

Agency Name:

Contact Person:

Email:

Agency Vendor Number:

Agency Vendor Code: PLEASE CHECK OFF

- | | | |
|------------------------------|------------------------------|---------------------------------------|
| <input type="checkbox"/> 102 | <input type="checkbox"/> 707 | <input type="checkbox"/> 862 |
| <input type="checkbox"/> 520 | <input type="checkbox"/> 772 | <input type="checkbox"/> 896 |
| <input type="checkbox"/> 605 | <input type="checkbox"/> 773 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> 612 | <input type="checkbox"/> 805 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> 615 | <input type="checkbox"/> 854 | <input type="checkbox"/> Other: _____ |

EVENT THEME: TRAVEL-FAVORITE DESTINATION!

PLEASE NOTE ONLY 3 PEOPLE MAX PER AGENCY:

List the names of persons attending:

- _____
- _____
- _____



IRC VENDOR FAIR 2019
Wednesday, September 04

Phone: 909.890.3214
Email: vendorfair@inlandrc.org
Contact: Lynette Banda



WHAT YOU NEED TO KNOW:

- ❑ **THIS EVENT IS ONLY FOR IRC STAFF & IRC VENDORS**
- ❑ **PLEASE BE ON TIME!**
- ❑ **VENDOR CHECK-IN IS VERY STRICT FROM 7:30 A.M. TO 9:15 A.M. NO LATE CHECK-IN'S ARE ALLOWED**
- ❑ **VENDOR FAIR STARTS EXACTLY AT 10:00 A.M. AND ENDS AT 12:00 P.M.**
- ❑ **CLEAN UP IS FROM 12:00 P.M.- 1:00 P.M.**
- ❑ **IF POSSIBLE, SET UP THE DAY BEFORE SEPTEMBER 03, 2019 (1:00 P.M. TO 4:00 P.M.)**
- ❑ **INDIVIDUALS ATTENDING THE FAIR MUST BE REGISTERED ON THE REGISTRATION LIST**
- ❑ **GIVE AMPLE TIME TO ARRIVE. THE LOCATION IS:
1365 S.WATERMAN AVE, SAN BERNARDINO, CA92408
AT THE IRC CONFERENCE CENTER**
- ❑ **THE RAFFLE PRIZE FOR IRC STAFF RAFFLE IS COMPLETELY VOLUNTARY BUT VERY MUCH APPRECIATED!**
- ❑ **RIGHT AFTER EVENT, A SEPARATE RAFFLE IS HELD FOR OUR VENDORS THAT PARTICIPATED IN THIS EVENT 🎉 MUST BE PRESENT TO WIN!**



WHAT YOU NEED TO BRING:

DECORATIONS FOR YOUR TABLE

Tablecloths, Balloons, costumes, etc.

BE CREATIVE AND HAVE FUN!



REMEMEBER THE THEME IS: TRAVEL

PICK YOUR TOP DESTINATION! (Tokyo, Cancun, London, NYC, Bahamas, Delhi, etc.)

BUSINESS INFORMATION:

Business cards, flyers, program information, etc.



SWAG

Pens, Pencils, Cookies, Chips, Candy, sodas, etc. (This doesn't have to be costly!)

