



Vendor Table Policies and Guidelines Rev. 7/17/2017

VENUE ADDRESS:	SETUP TIME	CLEAN UP TIME
Garden Grove Community Center	1:00 PM; 2:30 PM for Kids Zone	8:30 PM
PARKING	COMPLETE REMOVAL BY	EVENT DATE
See diagram.	8:50 PM	8/24/2017
FACCOC CONTACT(S) FOR EXHIBITORS	EXHIBITOR SPACES	EVENT NAME
GreenExpo@faccoc.org Diana Zuniga 949-460-3877 Edwin Baloloy 714-501-2732 Cristina Espiritu 909-578-1238	Table: Approx 6 ft x 30 inches Overall: 7 ft x 4 feet (4' behind table depending on location)	Green, Health & Fitness Expo

Thank you for participating in our event as an expo vendor. In order to make your exhibitor experience as hassle-free as possible, please refer to this guide in order to maximize your connections while your business is featured at our event.

- Refund and cancellation policy** - FACCOC will consider a full refund of your exhibitor payment if notice is given no later than 3 weeks from the event date. Cancellations inside of 3 weeks prior to the event will likely result in a penalty or no refund unless you are able to find a replacement vendor who can pay full price. If a vendor table is included in your membership, cancellations inside of 3 weeks will result in your credit being used.
- Expected visitors to your booth and guest arrival time** - Our organization has hosted numerous events and while we can give past history on how many have typically attended this event or a similar one, we cannot guarantee attendance or visitors to your booth. There are many outside factors that can affect attendance such as weather, same-day events, traffic, holidays, and shifting consumer behavior. Furthermore, while we try to optimize event layouts to maximize your visitors, some areas will naturally receive more visitors than others.
- Exhibitor materials and personal items** - FACCOC and co-hosts are not responsible for damaged, missing, or stolen items. Exhibitors are asked not to leave any valuables unattended at any time.
- Business insurance** - All vendors are requested to have their own insurance to cover incidents that may occur during an event.
- Use of electrical power** - This event will have select areas with power at designated preferred exhibitor tables. Use of power must be arranged in advance.
- Use of audio devices** or other amplification devices are not allowed unless authorized.
- Number of guests** included in exhibitor booth price: No limit.
- Distribution of non-factory sealed food or drink samples** to be consumed on expo grounds are allowed. All persons handling food must comply with local health standards.
- Raffle items** are highly encouraged. A raffle item is defined as an item that appeals to most attendees and has \$30 or more in value. FACCOC may refuse items that we feel are not desirable or too specific.
- Silent Auction prizes** can make the highest impact since it can be the focus of the evening for a longer amount of time and observed by more attendees. A silent auction prize is defined as an item that appeals to most attendees and has a value of \$50 or more. Some examples include a flat screen TV, a 2 night hotel stay, or 1 round of golf. We do not recommend items that are strictly promotional.
- Transactions made on-site** - Transactions during the event are allowed. Vendor to complete payment and application with the City of Garden Grove by August 5th, 2017.
- Invoice requests** - Invoice requests must be made in writing and shall have all requested fields defined per your company's policy in advance.
- Tax ID and W-9 information** - Please note that FACCOC is not a charity organization and has a 501(c)(6) designation. W-9 and tax ID are available upon request.
- Non exclusivity per business category** - As a Chamber organization, we do not place restrictions on businesses that may compete directly within our organization.

- 15. **Photography and use of business name for promotion purposes** - Unless requested by the exhibitor, photographs of your booth and personnel may be used for promotional purposes.
- 16. **Personal invitations and social media** - Feel free to advertise and invite your contacts as this creates a “win-win” for all exhibitors when attendance is greater.
- 17. **Exhibitor Item loading and unloading** - Since parking is limited, we ask that you limit the amount of cars parked in the Community Center lots. Parking in the Senior Center is not allowed.
- 18. **Food handling and storage** - Exhibitors are to comply with all local health standards including but not limited to wearing new, clean gloves designed for food handling, hair tied back, and adequate food storage. Refrigerators are not permitted on Expo floor due to power usage. Ice coolers are allowed along with limited use of in-facility’s kitchen. Facility refrigerator is available on a first-come, first-serve basis. If using any open flame heating devices, exhibitor must make themselves aware of the location of closest fire extinguisher on site prior to Expo.
- 19. **Parking & Unloading diagram** - Parking is available in the lots identified in RED for exhibitors and attendees. There will be Expo directional signs on the street to assist you. Please do NOT park in the Senior Center parking lot shown. For loading and unloading exhibitor items, the best areas are indicated with the star symbols.

