

# Thank you Vendors!

## VENDORS Information and Checklist

Please arrive no later than no later than **(6:00 a.m.) prior** to the race announcements which starts at 7:00 a.m. for best parking and ample time to get set up. Please remember that we will have hundreds of people trying to get into one area at the same time so please come early. Our race day setup crew will be present 2 hours prior to race start.

All vendors will have their company name on the booth or table for easy access.

**If you need further information please contact Maggi Espada-Hernandez, Special Events Manager at (818) 438-2129. Thank you.**

Please be sure you check list below on what to pack and bring the night before on all your promotional and donation product/materials. If you are not sure what you order for the event: canopy, table, table cover and chairs? **Please call Pricilla Lomeli as soon as possible at (818) 718-5922. Thank you.**

**Arrival to set up time 5:30 a.m by 6:30 you must complete your setup.**



It is vital that access roads and entranceways are not blocked to emergency services or venue management personnel. Please arrive early. We ask that you unload, park your car and return to set up your booth. Never leave your car unattended at the drop off location. We will have staff and volunteers directing and helping you get to your booth. Maps will be available for your convenience.

**\*ALL VENDORS WILL HAVE ONE CAR SPACE PER VENDOR. PLEASE CARPOOL IF POSSIBLE.**

**Booth Breakdown:** Please do not breakdown early. Our event begins at 7:00 a.m. -11:00a.m Please enjoy the event and we will do our best to assist you as much as possible for an easy departure and loading. We really appreciate your support and look forward to seeing you on **Saturday, April 20, 2019.**

### Booth Set -up

Tent -Canopy/walls

**No stakes please**

Weights

Chairs

Platforms

Flooring/rugs

Tables

Risers for products

Shelves

Table covering

Displays

Table Signage

Booth Signage

Doggie waste bags

### **Personal Items**

Glasses

Sun glasses

Snacks/water

Tylenol/allergy meds

Tissue

Mints/gum

band aids (small first aid kit)

Hand Sanitizer

Lip balm

Water misting fan (for hot day)

Jacket



### Promotional Items

Business license

Business cards

Flyers/Pamphlets

**No selling please (unless authorized)**

Pens/pencils

Notebook

Sign-up list (emails)

Photo portfolio

Your event Calendar

Price list

Camera/phone

Promo bags

Gift bags

Duct tape

Scissors

Clears tape

Sharpie

Paper towels

Trash container

Velcro with sticky back

Extra trash bags

Wipes

**Please note:Please double check what you ordered: Canopy, table, table cover, and chairs. We will have a confirmed list from all vendors.**