



June 21, 2024

Dear Community Partner:

We are very excited to announce we will be hosting the *2024 Knowledge and Health Fair Expo* on **Thursday, September 26 from 10 a.m.-1 p.m.** at the City of Costa Mesa Senior Center, located at 695 West 19<sup>th</sup> Street. The *Knowledge & Health Fair Expo* offers community partners the opportunity to share valuable information with residents of Costa Mesa and surrounding communities. This is a great community event where seniors and their support persons learn about all the valuable resources in and around our community and help to connect them to vital services.

Registration will start on Monday, June 24 and take place through Friday, August 23. For in-person registration please visit us during our normal business hours Monday through Friday from 8a.m. to 4p.m.\*

All registration forms and required documents must be completed and submitted with payment by **Friday, August 23, 2024**, in order to participate in the *2024 Knowledge & Health Fair Expo*. **Registrations will not be accepted after the August 23 deadline.**

On the day of the event, please ensure that you have flyers and handouts with information regarding your organization. You are also welcome to decorate your table and bring giveaways to share with the participants. An event timeline and parking pass will be issued 1 week prior to the event. ***In addition, we are requesting that you provide a raffle prize with a \$25 value for drawings that are conducted throughout the duration of the event.***

We will also be offering **limited** opportunities for partners who would like special recognition at the event. If you are interested in being an event partner, please contact me at (714) 327-7545 or via email at [lucy.tseng@costamesaca.gov](mailto:lucy.tseng@costamesaca.gov).

Take advantage of this great opportunity to share your resources with Orange County seniors! We look forward to seeing you at the *2024 Knowledge & Health Fair Expo*.

Sincerely,

A handwritten signature in black ink that reads 'Lucy Tseng'.

Lucy Tseng  
Community Outreach Worker

\*Please note: The Costa Mesa Senior Center will be closed for registration the following day: July 4 (Independence Day).



**Registration begins on Monday, June 24 through Friday, August 23**

Agency Name: \_\_\_\_\_ Agency Website: \_\_\_\_\_ Non-profit?: Yes  No

**Main Contact:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_ Suite Number (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Secondary Contact:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please list resources or services that will be displayed/provided (brochures, flyers, giveaways, etc.):**

**\*Will you be providing a health screening or other service (blood pressure, massage, etc.)? Yes  No**

*(\*Health screenings are on a first-come, first-serve basis and must be approved.)*

If yes, what health screening will you provide? \_\_\_\_\_

**Will you need a table linen? Yes  No**

**Will you need an electrical outlet? Yes  No**

**Have you participated in the CMSC KHF Expo in the past? Yes  No**

**Are you interested in providing in-kind sponsorships for events/activities at the Senior Center? Yes  No**

Please note: if you are interesting in-kind sponsorships a staff member will be in contact with you with more information.

**All exhibitors, vendors, and partners (please initial next to each statement):**

\_\_\_\_ Agree to bring a raffle prize with a minimum \$25 value for drawings at the Expo.

\_\_\_\_ Payment is required at the time of application submittal (*registration will not be accepted without payment*).

\_\_\_\_ Understand that no refunds or credits will be issued after registration and payment are processed—**NO EXCEPTIONS!**

\_\_\_\_ Understand that if I/organization need (s) to be invoiced, an email requesting to be invoiced must be sent to [lucy.tseng@costamesaca.gov](mailto:lucy.tseng@costamesaca.gov) at least 4 weeks before registration deadline.

\_\_\_\_ If organization is a nonprofit, proof of nonprofit status **must** be provided upon registration.

*By signing below, I acknowledge that I have read and understand the application, and agree to all of the terms as outlined. All vendors and partners must provide a service or good that meets the needs of the senior community. The City of Costa Mesa reserves the right to deny applicants that are not keeping with the integrity of the Knowledge & Health Fair Expo.*

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Please complete the reverse side of application.)**

# Vendor Tiers and Pricing– Please select one

## **Non-Profit Exhibit—\$150\* (Active Net Code #19692)**

- ◇ 1 table, 1 table linen (if requested), 2 chairs
  - ◇ Table sign displaying organization's name
  - ◇ Organization's name will appear on the Knowledge & Health Fair Expo passport
- \*Must include proof of non-profit status with registration form and payment.**

## **Expo Vendor—\$300 (Active Net Code #19693)**

- ◇ 1 table, 1 table linen (if requested), 2 chairs
- ◇ Table sign displaying organization's name
- ◇ Organization's name will appear on the Knowledge & Health Fair Expo passport

## **Event Partner—\$650 (Active Net Code #19694)**

- ◇ 2 tables, 2 table linens (if requested), 4 chairs
- ◇ Table sign displaying organization's name
- ◇ Organization's logo will appear on Knowledge & Health Fair Expo program/passport \*\*
- ◇ Recognition and special feature in Costa Mesa Senior Center monthly newsletter\*\*
- ◇ Special recognition at event as partner with special "Thank You" banners for partner with logo\*\*

\*\*Please note: Logo and special feature will appear in noted items if registration/payment is received by Friday, August 23.

# Payment Information

**Completed Registration Form with payment is due on or before Friday, August 23.**

**Mail to:** Attention: Lucy Tseng, Costa Mesa Senior Center  
P.O. Box 1200  
Costa Mesa, CA 92628

**In Person at the Costa Mesa Senior Center:** Monday-Friday 8 a.m.-4p.m.

**Email:** Completed scanned documents to [lucy.tseng@costamesaca.gov](mailto:lucy.tseng@costamesaca.gov) (not applicable if paying with check or cash)

Check# \_\_\_\_\_ (Please make checks payable to the **City of Costa Mesa**)

Credit Card (All major credit cards accepted)

**Please Note: Credit card payment is subjected to a 3.12% processing fee.**

For in-person payment, do not write out credit info

Credit Card Holders Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ CC Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cash (Only accepted in person. Please do not mail.)

\*\*Total amount enclosed: \$ \_\_\_\_\_

**\*\*Registration forms will NOT be accepted without payment. No refunds or credits will be issued after payment is processed. The Costa**

### OFFICE USE ONLY

Date Entered: \_\_\_\_\_ Staff Name: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_