



Consolidated Homeownership Institute At Rancho La Cienega/West Angeles CDC Annual Home Fair

June 25, 2016

9:00 am to 3:00 pm.

Vendor Guidelines

Arrival/Set-up

- Please arrive to the fairgrounds (3725 Don Felipe Drive) no later than 7:00 a.m. for check in and assignment of your booth. Booth assignments are made on a first registration, first assigned basis. (No changes will be allowed the day of the Fair.)
- Your booth should be set up and completely operational by 8:30 a.m.
- Please ensure you have adequate materials to ensure a successful exchange of information to interested parties.
- Continental breakfast will be served between the hours of 7-8:45 a.m.

During The Fair

- It is important that booths be manned at all times. This will ensure the safeguarding of any equipment or materials in the booth and that Fair attendees are able to interact with all Fair vendors.
- An area will be set aside for breaks and lunch, which will be provided between the hours of 11:30 a.m. and 1:30 p.m. It is requested that you refrain from eating in the booths.
- If you are administering a drawing or other giveaway, please ensure it is completed the day of the Fair. Advise Fair organizers of the winner.
- If music is played in your booth, please ensure it is unobtrusive and does not disturb the functioning of your neighbors.

Breakdown/Departure

- Because of the number of participants expected, we request that booths not be broken down prior to 2:45 p.m. This will ensure late arrivals have the benefit of receiving your valuable information.
- Please ensure all trash items are properly discarded. Trash receptacles will be provided for your use.