



November 6, 2011

SCHOOL BOOTH INFORMATION

1. All exhibitors are allowed into the venue area to drop off their items. All cars must be out by 6:15 a.m., no exceptions due to road closures. Directions: Going north on the I-5, exit Jamboree. Turn right. Take first left, which is El Camino Real. Stay on El Camino Real and you will be directed from there. **LOOK FOR VENDOR CHECK IN.** At that point, you will be directed to your location for drop off. Then go park your car.
2. Booth must be set up by 7:00 a.m. Exhibitors/sponsors are expected to stay in the venue for the duration of the event. Breakdown begins at 11:00 a.m. and must be completely vacated by 11:45 a.m.
3. Exhibitors/sponsors are provided a 10' x 10' space along with an 8-foot table, two chairs, and a plastic cloth. The exhibitor must provide any additional chairs. If the area needed is over 10' x 10', an additional space may be purchased for \$300 (deadline October 5).
4. Exhibitors/sponsors are responsible for their own exhibit banners, which may only be used in your exhibit area.
5. Exhibitors/sponsors are permitted to distribute coupons, or exhibitor goods from their booth. Nothing may be placed on parked vehicles.
6. Exhibitors may bring their own canopy. If any exhibitor/sponsor wishes us to provide and set up a canopy, it must be ordered no later than October 5. Cost is \$100 per canopy, and payment is due in advance to TPSF.
7. If a school exhibitor wishes to have electricity, please let us know. The location of your booth will be affected due to the noise to other booths.
8. Exhibitors/sponsors are requested to empty your trash into the dumpsters before vacating. Please leave your area clean. Thank you.
9. For further information please contact:
Tustin Public Schools Foundation
714.832.6299 (office)
714.832.1857 (fax)
info@tpsf.net