



SCLARC VAC

VENDOR FAIR REGISTRATION FORM

WEDNESDAY, APRIL 16, 2025

11:00am—4:00pm

L.A. Convention Center

**1201 S. Figueroa Street,
Los Angeles, CA 90015**

Vendor Name: _____ SCLARC Vendor #: _____

Contact person: _____ Contact phone #: _____

Contact e-mail: _____ Intake e-mail or phone# _____

Service Codes: _____ Primary Service Population: ___ children ___ adults

Payment amount:

Make checks payable to SCLARC; Memo: Vendor Fair 2025

For payments by check/money order, please send by mail to:
SCLARC, 2500 S. Western Avenue, Los Angeles, CA 90018
Attn: Robert Johnson

Online payments can be made on the homepage at: <http://www.sclarcvac.org/>

Forward registration form to: vac@sclarc.org or fax to (323) 895-7897

For participation, please see guidelines attached.

Please direct all questions to vac@sclarc.org

See reverse side for 2025 vendor fair guidelines



2025 VENDOR FAIR GUIDELINES

1. Due to space limitations only service providers vendorized by SCLARC can reserve for the event.
2. Set-up time is from 9am to 10:30 am. The process of finding parking and bringing your materials to your table can easily take 15-20 minutes. Vendors must be ready to receive guests at 11:00am.
3. **March 31, 2025** is the deadline for registration (or before if event is sold out). Payments will not be accepted thereafter nor the day of event.
4. To comply with LACC regulations, distribution of food, drinks, and helium balloons are prohibited. This includes but not limited to: snacks, candy, water, and alcohol. Violations of these guidelines will require removal of items or vendor will be asked to leave.
5. Service coordinators and regional center staff are not allowed to receive any items from a vendor that are valued at **\$15** or more.
6. Vendors are asked to remain on-site until the end of the event at 4:00PM.
7. Payments by check must be mailed out no later than March 21, 2025 so we have confirmation of receipt by SCLARC before March 31, 2025.
8. Power needs: if you need electricity on the day of the event, please email vac@sclarc.org as soon as possible to let us know. There are limited spaces with power accessibility.
9. Vendor Directory for SCLARC SC's: This year the VAC will compile a one-page directory to give SCLARC staff as they enter the event. On your registration, please include an intake/referral email address or phone number where they can reach you. Also, include service codes for which you are accepting enrollment.