

Orange County's Largest Mixer - March 28, 2019

Exhibitor Set-Up Information

Parking

• This year you have an opportunity to purchase a discounted "hang tag" for parking. **The discounted rate is \$5.00** (regularly \$9.00) and includes in/out privileges. The discounted priced parking **MUST** be purchased prior to the event. Also, you **MUST** be parked no later than 3:00 pm! This is **THE** cutoff. If you choose to come in later, OC Fair will allow you to park in the vendor parking, but you will need to pay the \$9.00. The [parking form](#) can be filled out and sent back to: gina@largestmixer.com. Your parking hang tag will be given to you as you come thru the parking gate on March 28th from Noon - 3:00 pm. See [map](#).

Set-Up Location, Date & Time

- Event location: OC Fair & Event Center, 88 Fair Dr., Costa Mesa, CA 92626
- Set-up date and time: Thursday, March 28, 2019 from Noon to 3:00 pm
- All booths must be set up by 3:00 pm
- If you arrive after 3:30 pm, you will forfeit your booth space and table fee.
 - **Please note....** Spectra will have food and drinks for purchase starting at Noon during Exhibitor set up.

Set-Up Procedure

- When you pull into the OC Fair & Event Center parking lot (through GATE 4 off of Arlington Drive), please park and proceed to the exhibitor check in tables located on the side of the Hangar. Bring a dolly or handcart to make this process easier. Dollies and manpower will not be available on site.
- At Exhibitor Check-In, you will receive a wristband that you must wear throughout the course of the event as ushers will need to see it in order to let you back into the exhibit area at any time during or after the event.

Breakdown Procedure

- All exhibitors must remain open until the close of the event at 8 pm After closing, exhibitors must remove all trash and displays from the space. Breakdown must be completed by 11:59 pm on Thursday, March 28, 2019. Overnight storage of displays will not be possible.

Your Booth Location

- The event will be held indoors. Depending on your Networking package purchase, your booth space will include one 6-foot table, a black tablecloth, and two chairs, or one cocktail table, a black tablecloth and 1 chair.
- The event will be held inside the Hangar on the OC Fairgrounds. We will have the large doors open, so dress accordingly.
- Your booth number will be available on the day of the event at the Exhibitor Check-In area.

Exhibitor Passes & Extra Tickets

- We will not mail out your exhibitor passes. The number of tickets corresponding with your exhibitor package will be available when you arrive at Exhibitor Check-In on the day of the event.
- Every person working at your booth will need a ticket to enter the event.
- If you need more tickets than are included in your exhibitor package, you can purchase those tickets at the discounted rate of \$15 prior to the event by calling 310.862.2878. The discounted ticket price will not be available the day of the event.
- If you purchased extra tickets, they will be held at Exhibitor Check-in under your company name.

Table Linen

- Each tabletop will be supplied with one black table linen. At the end of the event, please leave your linen on your table. If your linen is missing, the replacement cost will be charged to your business in the amount of \$40.

Pipe & Drape

- There is NO pipe and drape at the event, meaning there is no backdrop to hang a banner. You may rent a pipe and drape backdrop (8' x 8') for \$40 by calling our office at 310.862.2878. Your order will be delivered to your exhibit space on the day of the event.

Electricity & Internet Access

- Exhibitors that order electricity in advance will have one 20-amp circuit which is equivalent to a household outlet.
- If you have not already purchased it or require additional power, please contact us ASAP at 310.862.2878.
- It is not possible to order electricity on the day of the event.
- All power must be ordered before Friday, March 22, 2019. The fee for power is \$50.
- Wireless Internet access must be ordered thru OC Fair IT Department using the [attached form](#). They have discounted the rate to \$15/day per device. It may be ordered day of the event, but will take some time to make it available to you. It is best to pre-order.

Distributing Food

- If you would like to distribute any food item (aside from wrapped candy bars and hard candy, etc.), you will be required to purchase a health permit for an additional fee. (The fee is already included for approved caterers.) This includes anyone placing cookies or brownies on a platter, for example. Please contact our office at 310.862.2878 for health permit information **NO LATER THAN MARCH 12, 2019**. If you distribute food without receiving the necessary permit, show management will not be held responsible for the outcome of not complying.

General Rules

- Exhibitors may not distribute stickers, bottled water, or any other beverage.
- Hanging of any banners or posters on the walls is prohibited. If you need

to hang a banner in the back of your table, please call our office at 310.862.2878 to order pipe and drape (8' x 8', \$40 rental fee).

- Feel free to offer "giveaways" or other prizes at your booth. We will not, however, be able to announce winners during the Mixer itself.
- Covered canopies (EZ-UP, etc.) are **NOT** allowed inside the building.
- Emergency Number: If you have any problems the day of the event, please call the event line at 310.862.2878.

Thank you for your participation and support!