



Registration Form

Thursday, September 26, 2024
9:00 am - 1:00 pm

Company Name: _____
Please Print Company Name on this line will appear in the program

Person(s) Staffing Booth: _____ Contact #: _____

Address: _____ City: _____ State: _____ Zip: _____
Address on this line will appear in the program

Phone: _____ Email: _____ Website: _____
Phone # will appear in the program Website on this line will appear in the program

Description of Services: _____

Exhibit Set-Up Options: ☐ Day Prior (4:00 - 6:00 pm) ☐ Event Day (7:30 - 8:30 am)

I have read the Terms & Conditions (Signature) _____ Date: _____

SPONSORSHIP LEVELS

- ☒ **Presenting Sponsor (4)** **\$2,000**
• 2 - 8' tables with 4 chairs in premium location (Lobby &/or Gym)
• 4 box lunches
• Logo prominently displayed on all materials promoting event - OPC website, newsletter, social media and press releases
• 1/2 page ad in one issue of the Vintage View Newspaper
• Logo on Expo guide maps
• Sponsor provides item for grand prize raffle valued at \$100
• Sponsor name on Eco Friendly Takeaway Bags
- ☒ **Media Sponsor (1)** **\$1,600**
• 8' table with 2 chairs in located in preferred location
• 2 box lunches
• Opportunity to expose your organization to the 50+ audience
• Listing as Media Sponsor on marketing collateral
• Logo on all materials promoting event - OPC website, newsletter, social media and press releases
• Logo on Expo guide maps
- ☒ **Coffee Cart Sponsor (1)** **\$1,200**
• 8' table with 2 chairs located in preferred location
• 2 box lunches
• Logo on all materials promoting event - OPC website, newsletter, social media and press releases
• Logo on Expo guide maps
- ☒ **Shuttle Sponsor (1)** **\$1,200**
• 8' table with 2 chairs located in preferred location
• 2 box lunches
• Signage on shuttle bus
• Logo on all materials promoting event - OPC website, newsletter, social media and press releases
• Logo on Expo guide maps
- ☒ **Silver Sponsor (6)** **\$800**
• 8' table with 2 chairs located in preferred location
• 2 box lunches
• Logo on all materials promoting event - OPC website, newsletter, social media and press releases
• Logo on Expo guide maps

SPONSORSHIP DEADLINE - JUNE 30, 2024

VENDOR TABLES

TABLE REGISTRATION

Corporations & Businesses..... \$250

Nonprofit Organizations..... \$150
(with 501c3 status)

Includes: **(1) 8' Table | 2 Chairs | 2 Box Lunches**

- ☐ Electricity (Limited availability and assigned by order of registration - extension cords not provided)
- Each vendor is required to bring a door prize valued at a minimum of \$25
- Table coverings and raffle forms not provided.

REGISTRATION DEADLINE

AUG. 31, 2024

PAYMENT IS REQUIRED WITH REGISTRATION

PAYMENTS

Checks make payable to:

OPC - SENIOR EXPO
mail to the address below

Credit Card Payments:

Visa/MasterCard/Discover | Sorry no AMX

Card # _____

Expiration Date _____

credit card by phone: **248.659.1029**
by fax: **248.656.3153**

Direct all inquires and sponsorships to:

JENAY FROST
jfrost@OPCcenter.org
248.659.1034

NOTE: Successful registration will be confirmed via email within 1 business day. If no email is received, please contact Jenay.

2024 Vendor Terms and Conditions

Contract Acceptance: OPC reserves the right to prohibit any company from exhibiting without explanation. OPC reserves the right to deny space to any category when a certain number of tables in that category have been reached. Acceptance as a vendor does not mean the service exhibited is approved or endorsed by the OPC.

Assignment of Table Space: Due to limited space, vendors are permitted to only purchase one table. No vendor will share, or transfer the space assigned, without written permission of OPC. OPC reserves the right to add or alter the floor plan at any time in the best interest of the Expo.

Payment: Full payment is due at the time of registration. Table space is assigned on a first come, first served basis.

Exhibit Structure: Each space will be provided an 8 foot table and 2 chairs. Electrical outlets will be assigned on a first response basis, at the time the contract is received, and paid in full. Exhibits will not extend beyond the table space.

Vendor Guide Lines: Participation in the Expo is for the purpose of information and education only. No on site sales. Having a sign-up sheet is not allowed. Materials may only be distributed from vendors designated table only. Vendors are prohibited from circulating the Expo for solicitation. Literature may not be placed on cars parked at the Expo. Taping anything to the walls or permanent portion of the building is prohibited.

Raffles: Vendors are required to provide a raffle prize valued between \$25.00 and \$50.00. Seniors will have the option of placing their names/contact information for the raffle at the various vendor tables. Vendors will be responsible for getting the prize to the winner. Every attendee who completes the Registration and Prize Drawing Form, will be eligible for a larger raffle prize at the end of the Expo.

Exhibit Set-Up and Dismantling: Vendors may set up from 4:00 - 6:00 pm the day before the event, or 7:30 am the day of the event. Vendors must be set up by 8:30 am on event day. Dismantling starts at 1:00 pm on event day. Volunteers may be available to assist with set up. However, OPC is not responsible for any damage or loss of equipment, or materials left in the OPC building.

Cancellation of Contract: All registration sales are final and no refunds will be issued. All vendor and sponsorship packages purchased are final and non-refundable.

Hold Harmless - I agree to hold harmless the OPC Social & Activity Center as a result of this event.