



5th ANNUAL MOBILE RETAIL & FOOD TRUCK EXPO & MOBILE MARKETPLACE
KEEP ON TRUCKIN'

Saturday, September 23, 2017 | 8:30am to 3:00pm
 Los Angeles Technical Trade College (LATTC) Los Angeles Trade Technical College
 400 W. Washington Blvd, Los Angeles, CA 90015 | South Quad -- South Tent (at 23rd and Grand)

EXHIBITOR/SPEAKER REGISTRATION FORM

Date:			
EXHIBITOR/SPEAKER INFORMATION			
Exhibitor Contact Last Name:	First:	Middle:	Business Title:
Company:			
Address:			
City:	State:	Zip:	
Office Phone:	Cell Phone:	Fax:	
I am a:	<input type="checkbox"/> Speaker <input type="checkbox"/> Exhibitor <input type="checkbox"/> Truck (Food Type _____) <input type="checkbox"/> Truck (Retail Type Product _____)		
ADDITIONAL EXHIBITOR/SPEAKER INFORMATION			
(Please tell about your Exhibit needs)			
# of Persons in the booth/Truck:	List Names (<i>please print</i>):		
Do you need power?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(charge may)</small>	Will you have signs for your space?	<input type="checkbox"/> Yes <input type="checkbox"/> No (List type)
If you are speaking, will you have a PowerPoint presentation or video?	<input type="checkbox"/> Yes <input type="checkbox"/> No	We will try to accommodate you.	
Please describe what you will exhibit (list any handouts for attendees 500 qty):			
Brief Company Description. <u>Please print or type.</u> (100 Words or less include website, contact phone and email):			
EXPO INFORMATION			
<ul style="list-style-type: none"> The Expo begins and Marketplace begins at 11am. Vehicle move in must take place between 6:30 and 8:30 am. Walk-on move-in by 10:00am. Exhibitors must check-in to receive badges at the Registration table upon arrival. Two badges per registration. There may be a charge for more. Exhibitors may also, grab a snack, water and/or coffee thru out the event at the hospitality booth. Show badge for access. An 8ft table with a white cloth will be provided for Exhibitors in the Expo area. Two chairs will be provided for Exhibitors in Expo area Parking is limited. Instruction will be sent closer to the event date along with a floor plan. 			
<p>Please fax this form to:</p> <p>Attention Expo – 323.753.6710 or Email to: Lball@vsedc.org</p> <p>For questions please contact: Lura Ball, Event Manager</p> <p>323.753.2335 – Cell: 213.400.3489</p>			



EXHIBITOR INFORMATION/TERMS & PAYMENT FORM

**TERMS:**

The Exhibitor agrees that their display or Truck station will be not dismantled or removed during the entire show and will remain intact until the closing time as specified.

EVENT DATE: Saturday, September 23, 2017 8:30 AM to 3:00 PM

Please be advised that we expect the booths to remain open throughout the show times. It is recommended that you have two people attend to cover each other for health breaks. Please do not leave your booth unattended. If you are here alone and require someone to give you a health break please advise organizers at registration table.

DEADLINE TO REGISTER: August 31, 2017

MOVE IN:

Friday August 12 - 2:00 PM to 6:00 PM (no overnight security)

MOVE OUT:

Saturday – 3:00 PM to 4:00 PM

FACILITY FOR THE EVENT

The event will be held at the Los Angeles Trade Technical College

UNLOADING AND LOADING

Directions for loading will be sent with Exhibitor confirmation.

PARKING:

Parking is limited and instructions will be sent with Exhibitor confirmation.

REFRESHMENTS

Complimentary coffee and snacks will be made available to the exhibitors. You must use your badge to access.

REGISTRATION CANCELLATION Policy: Must cancel in writing **by Tuesday, September 5, 2017** to be eligible for a refund on the registration fee. Cancellation must be sent to **lball@vsedc.org**.

COST AND SPACE:

General Registration: Cost \$250.00 Due by August 31, 2017

Immediate Past Year Exhibitor Registration: Cost \$150.00 by August 31, 2017

Partner Association Member Registrations: Complimentary by August 31, 2017

(Each Expo Exhibitor space will include an 8ft table with two chairs and table cloth excludes Mobile Vehicles)

Type of Registration	Quantity	Amount	Total
		Total Due:	

PAYMENT OPTIONS: Check Payment – Fax the two signed forms: Mail Exhibitor Information and Terms form and the Registration form Attn: Lura Ball, VSEDC 1130 W. Slouson Ave., Los Angeles, CA 90044

*Note: You may fax your forms to **323.753.6710** and indicate that you **have mailed your check***

Company Name _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **Check#** _____ **Amount** _____

By signing this contract, we agree to all the terms and conditions listed on the following Exhibitors Information and Terms form. We further confirm that we have all of the correct insurance, business licenses and permits necessary to operate this type business in The city of Los Angeles.

Print Name _____ Signature: _____ Date: _____

Special Request/Notes: _____