are invited to provide information on your senior oriented products and services.

We are promoting the Expo as a fun and informative event for seniors and their families. In keeping with a fair like atmosphere, we encourage new and creative ways to promote your product or service. In the past, give-a-ways, drawings and food samples have been extremely popular and good ways to attract potentially interested parties.

This year we are offering 2 exhibit options to vendors:

Option 1: Booth located in main exhibit hall (Event Center), access to electricity (if needed), one large 6 foot table with linen tablecloth. **Cost: \$200**

Option 2: Booth located in Classroom 5, table top display only, no access to electricity, smaller 6 foot table, no tablecloth provided. **Cost: \$100**

"A Taste at OASIS" will be offered after the Expo for those who wish to stay for lunch. Each vendor will be issued two free lunch tickets.

Attached is an application and contract stating our rules and regulations for the event. Due to the limited time allotted, we must request that all exhibitors stay for the entire Expo with adequate representation at their table. **Applications are due by July 29th at 5pm**. Organizations will be notified by August 12th if their application has been accepted.

Please read over the attached application and contact me if you have any questions at (949) 644-3244.

Sincerely,

Leslie Hardy
Health and Wellness Supervisor
OASIS Senior Center
949-644-3244
Lhardy@newportbeachca.gov



2016 OASIS Senior Resources Expo



EXHIBIT HALL REGISTRATION PROCEDURES AND CONTRACT

October 22, 9am-12pm

- **Application is due by Friday, July 29th at 5pm.** Applications submitted after June 19th will not be considered.
- Payment will be due once application is **approved**.
- Spaces will consist of
 - ✓ Option 1: Exhibit hall (Event Center), access to electricity (if needed), one large 6 foot table with linen tablecloth.
 - ✓ Option 2: Classroom 5, table top display only, no access to electricity, smaller 6 foot table, no tablecloth provided.
- All participants must be present the entire length of the Expo from 8:30am to 12pm.
- Early set up will be offered on Friday, October 21, between 3:00-5:00pm. Set up will begin at 7:00am on Saturday, Oct 21 and completed by 8:30am. Doors will open at 8:45am.
- OASIS reserves the right in its sole discretion to refuse any application if it believes the product or service to be inappropriate for a senior oriented expo.
- OASIS reserves the right to remove any person or persons not complying with the above regulations and without refund.
- Electricity and any special accommodations (if applicable) must be arranged in advance and vendors must provide all other equipment related to exhibits including extension cords.
- No refunds will be given after September 19, 2016.
- Misrepresentation of business or organization may result in removal from the Expo.
- Number of sales cannot be guaranteed, nor can a certain number of Expo attendees.
- **For "Taste of OASIS" food vendors only:** Four 6' tables will be provided, one for exhibit booth and three in the court yard for the lunch service. Electricity is available on a limited basis in the court yard.
- In consideration of your accepting this application, you hereby agree to indemnify and hold harmless the City of Newport Beach and the "Friends of OASIS" and any of their officers or employees from any liability or claim or action for damages resulting from or in any way arising out of the participation in the program by the person entering in the OASIS Senior Resources Expo.

Please sign the Exhibitor's Space Application indicating that you have read and agree to the above statements.



2016 OASIS Senior Resources Expo



Exhibitor's Space Application

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Business Phone: _____ Cell Phone: _____

E-mail address: _____

If different from above, name of person who will be the contact the day of:

Name: _____ Cell Phone: _____

Description of senior oriented service or product to be promoted: _____

Booth selection: Option 1: Main Exhibit (\$200)

Option 2: Classroom 5 (\$100)

Nonprofit

Are you donating a raffle prize? YES NO

In order to be considered for the Expo, please send completed application

to Leslie Hardy by Friday, July 29th, 5pm.

Payment is due AFTER application has been approved.

- Fax: 949-640-7364
- Email: lhardy@newportbeachca.gov

**Please sign below indicating that you have read and agree to the
OASIS Senior Resource Expo Registration Procedure and Contract.**

Signature: _____ Date: _____