



2017 OASIS Senior Health & Resources Fair Saturday, October 21, 2017



EXHIBIT HALL REGISTRATION PROCEDURES AND CONTRACT

- *Application is due by Friday, July 7th at 5pm.*
- Payment will be due once application is **approved**.
- All participants must be present the entire length of the Fair from 8:30am to 12pm.
- Early set up will be offered on Friday, October 20, 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 fair.
- 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, 2017.
- Misrepresentation of business or organization may result in removal from the Fair.
- Number of sales cannot be guaranteed, nor can a certain number of Fair attendees.
- 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 Health and Resources Fair.

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



2017 OASIS Senior Health & Resources Fair Saturday, October 21, 2017



The OASIS Senior Center invites your organization to apply to be a vendor at our Health and Resources Fair to be held on **Saturday, October 21 9:00am-noon**.

We are promoting the Fair as a fun and informative event for seniors and their families. This year, we will be adding lectures, free fitness class demos and a flu shot clinic to our schedule. We hope participants will stay for the full 3 hours. One raffle drawing will take place at 11:30am.

This year we are offering 4 exhibit options to vendors:

Event Center (\$200):

Booth located in main exhibit hall (Event Center), access to electricity (if needed), one large 6 foot table with linen tablecloth.

Small Classroom (\$100):

Booth located in Classroom 5, table top display only, no access to electricity, smaller 6 foot table with linen tablecloth.

Outside/Breezeway (\$75):

Outside/Breezeway, under the shade, smaller 6 foot table, no access to electricity, no tablecloth provided.

Nonprofit (Comp'd):

Non-Profits Only, table provided, no tablecloth provided

A boxed lunch will be offered from 12-1pm. Each vendor will be issued one (1) free lunch ticket. Additional lunch tickets can be purchased (cash only) for \$5.

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 Fair with adequate representation at their table. **Applications are due by July 7th at 5pm.** Organizations will be notified by August 4th if their application has been accepted.

Please read over the attached application and contact me if you have any questions.

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



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Senior Health & Resources Fair
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EXHIBITOR'S SPACE APPLICATION

Business Name: _____

Business Address: _____

Business Phone: _____

Contact Person: _____

Cell Phone: _____ Email: _____

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: _____

If you are interested in offering a free health screening, please indicate which type: _____

BOOTH SELECTION:

- Event Center (\$200): Event Center Booth, (1) Lunch Ticket, Linen Tablecloth
Small Classroom (\$100): Inside Booth, (1) Lunch Ticket, Linen Tablecloth
Outside/Breezeway (\$75): Outdoor Booth, (1) Lunch Ticket
Nonprofit (Comp'd): Available Booths, (1) Lunch Ticket

Completed application must be received by 5pm on Friday, July 7th.
(Payment is due AFTER application has been approved.)

EVENT SPONSORSHIP OPPORTUNITY:

- Event Sponsor (\$1,000): First choice of booth location, (2) lunch tickets, linen tablecloth, recognitions on tote bags, event program and any marketing material (including a newspaper ad and OASIS Monthly Newsletter), day of event signage and during lunch.

Sponsorship commitment must be made by Friday, June 30th.

Applications, Event Sponsorship commitment and all inquiries relating to the fair, please contact Leslie Hardy at lhardy@newportbeachca.gov or fax 949-640-7364

Please sign below indicating that you have read and agree to the OASIS Senior Health & Resource Fair Registration Procedure and Contract.

Signature: _____ Date: _____