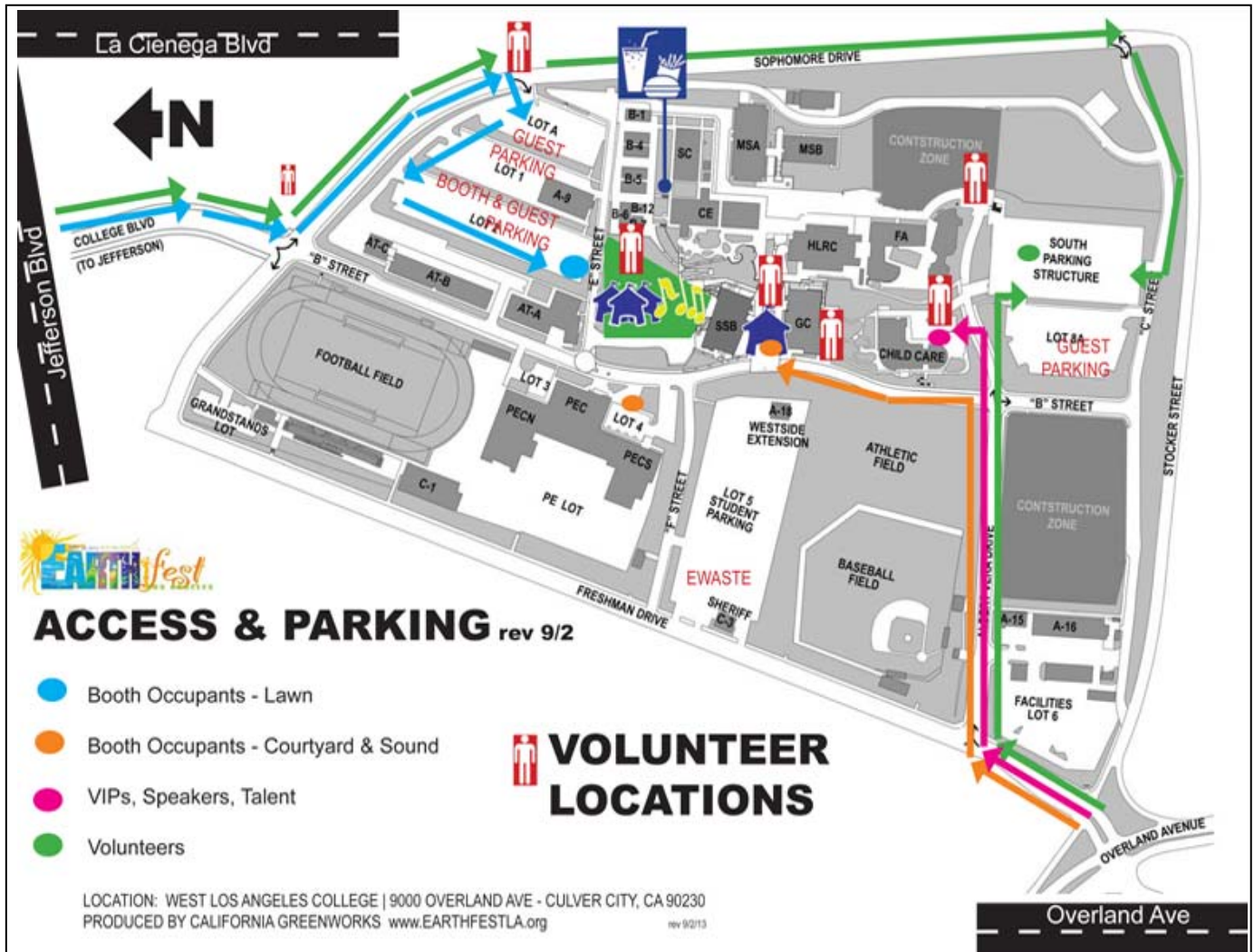




2013 VENDOR SHIPPING, REGISTRATION & LOAD IN INFO

2013 EarthFest LA is at West Los Angeles College
9000 Overland Avenue, Culver City, CA 90230.

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HOW TO ENTER / WHERE TO PARK

BOOTH PARTICIPANTS enter from College Blvd off Jefferson.

(these instructions do not apply to Caremore, Green Panthers and Food Trucks. Find special instructions below.)

College Blvd takes you to an intersection facing the football field. Turn left and follow the road up and to the right. Turn right into the entrance of Parking Lot A, 1 & 2.

Go past Lots A and 1. PARK IN LOT #2. Check in at the California Greenworks table near the exit to the parking lot to receive your booth assignment.

There is a short walk from the parking lot to the booth area on the lawn. We suggest that you bring a dolly or cart which can roll across a lawn. You WILL NOT be able to drive up to your booth.

CAREMORE, GREEN PANTHERS and other COURTYARD BOOTHS enter from Overland.

Turn right at the baseball field – Albert Vera. At the intersection, turn left on to B Street. At gate arm, push button to request access. Cars may quickly unload in front of courtyard then move to parking in front of PE buildings. Caremore & Green Panthers vans should CAREFULLY turn right into courtyard and park as directed. Check-in at California Greenworks tent in the SSB / GC courtyard.

SOUND TRUCK enter from Overland. Turn right at the baseball field – Albert Vera. At the intersection, turn left on to B Street. At gate arm, push button to request access. CAREFULLY turn right into courtyard and park as directed. Check-in at California Greenworks tent in the SSB / GC courtyard. Check-in and California Greenworks tent in the SSB / GC courtyard.

FOOD TRUCK enter from College Blvd off Jefferson. College Blvd takes you to an intersection facing the football field. Turn left and follow the road up and to the right. Turn right into the gate immediately after the entrance to Parking Lot A, 1 & 2. Look for the “FOOD TRUCK ENTRANCE” sign. If an Earthfest volunteer is not at the gate to guide you in, please park and go to the check-in table to request an escort. DO NOT move to your event spot without an escort.

EWASTE TRUCK Alert Sheriff that you’re entering campus (310) 287-4311.

From Overland, drive straight forward when you enter campus. Turn right into Parking Lot 5. From Jefferson, take College Blvd into campus. At the intersection, turn right. Take the curve to the left and continue forward until you reach Parking Lot 5. Turn left into Parking Lot 5. Set up in northwest corner near exit.

BANDS, SPEAKERS & VIPs Enter from Overland. Turn right at baseball field on to Albert Vera. Go to the top of the hill. Turn left into reserved spots in Child Development Center parking lot. Call for cart.

THINGS TO KNOW

- Booth participants should check-in and load in between 7:30 – 10:00am. Set up must be completed by 10:00am
- Registration and Check-in table will be located at the California Greenworks table. Check-in runs from 7:00 am to 9:30 am. No exceptions!
- Vendor organization and lead representative’s name must match check-in master list to receive one parking spot, badges, and booth location assignments.
- Vendor lead representative is required to sign-in on arrival, distribute booth

badges, and sign out on final departure.

- Vendor should bring a cart or hand truck to unload and transport booth furnishings from the lot to the booth locations. No automobiles allowed on grass!
- Technical assistance for electronic power supply or equipment must be arranged in advance to be accommodated.
- Vendors should bring their own 10-25 foot 3-prong power cords and or surge protectors for booth electronic equipment. The event will supply island stations to the main power supply only.

Booths must be vacated by 6:00 pm. Any questions please call ([Amy Rosenstein at 310-991-5718](#), [Cash Sutton 562-619-5710](#) or [Mike Meador 714-318-5749](#))

SHIPPING - West can accept a limited number of packages from vendors prior to the event. West and California Greenworks, Inc. accept no responsibility for any damage or theft to packages delivered to its receiving yard. Packages may only arrive between 8:00 am to 2:00pm Monday – Friday. Ship to: FOR EARTHFEST | West Los Angeles College – Receiving | 9000 Overland Ave., Culver City, CA 90230. To discuss shipping, contact Michelle at West (310) 287-4597.

Rev 9/2/13