



## West Sacramento Senior Resource Fair May 3, 2019 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.
- ✦ A raffle will be held onsite. You are encouraged to provide a raffle basket if you are able to.

#### 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 19, 2019**
- ✦ There is no application/table fee for non-profit organizations.
- ✦ For-profit businesses will be charged \$25 per table, payment due by April 26<sup>th</sup>, 2019.
- ✦ 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 at 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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