



West Sacramento Senior Resource Fair

May 4, 2018 10:00am to 12:30pm

West Sacramento Community Center
1075 West Capitol Ave, West Sacramento



Guidelines for Vendors

What is the Senior Resource Fair?

The intent of the Senior Resource Fair is to offer non-profit organizations and commercial entities a venue to provide information to seniors - and to their families, friends and caregivers - that will enhance and support their daily living, their health and their interests. The Fair is not a platform for sales, but an opportunity to present the various ways seniors can live full, productive, informed, supported and safe lives. Agencies and non-profit organizations that provide information and services for seniors in West Sacramento are encouraged to participate. The Fair is free and open to the public.

Who can participate in the Senior Resources Fair?

There are two types of vendor participation allowed in the Fair:

1. Non-profit organizations and agencies that support, assist and inform seniors. These organizations may display and distribute materials or demonstrate services that are available and valuable for seniors.
2. For-profit organizations whose products enhance the lives of seniors. These businesses may demonstrate their products but may not engage in sales at the Fair.

What will be provided at the Senior Resources Fair?

- ⤴ Each vendor will be provided with one 5 foot table and 2 chairs. Additional chairs can be requested. Vendors may share a table with another organization if prearranged.
- ⤴ Table space is first come first serve for vendors. Doors open at 9:00 a.m. for set up.
- ⤴ Vendors will bring all materials required for their individual exhibits and information.
- ⤴ A limited number of electrical outlets will be available on a first request basis.
- ⤴ Light refreshments will be provided by the host location.
- ⤴ Transportation will be provided **in West Sacramento** from the seniors' homes to the Fair and back to the home for those who cannot provide their own transportation. Riders will sign up for transportation up to 1 week before the Fair.

What is the process for participation in the Senior Resources Fair?

An application form is available on the City of West Sacramento website or on the BBCAN website.

BBCAN: <http://www.bryteandbroderick.org>

- ⤴ **Deadline for applications is April 18, 2018**
- ⤴ There is no application/table fee for non-profit organizations.
- ⤴ For-profit businesses will be charged \$25 per table, payment due by April 26th, 2018.
- ⤴ Vendors will be responsible for set-up by 9:45 am and for taking down their displays immediately following close of the event; vendors will be responsible for requesting power and providing their own equipment.
- ⤴ Vendor parking. Vendors will be allowed to park at either City Hall, 1110 West Capitol Ave (**across from the Community Center**) or at the Special Event Parking Lot. (**adjacent to the Community Center** at 1217 Merkely)
- ⤴ Vendor agrees to stay throughout the entire event with an open booth until event concludes which is 12:30 p.m.
- ⤴ Vendor agrees to not sell items or services during the Senior Resource Fair

The Senior Resources Fair Committee reserves the right to include or deny applications from vendors.

**Sponsored by
City of West Sacramento & Bryte and Broderick Community Action Network**

Vendor participation does not assume endorsement by the City of West Sacramento or BBCAN

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