



**30<sup>TH</sup>**  
**BIRTHDAY**  
**2019**  
**SPIRIT OF DIAMOND BAR**

**APRIL 13, 2019**

**11AM-5PM**

**PANTERA PARK • 738 PANTERA DRIVE**



**30<sup>TH</sup>**  
**BIRTHDAY**  
**2019**  
**SPIRIT OF DIAMOND BAR**

**APRIL 13, 2019 • 11AM - 5PM**

**WELCOME SPEECH & OUTSTANDING  
VOLUNTEER AWARDS • 1PM**

**CARNIVAL RIDES • GAMES • KIDDIE LAND**

**FOOD BOOTHS • INFORMATION BOOTHS**

**LOCAL COMMUNITY ENTERTAINMENT**

**BUSINESS EXPO • PUBLIC SAFETY DISPLAY**

**ENVIRONMENTAL SERVICES AREA**

**HERITAGE DISPLAY • PIN TRADING**

**WRISTBANDS & ACTIVITY CARDS AVAILABLE FOR PURCHASE AT EVENT**

**\$10 - UNLIMITED RIDES • \$1 ACTIVITY CARD - 4 ACTIVITIES PER CARD**

**\$5 - UNLIMITED ACCESS TO KIDDIE LAND**

**CASH ONLY • NO BILLS LARGER THAN \$20**

**COMMEMORATIVE 30TH BIRTHDAY T-SHIRTS AVAILABLE FOR PRE-SALE.**

**SEE WEBSITE FOR MORE DETAILS.**

***Birthday Cake For Everyone Served At 1:30pm!***

**For additional information contact:**

**Andrea Nino, Recreation Coordinator (909) 839-7073**

**Business Expo | Regional Chamber of Commerce (626) 810-8476**

**Event Information | Parks and Recreation Department (909) 839-7070**

**[www.diamondbarca.gov/specialevents](http://www.diamondbarca.gov/specialevents)**

REGIONAL CHAMBER OF COMMERCE-SAN GABRIEL VALLEY  
**CITY OF DIAMOND BAR 29TH BIRTHDAY CELEBRATION**  
**BUSINESS SHOWCASE APRIL 13, 2019**

Dear Exhibitor:

We are pleased that you will be taking advantage of the opportunity to promote your company at the 2019 Business Showcase located in the Diamond Bar Birthday Celebration, to be held on Saturday, April 13, 2019, from 11:00 a.m.-5:00 p.m. Cost is \$250 for Regional Chamber Members and Diamond Bar Businesses. \$400 all other businesses.

After this year, the Diamond Bar Birthday Celebration will be held quinquennially, with the next celebration taking place in 2024.

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

### EXHIBITORS GUIDELINES

**1. Check-In Requirements:**

- a. All participants must check-in with the Chamber Staff the day of the event. **Check-in will begin at 9:00am.** Please make sure to have all Acknowledgement Forms signed ahead of time in order to receive your parking pass. Also, all payments must be received before the Business Showcase date of 4/13/19.
- b. Once all paperwork has been approved and received, participants will be directed to their selected spaces.

**2. Set-Up / Tear-down:**

- a. The setting-up of displays will occur between **9:00 a.m. and 10:30 a.m. on Saturday April 13, 2019.** You must be completely set-up before the event begins at 11:00 a.m. Please allow yourself plenty of time.
- b. The tearing-down of displays will begin no earlier than 4:00 p.m.
- c. The City of Diamond Bar, Pantera Park, nor the Regional Chamber will not be held responsible for any lost, damaged, or stolen goods or property.

**3. Fire Regulations:** In compliance with fire codes, the following requirements **MUST** be maintained:

- a. Cotton batting, straw, dry vines, or other highly flammable materials shall not be used unless such materials have been treated with a fire-retardant and are in compliance with any necessary fire codes.

**4. Display Information**

- a. Each exhibitor will receive 1 (one) 8' (eight foot) table with 1 (one) tablecloth, and 2 (two) chairs. **In order to cut down on waste, please let the Chamber know if you will not need a tablecloth.**
- b. Food/Beverages may not be distributed from any booth. This is a guideline from the City of Diamond Bar.
- 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 Showcase begins.
  - e. All boxes with supplies and such shall be kept concealed from public view.
- f. Absolutely **NO** park property will be moved or removed without consent of Parks and Recreation staff. This includes all trash cans, sign holders, etc.
- g. Displays shall **NOT** exceed six feet in height unless previously arranged with the Chamber.
- h. Participants are **NOT** permitted to attach signs or any other material to any park property, i.e., poles, walls, etc.
- i. This year the Business Showcase will be closed to the public until 11:00 a.m.

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## PARKING ARRANGEMENTS

**Parking arrangements: Included is a map of Pantera Park.**

Once you have parked, you will have to carry your booth supplies to the tent. Please give yourself enough time to get your supplies to the tent. We have highlighted your entry onto the grounds and to the tent for drop-off of your booth supplies, etc.

We have made arrangements for you to park in the closest parking lot. Upon receiving a copy of the signed paperwork, you will receive your parking pass. If you would prefer to pick your parking pass up at the Chamber Office, please notify the Chamber Staff. Your parking pass will need to be displayed in your vehicle so it can be seen through the windshield. There is **one** parking pass per booth. Please do not ask for more. We suggest that you carpool or have the early crew park on the street, giving the parking pass to the crew that will be arriving later in the day.

## MISCELLANEOUS INFORMATION

- Participants **MUST** man spaces at all times. Spaces must be maintained, clean and attractive, throughout the entire event. **All trash and clutter must be properly disposed of.** Any participant leaving an untidy stand for someone else to pick-up for them will be charged a \$50 cleaning fee. Participants are NOT permitted to dump liquid of any kind. No littering will be tolerated.
- There is not a "theme" for the birthday. However, the colors are red, white and blue and there is an All-American Home Town feel to the event. We suggest decorating accordingly.
- Participants shall, at all times, while on the premises, conduct themselves in a courteous, professional manner.
- All boxes with supplies and such shall be kept concealed from public view.
- 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. You may also conduct a door prize drawing at your table. Please note: the Chamber does NOT have a PA system to make announcements, any drawings are done independently at your table.
- There is **NO ELECTRICITY** and generators are **NOT ALLOWED.**
- You are not allowed to drive into the park. If you have heavy items, bring a hand truck/dolly.
- Please remember that for the most part, the people visiting the Business Showcase 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.
- Remember your camera, you never know who might stop by your table to say "HI!"
- The busiest hours of the Business Showcase are from 11:00 a.m.-3:00 p.m.
- Food and drinks will be available for purchase across the path in the Birthday Celebration. If you choose to purchase food from the Birthday Celebration, the food exhibitors **only accept cash.** Otherwise, don't forget to bring a snack, food and water, especially if it is warm. **No alcohol consumption is permitted in booths.**
- Encourage your current customers to attend the Business Showcase. Send out an email blast asking them to stop by for a special treat or discount.
- Have Fun!!

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**ACCOMODATTIONS FOR THE 29TH BIRTHDAY CELEBRATION**

**DROP OFF TIME**

You are invited to drop your supplies off up one day ahead of time. The Business Showcase tent will be up on the afternoon of Friday, April 12. You can bring your supplies and leave them on a table in the Business Showcase ahead of time. We suggest the items that you leave are flyers, booklets, nothing of value please.

This will save you time on Saturday morning. Please place on top of a table, since the grass gets dew on it.

PLEASE NOTE: the tables will not be arranged until Friday night, if you do decide to drop your items off before Saturday, please mark the boxes and Chamber Staff will put them on the appropriate table once everything is in order on Friday afternoon.

**\*\*THERE WILL BE 24 HOUR SECURITY FROM FRIDAY UNTIL SATURDAY.**

*The Chamber and the City of Diamond Bar do not take any responsibility in damaged property or anything taken.*

**START TIME**

The event is scheduled to begin at 11:00 a.m. There is always a lot of activity earlier in the day, so please be on time and ready to go no later than 11:00 a.m. The Expo area will be taped off so no one can get in until the start time.

**SOCIAL MEDIA**

Please feel free to take pictures of the event and post to your company Facebook, Twitter, Instagram, Pinterest or LinkedIn. The Chamber is active on all social media so we would love to share this event with you. Please use the #dbbizshowcase or #2019dbshowcase. The Miss Diamond Bar Court will be by to take photos with all of the exhibitors, these photos will be posted on social media. If you are not on social media, please email any photos to Info@regionalchambersgv.com.

**PARKING**

As always, parking for the Birthday Celebration will be an issue. We always recommend, the person who arrives first should park on the street. The person who will arrive last or later should take advantage of the parking pass that you will receive. The City of Diamond Bar audits how many vendors we have and then gives us the exact amount of parking passes that we need. They do not give out extras. Please do not ask for an extra parking pass, there are none available.

**TIME TO ENJOY THE CELEBRATION**

During the hours of 9:00 a.m.-1:00 p.m. the Chamber will have extra staff on hand. If employees need to take a break from the table and explore the Birthday Party, please let us know ahead of time so we can cover your booth for you. If you are by yourself and need a bathroom break or if you need to get food, we are available to help. Please keep in mind that we are only available during the hours mentioned above.

**EXTRA SEATING REMINDER**

Each table gets two (2) chairs. If you plan on having more than two people at your booth, bring more chairs. The foldable camp chairs work best. Last year some of the vendors not in the Business Showcase took the liberty of taking our chairs from the tables. If you see this, please notify Chamber or City staff immediately so we can fix the problem. Please be considerate of others and bring your own seating if you will be having more than 2 people in your booth.

**HAVE FUN!!**



**SAN GABRIEL VALLEY**  
REGIONAL CHAMBER OF COMMERCE

## **EVENT CANCELLATION AND REFUND POLICIES**

The **San Gabriel Valley Regional Chamber of Commerce** is honored to represent businesses and civic leaders at a wide range of events throughout the year. In an effort to maintain a diverse and relevant slate of high quality events, be advised of the chamber's official event refund policy.

**Refunds will be managed on a receipt of written request of cancellation:**

- **14 DAYS PRIOR TO THE EVENT:** registration fees will be refunded IN FULL
- **8-13 DAYS PRIOR TO THE EVENT:** registration fees will be refunded 75 PERCENT
- **7 DAYS OR LESS PRIOR TO THE EVENT:** registration fees will NOT BE REFUNDED
- **SPONSORSHIP FEES ARE NOT REFUNDABLE**

**ALL ON SITE REGISTRANTS** for any San Gabriel Valley Regional Chamber of Commerce event must be paid in full upon admittance and cannot be invoiced.

**REGISTER TODAY** • visit [RegionalChamberSGV.com](http://RegionalChamberSGV.com) for details on all events.

**NOTE:** All details are subject to change without notice.

REGIONAL CHAMBER OF COMMERCE-SAN GABRIEL VALLEY  
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**EXHIBITOR ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of, read, and do completely understand the Rules, Regulations and the event cancellation for the Regional Chamber of Commerce – San Gabriel Valley’s 2019 Business Showcase, and by signing our organization do hereby agree to abide by them to the best of our ability.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RAIN OUT ACKNOWLEDGEMENT**

In the event the Business Showcase and Birthday Party are cancelled due to weather, an act of God or any other reason, one of the following policies will apply:

- The Birthday Party and Business Showcase will be rescheduled to another date
- The City of Diamond Bar has the right to cancel the event all together
- If the event is cancelled altogether, please refer to the Chamber’s Event Cancellation form

X \_\_\_\_\_  
Signature Date

**STANDARD INDEMNITY AGREEMENT**

The undersigned hereby requests the right to enter the BUSINESS SHOWCASE. In consideration of being granted the right to enter the BUSINESS SHOWCASE, notwithstanding any other agreements, participant agrees to defend, hold harmless, and indemnify the Regional Chamber of Commerce – San Gabriel Valley against any legal liability, with respect to bodily injury, death, or property damage arising out of or incident to the activities of said BUSINESS SHOWCASE. I have read and understand this agreement. This agreement must be returned to the Chamber Office via US Mail, fax or email by Monday, April 1, 2019.

X \_\_\_\_\_  
Signature Date

**UPON SIGNING, PLEASE EMAIL OR MAIL  
THIS FORM BACK TO THE REGIONAL CHAMBER  
NO LATER THAN MONDAY, APRIL 1, 2019**

Regional Chamber of Commerce-San Gabriel Valley  
1722 Desire Ave., Suite 207, Rowland Heights CA 91748  
Email-info@regionalchambersgv.com