

Saturday, April 6, 2024 | 10:00 A.M. – 4:00 P.M.

DIAMOND BAR CENTER 1600 GRAND AVENUE, DIAMOND BAR, 91765



35th
SPIRIT OF
DIAMOND BAR 2024

BIRTHDAY

BUSINESS EXPO

For more information contact Diamond Bar Parks & Recreation

Table availability on a first-come, first-served basis. Payment secures table.

Set-up must be complete by Friday, April 5, 2024 | 8:00 a.m.–6:00 p.m.

CONTACT US

 **(909) 839-7072**

 **cknox@diamondbarca.gov**

 **www.diamondbarca.gov/specialevents**

REGISTRATION DEADLINE

- **Friday, March 8, 2024**



Diamond Bar Business Expo

Vendor Application

1600 Grand Avenue, Diamond Bar, CA 91765 | www.diamondbarca.gov/specialevents

Mailing: 21810 Copley Drive, Diamond Bar, CA 91765 | Attn: Crystal Knox, Recreation Supervisor

Dear Exhibitor:

You are invited to promote your company at the 2024 Business Expo located in the Grand View Ballroom at the Diamond Bar Center at the 35th Birthday Celebration, to be held on Saturday, April 6, 2024, from 10:00 a.m.-4:00 p.m. Cost is \$250 for all businesses. An additional \$50 to include electricity (optional). Diamond Bar businesses may apply starting January 15, 2024. All other businesses may apply starting February 5, 2024. Table availability is on a first-come, first-served basis.

To ensure that each of you receives maximum benefit from this event, and that we have an organized, safe and pleasant Business Expo, we have established the following Exhibitor Guidelines.

EXHIBITORS GUIDELINES

1. **Business Expo application deadline is Friday, March 8, 2024.** Payment secures table selection. In order to ensure a standard of quality and balance, only exhibitors approved by City staff representatives will be accepted. Approval (and potential removal) from the Business Expo is based on a series of criteria: quality of products/services, consumer demand and reputation of vendor and/or references. Upon approval, exhibitors will be assigned a space and a confirmation letter will be emailed within two weeks of receiving the application. The Diamond Bar Business Expo representatives reserve the right to close any space that is not being properly managed or conducted in accordance with the rules. Event may be modified or cancelled per current LA County Health Department guidelines found at [HTTPS://PUBLICHEALTH.LACOUNTY.GOV/MEDIA/CORONAVIRUS/](https://publichealth.lacounty.gov/media/coronavirus/)
Please initial _____
2. All exhibitors participating in the Business Expo must be approved and registered prior to the day of the event by City staff. Application deadline is **March 8, 2024.** **Please initial** _____
3. Refunds will only be given if the Business Expo sells out and City staff is able to resell your space. There will be a \$50 service charge for all refunds. Cancellation request must be received no later than March 1, 2024. A full refund will be given if the City decides to cancel due to inclement weather or other unforeseen circumstances.
Please initial _____
4. **Display Information**
 - a. Each exhibitor will receive 1 (one) 6' (six foot) table, and 2 (two) chairs. Electricity is available for a fee (vendors must bring their own extension cords). More than one exhibit space may be purchased if space permits. The sharing of exhibit space is not permitted among multiple exhibitors—each vendor must pay the full registration fee to participate in the show
 - b. **Food/Beverages/Alcohol may not be distributed from any booth.**
 - c. Displays must be contained in the area provided. Do not take the space of your neighbor, do not block their exhibit, and do not move their tables.
 - d. Exhibitors are encouraged to network with their fellow exhibitors before the Expo begins.
 - e. All boxes with supplies and such shall be kept concealed from public view.
 - f. Absolutely NO Diamond Bar Center property will be moved or removed without consent of City staff. This includes all trash cans, sign holders, etc.
 - g. Displays shall NOT exceed six feet in height unless previously arranged with City Staff.
 - h. All exhibit contents and signage should be freestanding. No items may be stapled, nailed, taped, or fastened to the tables or onto facility walls or floors.
 - i. Any exhibitor who uses audio or video equipment is asked to limit the sound level of their equipment. The burning of candles is not permitted. **Please initial** _____

5. Please bring any promotional materials that you can give to the attendees, for example, coupons, handouts, items that have been imprinted with your name and address or other items to promote your business. Please remember that for the most part, the people visiting the Business Expo are local residents. They might not have a business card available. You might want to have a sign-up sheet or pad of paper with a pen for them to give you their information. **Please initial** _____
6. The distribution of promotional literature is limited to your assigned exhibit area. Distribution in facility parking areas, lobby, restrooms, or anywhere on facility grounds other than your assigned area is strictly prohibited. Exhibitors are only permitted to distribute literature advertising the company that is registered in the Business Expo. Exhibitors who do not adhere to this policy are subject to potential removal from the Business Expo, will not be invited to participate in future shows. **Please initial** _____
7. **Door Prize Donation – All vendors must present a door prize when they check-in the day of the Business Expo.** Please specify on your registration form what you will be donating. **Minimum \$25 value gift card or basket. May include company service(s) in addition to prize.**
Description of Door Prize: _____
Please initial _____
8. Food and drinks will be available for purchase across the way in the Birthday Celebration. Otherwise, you are welcome to bring a snack, food and water. Refrigeration and food storage will not be provided. **Please initial** _____
9. I grant to the City of Diamond Bar/Diamond Bar Center, the right to take photographs/video of all participants in connection with the Business Expo. I authorize The City of Diamond Bar/Diamond Bar Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that the City of Diamond Bar/Diamond Bar Center may use such photographs/video of me and any items related with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content. **Please initial** _____

I have read and understand I must comply with the Diamond Bar Center Business Expo Policies.

Business Name: _____ Address: _____
 Service or Product: _____ City/Zip: _____
 Print Representative Name: _____ Bus. Phone: _____
 Signature: _____ Cell Phone: _____
 Date: _____ Email: _____

Please select on option: Booth Only \$250 Booth + Electricity \$300

Applications & Payment must be received by March 8, 2024 to:

Mailing Address:

Diamond Bar Parks & Recreation
 Attn: Crystal Knox, Recreation Supervisor
 21810 Copley Drive, Diamond Bar, CA 91765

In Person:

Diamond Bar Center
 1600 Grand Ave.
 Diamond Bar, CA 91765

-----**PAYMENT**-----

- [] Check # _____ (Please make payable to THE CITY OF DIAMOND BAR)
- [] Cash \$ _____ (In person at Diamond Bar Center, 1600 Grand Ave.)
- [] Credit Card (online or in person payments only, 2.5% transaction fee on all credit card transactions)

ACCOMODATTIONS FOR THE 29TH BIRTHDAY CELEBRATION

FRIDAY SET UP & DROP OFF

- a. The setting-up of displays will occur **on Friday, April 5, 2023 between 8:00 a.m. and 6:00 p.m.** You must be completely set-up during this window of time. Please allow yourself plenty of time. Limited set up will be conducted the day of the event.
- b. Exhibitors will be able to use the motor court for loading and unloading. After unloading, all vendors must park their vehicle in the parking lot. A site diagram will be mailed two weeks before the City Birthday Celebration.
- c. Upon arrival, please check in with City staff to be directed to your assigned space.
- d. **THERE WILL BE 24 HOUR SECURITY FROM FRIDAY UNTIL SATURDAY. The City of Diamond Bar, Diamond Bar Center will not be held responsible for any lost, damaged, or stolen goods or property.**

Day OF EVENT: SATURDAY, APRIL 6, 2024

PARKING

Parking for the Birthday Celebration will be an issue. **Vendors will be directed to park at Mt. Calvary Church located at 23300 Golden Springs Drive.** Shuttles will run starting at 7am every 15 minutes, on a first-come, first-served basis. Early arrival is recommended to arrive to the Center with adequate time for set-up. Please do not ask for a parking pass, as there are none available this year.

SHUTTLE ETIQUITE

Please only bring with you that you can carry on your lap. No carts or wagons.

DROP OFF

You are welcomed to be dropped off at the Diamond Bar Center, 1600 Grand Avenue by your own ride. No parking will be available on site.

CHECK-IN REQUIREMENTS:

- a. All participants must check-in with the City Staff the day of the event. **Check-in will begin at 7:00am-9:00am.**
- b. Upon arrival, please check in with City Staff to be directed to your assigned space.

START TIME

- a. The official event is scheduled for **Saturday, April 6, 2023; 10:00 a.m. – 4:00 p.m.**
- b. The Expo area will be closed off so no one can get in until the start time.
- c. There is always a lot of activity earlier in the day, so please be on time and ready to go no later than 9:30 a.m. and remain open for the entire duration of the show.
- d. Exhibitors that pack up and/or leave before 4pm will not be invited to participate in any future shows.

SOCIAL MEDIA

Please feel free to take pictures of the event and post to your company Facebook, Twitter, Instagram, Pinterest or LinkedIn. The City is active on Instagram, Facebook and Twitter so we would love for you to share with us.

TEAR-DOWN

- a. All exhibitors are responsible for cleaning up their space and surrounding area. Please remove all trash and other items used by your business.
- b. Participants will be shuttled back to their vehicles between the hours of 4:00 p.m. and 6:00 p.m. Please feel free to take what you can carry. No carts or wagons.
- c. You are welcome to tearing-down displays two ways
 - i. **After picking up your vehicle you may return to the Diamond Bar Center to load your remaining supplies between the hours of 4:00 p.m. and 7:00 p.m.**
 - ii. **Return Sunday, April 7, 2023 between the hours of 8:00 a.m. and 2:00 p.m.**
- d. Displays must be completely cleared of personal items no later than 2pm Sunday. Items not picked up by this time will be disposed.
- e. Diamond Bar Center will not be held responsible for any lost, damaged, or stolen goods or property.

For more information:

www.DiamondBarCA.gov/SpecialEvents

cknox@diamondbarca.gov

Crystal Knox: 909.839.7072

City of Diamond Bar
RELEASE, DISCHARGE OF LIABILITY AND ASSUMPTION OF RISK

PARTICIPANT INFORMATION		
First Name:	Last Name:	Birthdate:
Address:	City:	Zip:
Phone:	Email:	
Emergency Contact:	Relation:	EM Phone:

Program Sponsors: City of Diamond Bar and its respective officers, agents, employees and volunteers.

Name of class or activity (“the activity”): **DIAMOND BAR BUSINESS EXPO 2024**

- I, and my staff are physically able to participate in the activity and have not been diagnosed with any illness or medical condition that would impair the ability to participate in the activity. No physician has recommended against participation.
- I, fully understand that my participation in the activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks
- I am aware that the activity poses a risk of injury to me and/or my staff, and that occasionally accidents occur during activities of this kind. Knowing these risks, on behalf of myself and/or my child, I freely and voluntarily agree to assume all of the risks associated with participation in the activity.
- I acknowledge that the City of Diamond Bar is not responsible for any loss, alteration, corruption or other damage to my personal property, including computers, networks and other personal property used as part of my participation in the event/class. The City of Diamond Bar makes no warranty that 1) internet service will be adequate to facilitate the event/class, 2) internet service will be uninterrupted, timely, secure, error-free or virus-free, 3) any information that may be obtained through the event/class will be accurate or reliable and/or 4) that any errors in software will be corrected.
- I understand and agree that any material downloaded, viewed or otherwise obtained through the event/class is done at my own risk and I will be solely responsible for any loss or damage to my personal property, including computer systems and networks, or loss of data that results from the use, download and/or viewing of the event/class.
- I hereby warrant and agree, that the conditions of my property, both personal and real, are suitable for participation in the event/class and that by participating in the event/class, I assume the risk that such property is not suitable and agree to hold the City of Diamond Bar harmless from any loss or damage arising from injury to person or property arising from the use of such property in the event/class.
- I hereby release, discharge and agree not to sue the City of Diamond Bar for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City of Diamond Bar or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of “gross negligence,” as that term is used in applicable case law and/or statutory provision.
- In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Diamond Bar from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

- In consideration of being permitted to enroll and participate in the activity, I agree to release and discharge the City of Diamond Bar, the Walnut Valley and Pomona Unified School Districts and the contract instructor of the activity and their officers, agents and employees (collectively referred to hereafter, as the “Program Sponsors”) from any liability, causes of action, claims or damages for personal injury, property damage and wrongful death arising from or attributable to participation in the activity, whether or not such liability arises from the program sponsors’ negligence in organizing, planning and implementing the activity.
- I understand that by signing this instrument, I (and my legal representatives, heirs, next of kin, assigns or any other successors in interest) am barred from presenting any claim or instituting any civil action or present any claim for personal injury, property damage or wrongful death against the Program Sponsors who, through negligence or omissions, might otherwise be liable to me, or other successors in interest for damages. I expressly agree that the foregoing release, discharge and assumption of risk is intended to be as broad and inclusive as is permitted by California law.
- In the event of a medical emergency, I authorize medical personnel attending to me to make decisions regarding immediate medical treatment as may be necessary until such time as my emergency contact can be consulted.
- In the event of a medical emergency, I authorize medical personnel attending to my child to make decisions regarding immediate medical treatment as may be necessary until such time as I or my child’s emergency contact/guardian can be consulted.
- By registering for any recreation class or activity, I grant the City of Diamond Bar permission to use my, and/or my child’s photograph, video or film likeness, for promotional use in any City-related media.
- I understand and agree that the event/class may be recorded for viewing and/or listening by others at a future date. I consent to the City of Diamond Bar’s use of audio/video recordings of me during the event/class and that the City of Diamond Bar may use audio/video segments or photograph stills of me for any purpose, including but not limited to news, advertising and promotional purposes, without compensation to me. I hereby release and hold harmless the City of Diamond Bar from any claims relating to the use of my likeness and image.

By signing this form, you are acknowledging that:

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PARENT OR LEGAL GUARDIAN OF MINOR. I FURTHER DECLARE THAT I SHALL INDEMNIFY AND HOLD HARMLESS THE CITY OF DIAMOND BAR FROM AND AGAINST ANY AND ALL CLAIMS RESULTING FROM, INCIDENT TO, OR ARISING OUT OF MINOR’S PARTICIPATION IN THE EVENT/CLASS, ANY AND ALL RISKS ASSUMED BY MINOR AND ME ABOVE, AND/OR THE BREACH OF ANY PROMISES, COVENANTS, AND/OR REPRESENTATIONS MADE BY ME HEREIN AND/OR IN THE ABOVE RELEASE.

Participant’s Signature:

Date: