



PSC 2023 Community Resource Fair



Community Partner Rules/Regulations and Important Information

What you will receive as a Community Partner

- No sales allowed
- 10x10 booth space includes: 6'x2' table and 1 chair (2nd chair available upon request); no backdrop; partner will supply tablecloth
- Your company/organization name, contact name and phone number will be listed in our program guide
- PSC will promote this event in print and online; we will share our marketing materials with you, so that you may also promote the event

Registration

Community Partners may be businesses, government services, service organizations or non-profits offering services to older adults. Registration is available on a first-come, first served basis until booths are filled.

Application and Acceptance

- 100% of fees are due upon acceptance of application
- Fees are non-refundable (unless the event is cancelled by PSC)
- The number of vendors admitted to each product category is limited. This provides adequate competition within the category and offers a better shopping experience for public and vendors alike
- Upon receipt of payment, we will provide instructions for set-up/tear down and parking for the day of the event (day of logistics)

Event Timetable

- Table set-up begins at 7:15am
- Event hours: 9am-noon
- Tear Down: Please do not take down your exhibit before 12 noon

Booth Location

- PSC cannot guarantee vendors a specific booth; we will make every effort to separate like (similar) vendors
- Upon receipt of payment, you will be assigned a numbered booth space

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Unloading/Loading

- Enter the Fieldhouse parking lot from Dransfeldt Road or Championship Drive and drive to the “rear” (south side) of the building
- Unload/load via the large garage door (located on the south side of the building) or via the double doors marked 11
- Please park after unloading

Parking

- Please park in the East parking lot (Dransfeldt side of the Fieldhouse)
- Do NOT park in the unloading/loading zone
- Do NOT park near main building entrances

Displays and Equipment

- Everything (including banners, chairs, etc.) must fit in the vendor’s defined space
- No canopies allowed
- Vendors may not play radio, tapes, CDs, iPods, or any other audio/video equipment loud enough to be heard by anyone outside their booth
- Vendor shall restrict activities and materials to the confines of their defined booth area
- No item in displays may be attached to facility property