



Application for Information Table

Sunday, April 28th, 2024



This application will assist us in providing a variety of organizations and services for families who have children with special needs. Tables are assigned on a first-in/first-served basis. Per West Covina Fire Department Code Permit, we need to inform of any Promotional items or giveaways being distributed at all tables. If you can kindly list the items on the vendor table application form, we would greatly appreciate it.

Name/Organization: _____

Address: _____

City/State, Zip Code: _____

Telephone #: _____ **FAX #:** _____

Contact Person: _____ **Tel: #:** _____

Business E-Mail Address: _____

Brief Description of Organization/items: _____

SPACE IS LIMITED - YOU WILL BE NOTIFIED IF YOUR APPLICATION IS ACCEPTED

Each organization is provided with one half of a table, under a canopy. **Please note:** We will advise you of your table location prior to the fair. Contact our staff if you need to request a location change. **No changes will be made the day of the fair.**

There is NO CHARGE for a table, instead we kindly suggest a donation of \$50. to help us offset the cost of the event.

**DEADLINE FOR APPLICATION IS Friday, April 12th
PLEASE E-MAIL, or FAX APPLICATION.
empower@parentsplacefrc.com**

**The San Gabriel/Pomona
PARENTS' PLACE
1500 S. Hyacinth Avenue, Suite B
West Covina, CA 91791-3824
Office (626) 919-1091 FAX (626) 919-2784**

For more information on the INFORMATION FAIR or services provided by PARENTS' PLACE, please call (626) 919-1091

DONATIONS/VOLUNTEERS — Generous support from the community has allowed us to provide a quality Fair. If you would like to volunteer or donate in addition to having a table, please check the appropriate box below.

Volunteer:

- 10:30 a.m. **Saturday** Loading Truck at Parents Place 1500 S. Hyacinth Ave, Suite B, West Covina, CA 91791-3824
- 7:00 p.m. **Saturday** Pre-Cleanup at Park
- 7:00 a.m. **Sunday** Set-up at Park
- 4:00 p.m.-6:00 p.m. **Sunday** Clean-up
- 5:30:00pm-7:45pm **Sunday** Unload Truck at Parents' Place at **1500 S. Hyacinth Ave, Suite B West Covina, CA 91791-3824**

Donate:

- Food \$ _____
- Supplies _____
- Money \$ _____
- Water Bottles \$ _____

Sponsor:

- Moon Bounce (\$250) 4 needed.
- Popcorn Machine (\$150) 4 needed.
- Costumed Characters (\$250)
- Snow Cone Machine (\$200) 4 needed.
- Cotton Candy (\$300).
- Sponsor a craft or project for the children during the Fair (\$150)
- Helium tank (\$1,000)
- ADA Port-a-Toilet (\$800) 2 needed.
- Generator (\$150) 7 needed.
- Sound System DJ-(\$800)
- 20X20 Tent (\$400 each)
- Print logo/reusable bag (\$250) (3000 bags needed).