

Welcome Learn & Grow Exhibitor, Here is your Checklist!

Parenting OC Magazine is pleased to have you as part of the Learn & Grow Expo at The District at Tustin Legacy. We are excited about working with you and making it a successful event.

Exhibitor Checklist

Please review the following deadlines and information...

- **Promote the Event**
 - Download our [Digital Marketing Materials](#) to use in eblasts, newsletters, and social media posts to your audience.
 - Print our [Event Fliers](#) and hand out to families before the event.
- **Bag Inserts**
 - Must be received at the Parenting OC office by Friday, August 30, 2024 or they will not be included into the bags for distribution to guests at the event.
 - All Silver & Gold Exhibitors have a free bag insert included in their package.
 - Mailing/Drop Off Address – Parenting OC Magazine 305 N. Harbor Blvd., Suite 320 Fullerton, CA 92832
- **Shade Canopy**
 - We encourage you to provide your own shade canopy, especially if it has your logo on it. If you'd like to do so please email madison@parentingoc.com or call 714-630-4510 by August 30.
 - If you are bringing your own shade canopy, your setup time is 7 am on the day of the event, September 14.
- **Booth Activity**
 - All exhibitors should plan an interactive activity at their booth to engage attendees during the event.
- **Scavenger Hunt**
 - If you are interested in driving more traffic to your booth, participate in our prize giveaway. Event goers will ask you to stamp their passport. Please email madison@parentingoc.com or call 714-630-4510. Limited spots available, first come, first serve.

Event Logistics

Date: Saturday, September 14, 2024

Set-Up Time: 8:00AM – 9:30AM (set-up time enforced)

Event Hours: 10:00AM – 3:00PM If Exhibitor is not present in Event Space for the entirety of the Event, Exhibitor will be fined \$100 per occurrence.

Teardown: 3:00PM – 4:00PM

Location: The District at Tustin Legacy (Valet Parking Area), near the Prego Restaurant 2409 Park Ave. Tustin, CA 92782

Event Parking Instructions

- Exhibitors can park for setup between 8:00am to 9:30 am in the Visitor Parking area.
- All exhibitors must move their car out of Visitor Parking **NO LATER THAN 9:30AM!** Please allow visitors to use the closer parking spots for easy access.
- Learn & Grow booths will be setup in “The District Valet” area.
- Similarly to setup, exhibitors can move their cars for breakdown **NO EARLIER THAN 3PM.**
- Tear down must be complete by 4pm, but in the event an exhibitor runs behind, please inform a Parenting OC Staff Member if you need additional time.

For information about Effective Event Planning and the Parking Map see our [Welcome Packet](#).