

OASIS Community Resource Expo 2023

50+
Vendors

300+
Participants

OASIS
SENIOR CENTER

JOIN US! We invite your organization to apply for a vendor booth at our **OASIS Community Resource Expo** taking place on **Saturday, May 18th, 2024 from 9:00am-11:30am.**

This year's event will feature a free educational lecture, a complimentary class demo, and free wellness screening, and of course, an array of vendors! A complimentary breakfast will also be served and attendees will receive a free giveaway while supplies last. We are excited to host this fun and informative event for seniors and their families. We hope you will join us!

This year we are offering 4 exhibit options to vendors:

- 1. Event Sponsor \$1,100:**
 - Premiere booth location & logo advertisement.
- 2. Indoor Booth \$250:**
 - Booth located in main exhibit hall (Event Center).
- 3. Outdoor Booth \$150:**
 - Booth located in outside Courtyard/Breezeway.
- 4. Non-Profit (available booths) \$25:**
 - Non-Profits only, must provide 501c3.

Applications are due by **Monday, February 5th at 5:00pm.** Organizations will be notified by **Thursday, February 29th** of their application status. Please read over the following pages for exhibit breakdown, event procedures and contract, and vendor application.

All submissions must include a completed and signed vendor application and a signed procedures & contract form (front and back).

Sincerely,



Jena Zapien
Health and Wellness Supervisor
Recreation and Senior Services Department | OASIS Senior Center
Phone: 949-644-3244 | Email: jzapien@newportbeachca.gov

City of Newport Beach Recreation & Senior Services Department

OASIS Community Resource Expo 2023



EVENT SPONSOR
\$1,100

INDOOR BOOTH
EVENT CENTER
\$250

OUTDOOR BOOTH
COURTYARD
\$150

NON-PROFIT
\$25

One 6' table and two chairs	✓	✓	✓	✓
Name listed in event program & event website	✓	✓	✓	✓
Shade covering provided <i>(booths location in Courtyard)</i>	✓		✓	✓
One white linen table cloth (upon request)	✓	✓		
Access to electricity (upon request)	✓	✓		
Logo on all marketing material <i>(flyers, posters, banners, etc)</i>	✓			
Logo on event giveaway	✓			
Premier Booth Placement, choice of indoor or outdoor	✓			
Logo on event banner placed on high traffic intersection.	✓			
Logo on event announcement in City of Newport Beach Monthly E-Blast	✓			
Logo on advertisement in <i>Senior Reporter, and Stu News Newport</i>	✓			
Logo on full page event advertisement in the May issue of OASIS Newsletter.	✓			
Announcement & display of sponsor logo from main stage during event	✓			

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Vendor Application

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

DESCRIPTION OF SENIOR ORIENTED SERVICE OR PRODUCT TO BE PROMOTED:

MAIN CONTACT PERSON: _____

CELL PHONE: _____ EMAIL: _____

EVENT DAY CONTACT, PERSON WHO WILL BE ON SITE DAY OF EVENT:

NAME: _____ CELL PHONE: _____

Please check here if you have previously participated in the OASIS Resource Expo.

BOOTH SELECTION: Please check the box correlating to your booth choice.

Event Sponsor: (Premiere booth location) \$1,100

Indoor Booth (Event Center) \$250

White Linen Tablecloth Electricity None

Outdoor Booth (Courtyard/Breezeway) \$150

Non-profit (please provide copy of 501c3) \$25

PAYMENT: Payment is due after application has been approved.

CREDIT CARD

CHECK

Please sign below indicating that all above information is correct.

Signature: _____ Date: _____

Completed application must be received by 5pm on Monday, February 5th, 2024. Please submit your completed application via email to oasiscenter@newportbeachca.gov or fax to 949-640-7364.

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Procedures and Contract

- Payment will be due once application is approved and vendors have been notified.
 - Payment options: Check or Credit Card
- All vendors are required to be present the entire length of the expo, from 9:00-11:30am, with adequate representation and management of booth.
- Set up will begin at 7:30am on Saturday, May 18th and must be completed by 8:30am.
 - *Early set up for Event Center vendors: Friday, May 17th, between 1:00-3:30pm.*
- Electricity and any special accommodations (if applicable) must be arranged in advance, vendors must provide all other equipment related to exhibits. (including extension cords)
- The number of vendors for each industry is limited. OASIS staff has the sole discretion of selecting or rejecting applications.
- No refunds will be given after April 10th, 2024.
- Misrepresentation of business or organization may result in removal from event.
- Number of sales cannot be guaranteed, nor can a certain number of attendees.
- OASIS is not responsible for any lost, stolen, or damaged items.
- At the time of the event all vendors, staff, and participants will be required to follow all current COVID-19 protocols required by the City of Newport Beach. If the event is cancelled in correlation to COVID-19 refunds will be issued, even after April 10th.
- In completion of 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 Community Resource Expo.*
- OASIS reserves the right to remove any person/persons not complying with the above regulations and without refund.

Please sign below indicating that you have read and agree to the OASIS Community Resource Expo Procedures and Contract.

Signature: _____ Date: _____

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