



STEM & Digital Media Arts Showcase and Competitions

April 13, 14 and 15, 2012



Exhibitor Registration

OC Fair & Event Center, 88 Fair Drive, Costa Mesa, CA 92626

Vital Link and its partners are taking the lead in connecting students to career options in the areas of **Science, Technology, Engineering, and Math** (STEM) and the **Digital Media Arts** (DMA) related professions. The program brings together student work, industry demonstrations and exhibits, college connections, and nonprofit volunteer opportunities to use their skills today to build a resume. For more information contact Vital Link.

YES I am interested in Sponsorship Opportunities (Call the Vital Link office for details.)

YES, I want to register as an **Exhibitor** **Number of people participating :** _____

Dates: April 13th (Fri) April 14th (Sat) April 15th (Sun)

Program Time: Fri 9:00 am - 3:00 pm Saturday and Sunday 10:00 am - 5:00 pm

Our organization would like: Request Power Internet Wireless access (no charge)

Indoor space Outdoor space

Indoor/Outdoor Exhibit Areas

Indoor Exhibit basic space is 10' x 10' (additional space based on availability). Outdoor space is customized to meet your needs. Included are: (1) 6' table, (1) chair, parking permits, wireless internet access, and access to power upon request. You will be listed in the Showcase Program and promotional materials. To secure additional items, please complete the registration form.

ITEM	#/Size	Amount
Non Profit/College Registration Rate 1 day = \$25 2 days = \$45 3 days = \$65		
Industry Registration Rate 1 day = \$50 2 days = \$80 3 days = \$100		
Tables 6 foot at \$10 each flat rate		
Chairs 1 at \$1 each flat rate		
Canopy (see Info Sheet for cost)		
Wired Internet Connectivity (contact Vital Link for cost)		
TOTAL Registration Fee		

Space Size Request: _____

Special Needs or Requirements: _____

Main Contact : _____ **Title:** _____

School/Organization: _____

Address: _____ **City:** _____ **Zip:** _____

Contact Phone: _____ **Fax:** _____

E-mail address: _____

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Registration Form

Registration Deadline: FRIDAY March 16, 2012. Any registration received after the deadline may not be included in promotional materials or the program. The space allocation is done on a first come, first serve basis and it is highly recommended that you make your space registration as soon as possible to maximize your organization's exposure.

Additional Attendees: Because of the interaction with youth, you will be required to provide us with a complete list of the names and addresses of all people who will be working at your exhibit area during the event. (Please use an additional sheet of paper if needed.)

Legal Name including middle initial	Home Street Address City, State, Zip

Parking permits: Please let us know the total number of attendees and number of Parking Permits you will need for each day of the event.

Attendee #: Fri ___ Sat ___ Sun ___ Parking Permit #: Fri ___ Sat ___ Sun ___

Description: Please provide a complete description of your exhibit and/or activity schedule (use additional paper if necessary):

Logo: Please provide us with your logo (in jpeg format, high resolution, if possible) via email. Your logo will be used on our website, on the Schedule of Activities on the Big Screen in Building #10 and other promotional material. Deadline March 16, 2012. Logos received after the deadline may not be incorporated in printed materials.

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Exhibitor Fact Sheet

Thank you for registering as an exhibitor for the **STEM and DMA Showcase and Competition**. The following information is intended to assist our exhibitors in preparing for the event. Please contact the Vital Link office if you need additional support 949-646-2520, or Jorge@vitallinkoc.org or Kathy@vitallinkoc.org.

Location: OC Fair & Event Center, 88 Fair Drive, (Building #10 and adjacent parking lot), Costa Mesa, CA 92626. See attached site map for access and program building locations.

Check in Location: Enter Building #10 from the west side of the building. There will be an exhibitors check in table by the front door between the hours of 6:00 am to 9:00 am each day.

Food Service is available at the Fairgrounds concession stands or you may bring your own food. An Exhibitor Break Area will be available, except for the hours of 11:00 am - 1:30pm on Friday, April 13, 2012.

Set-up Dates: Exhibitors can have access to the event building and outdoor areas beginning on Thursday, April 12th and pre event hours each of the three event days. You must schedule your access and set up times with Vital Link in advance. Jorge or Kathy can assist you in this process 949-646-2520.

Set-up Hours: **Thurs 4/12:** 7:00 am - 7:00 pm **Fri 4/13:** 6:00 am - 8:30 am
Sat 4/14: 6:00 am - 9:30 am **Sun 4/15:** 6:00 am - 9:30 am

Program Hours: **Fri 4/13** - 9:00 am - 3:00 pm **Sat 4/14** - 10:00 am - 5:00 pm **Sun 4/15** - 10:00 am - 5:00pm

Tear Down Hours: **Fri 4/13** - 3:00 pm - 6:00 pm **Sat 4/14** - 5:00 pm - 7:00 pm **Sun 4/15** - 5:00 pm - 7:00 pm

Security : Building #10 will be locked at night. Leaving items out overnight will be at your own risk.

Registration Submittal: Please return completed pages 1 and 2 of the registration form to Vital Link.

Registration Deadline: March 16, 2012 (Space assignments will be made on a first come basis. Registrations received after 3/16 will be accepted on a space available base only.)

Fax form to 949-646-2523 or **e-mail** to Jorge@vitallinkoc.org

Mail form and check to: Vital Link, P.O. Box 12064, Costa Mesa, CA 92627

Credit Card payment can be accepted on line at www.vitallinkoc.org Click on the donate button.

Vital Link is a 501 (c) 3 organization. Tax ID#33-0632256

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Exhibitor Fact Sheet

EQUIPMENT AVAILABILITY AND COSTS:

Indoor Space:

The basic space is **10' X 10'** . Expanded spaces are available . Contact Jorge@vitallinkoc.org or Kathy@vitallinkoc.org or by phone at 949-646-2520 to design a custom space to meet your needs.

Outdoor Space:

There is a large parking lot and open grass/dirt area available to house your demonstration/exhibit requirements. All spaces will be custom designed to meet your needs.

Canopy Pricing

You may bring your own canopy or you may rent a canopy, including the side walls, by completing the Registration Form with the size and flat rate for 3 day price:

10 x 10 = \$100, 10 x 20 = \$150, 20 x 20 = \$180, 20 x 30 = \$265, 20 x 40 = \$320, 20 x 50 = \$ 420, 20 x 60 = \$500

Tables/Chairs

We encourage you to bring your own equipment when possible. Each of the exhibits spaces will be provided with (1) 6' foot table and (1) chair. Additional chairs and tables can be rented at **flat rate for the three days rate of \$10 per 6' table and \$1 per chair.**

Internet Access

The building and outside area has **wireless connectivity**. Please check the box on the Registration Form if you want to use the system and Vital Link will **provide you with an Internet Access Code**. There is also **wired connectivity** inside of the building for anyone who needs more bandwidth during the event. There will be a cost to lay out the cable to your exhibit area and **Vital Link can obtain a quote from the OC Fair & Event Center** for the estimated costs. Please make your request for wired connectivity on the Registration Form and Vital Link will assist you in the process

Technology:

Vital Link is using **Gear Connection** as a technology equipment provider for projectors, and screens. They will be delivering and picking up the equipment at the beginning and end of each day as needed. If you want to use the same provider you may contact them and rent your equipment directly. If you choose to use the same provider **your contract will be with Gear Connection directly, (714) 593-9861 www.gearconnection.com, and Vital Link will not be a party to the agreement between you and the provider. Vita Link will not be responsible for any technology equipment that you are renting and will not be liable for any damage or issues that arise from your contract with the equipment provider.**

Access to Power:

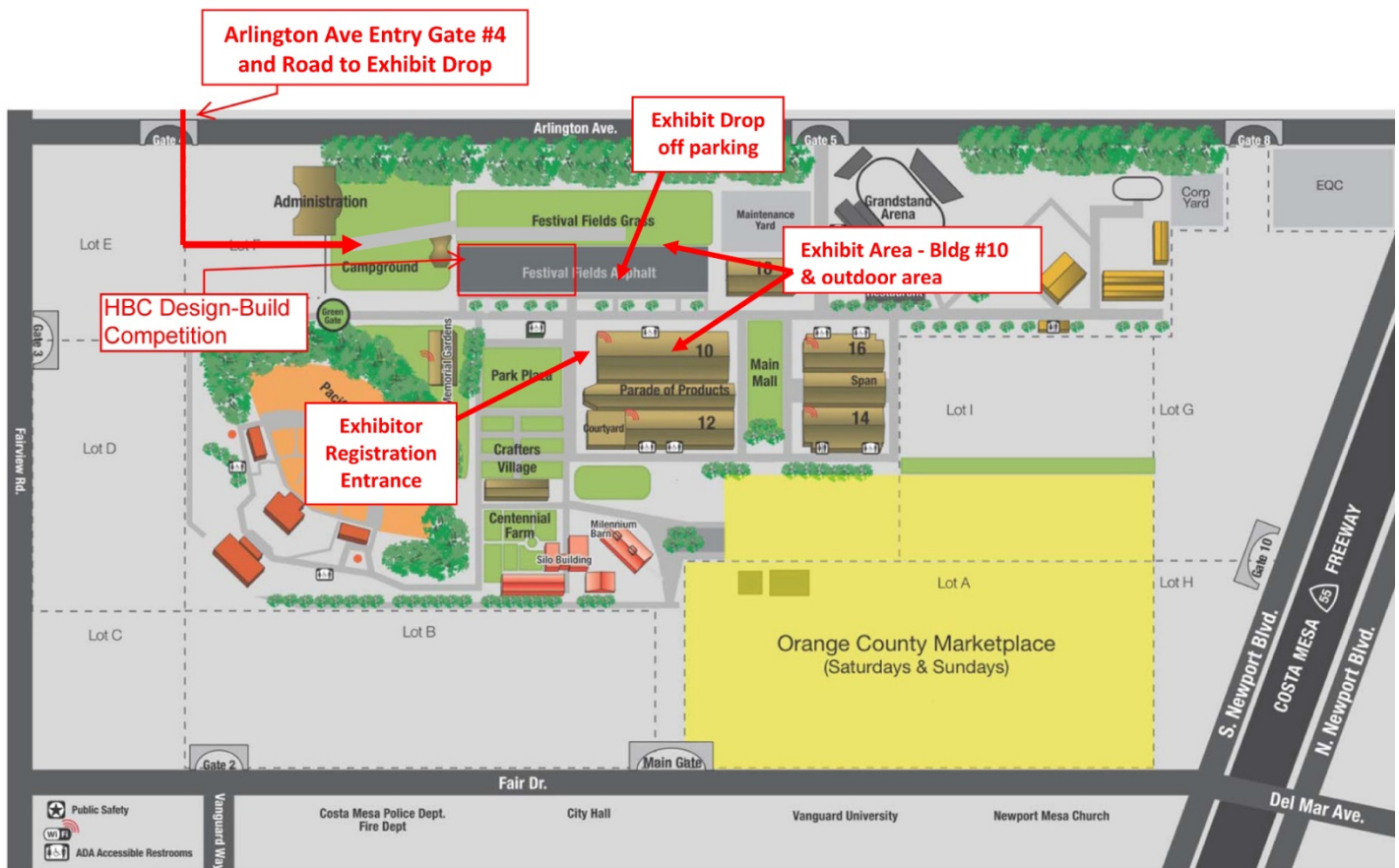
There will be power accessible near your exhibit area. **You must supply your own power cords and surge protectors.** (average distance to an outlet is 15 feet) If your exhibit uses an unusual amount of power, please advise us of this requirement in the **Special Requirements** section of the **Registration Form**.

Contact Us at : Vital Link P.O. Box 12064, Costa Mesa, CA 92627

Jorge Saucedo, Jorge@vitallinkoc.org or Kathy Johnson, Kathy@vitallinkoc.org Phone: 949-646-2520

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Site Map



Access to drop off exhibit equipment and displays:

Enter the OC Fair & Event Center from Arlington Ave through the Entry Gate #4. If the parking attendant is at the entrance, show them your parking permit and tell them you are an exhibitor going to Building #10. Once you are in the parking lot, turn left and drive through the gate at the left side of the Administration building.

Once through the gate drive straight ahead towards the OC Fair buildings beyond the interior parking lot. Drive to Building #10. Park your car in the lot north of the building. Be sure to put your parking permit on the dashboard. If you forget your permit, please tell the person at the Check in desk at the time of registration.

Contact Us at : Vital Link P.O. Box 12064, Costa Mesa, CA 92627

Jorge Saucedo, Jorge@vitallinkoc.org or Kathy Johnson, Kathy@vitallinkoc.org Phone: 949-646-2520