

# 29TH ANNUAL VENDOR NIGHT

Thursday, March 3, 2022

Oracle Park (formerly AT&T Park)  
24 Willie Mays Plaza  
San Francisco, CA 94107

Exhibitor Set-Up Noon-4:00 pm  
Exhibits Open, Free to Attend 4:00-8:00 pm  
Complimentary Game Day Food 5:30 pm

## INVOICE AND REGISTRATION FORM

For an immediate receipt and confirmation, please use the on-line registration system:  
<http://atdevents.net/register.php>

Register online or Fax This Form To: (949) 266-8461. Include your credit card information (if applicable) or fax the registration first, then mail your check (and original registration form) made payable to ISPE San Francisco/Bay Area Chapter to 5319 University Dr., Suite 641, Irvine, CA 92612. For questions email Rob Fleming at: [rob.fleming@yahoo.com](mailto:rob.fleming@yahoo.com) or call Kimberly Syre at (949) 387-9046. Federal Tax ID #68-0282494. Cancellations must be received by February 10, 2022 for a refund. Payments for tables must be received by February 10, 2022. **NOTE: If you do not have time to register to walk the show, please email Rob Fleming (rob.fleming@yahoo.com) asking him to add you to the list for name badges for the ISPE SF Vendor Night. For those wanting to register several people, please email an Excel spreadsheet with separate fields for first name, last name, company and email address for each person. Name badges will be given at the event.**

### Attendee Registration

Free To Walk Show and Visit Exhibits

### Exhibitor Table Tops (Electrical Included)

\$1225 Exhibit Table (see diagram)  
Tables will be assigned and exhibitors added to the exhibitor list after payment is received.

All tables are 6' x 2.5'. Max Height 60". Max Width 72".  
Everything must fit on your table top. No items can be displayed on the floor or on the wall.

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

**Outdoor Exhibit Show  
Tables Are In Covered Concourse Area  
Dress Warmly!**




Exhibitors, please list Your Company Coordinator.

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_

### CREDIT CARD PAYMENT

Type of Credit Card   

Circle One

Name on Card: \_\_\_\_\_

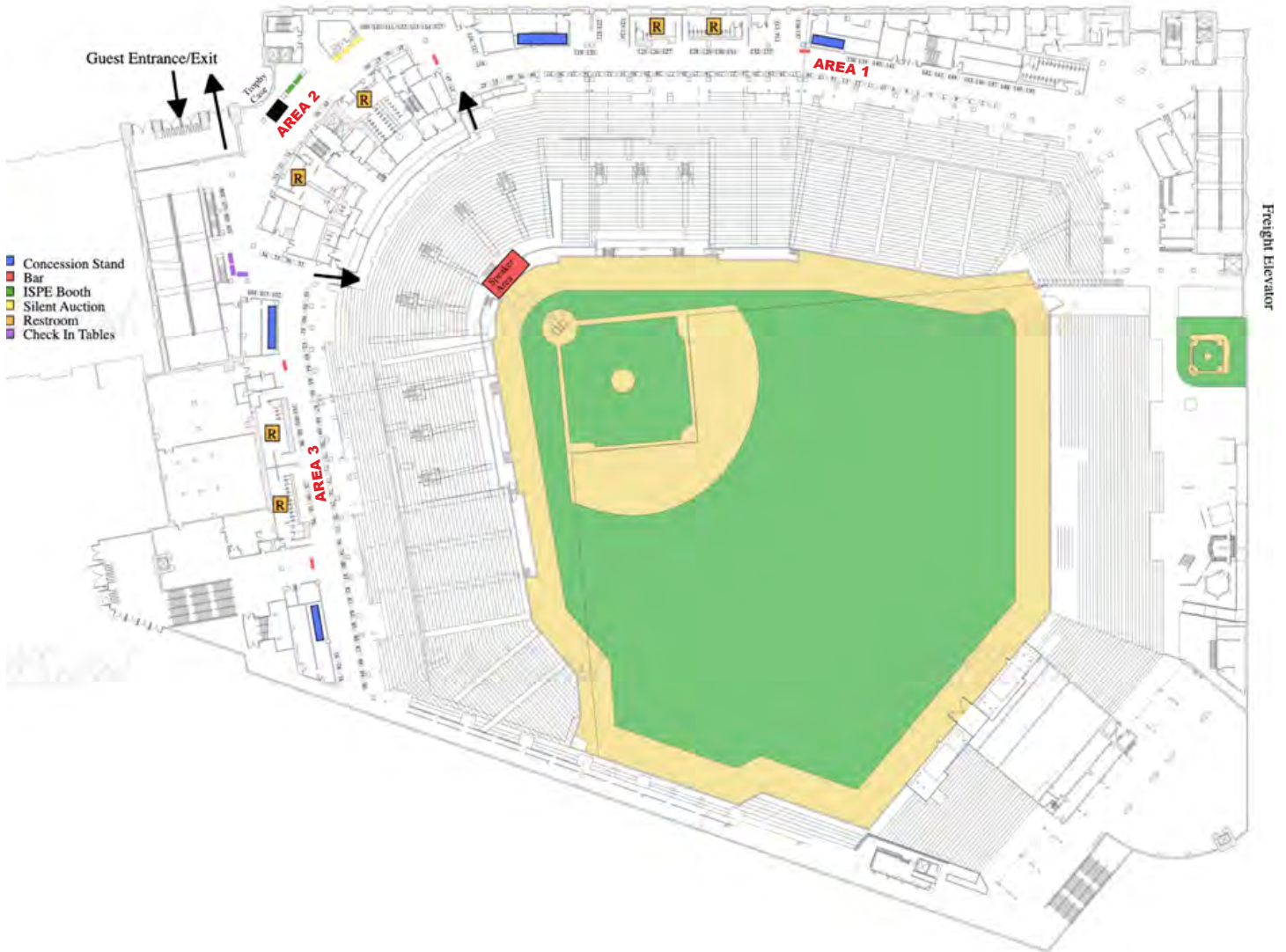
Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_

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

## Vendor Night Exhibit Area Outdoors on the Promenade Concourse

Please see other pages showing zoomed in areas

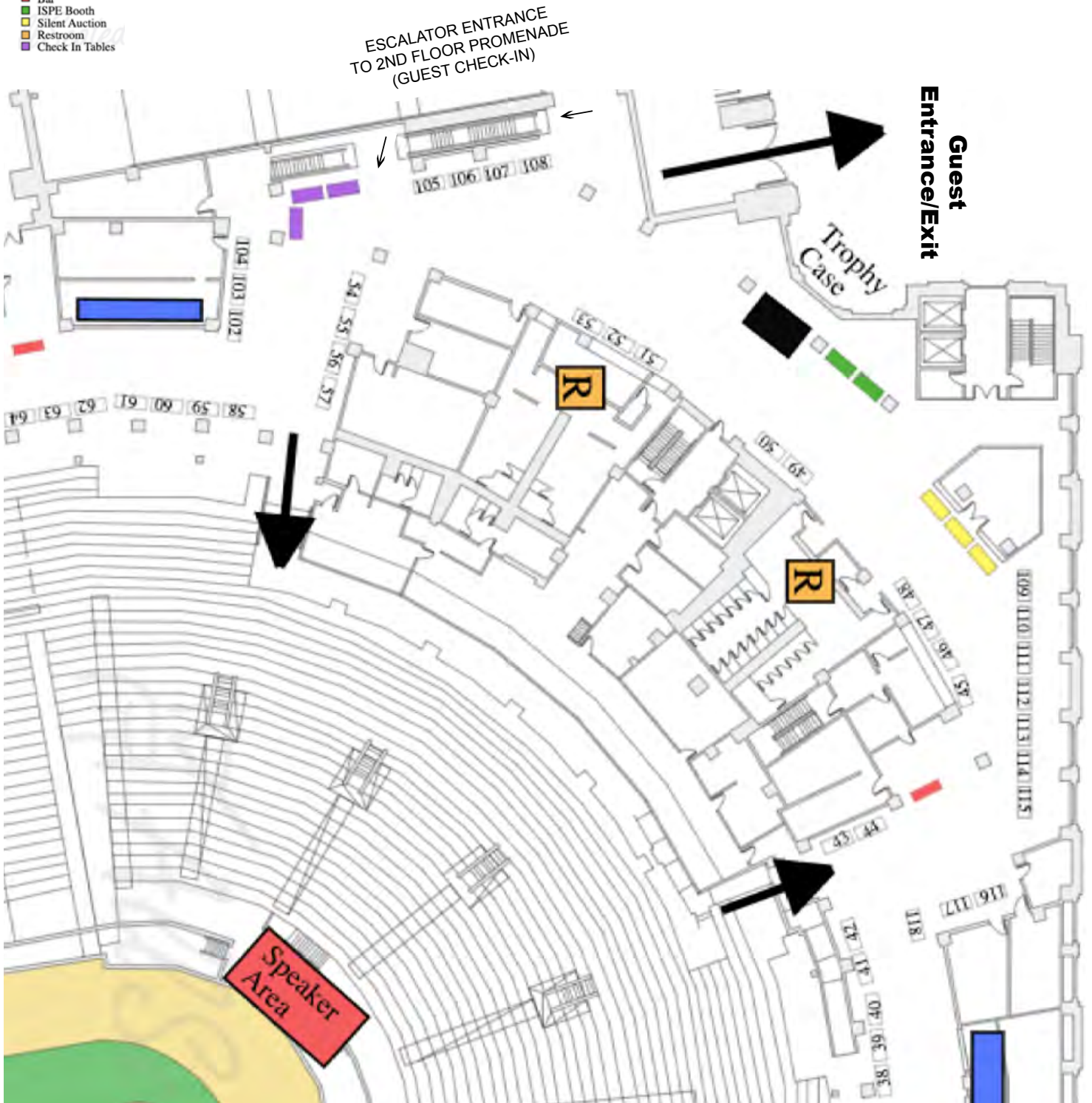


**Area 1**  
**Tables 1-37 and 119-150**

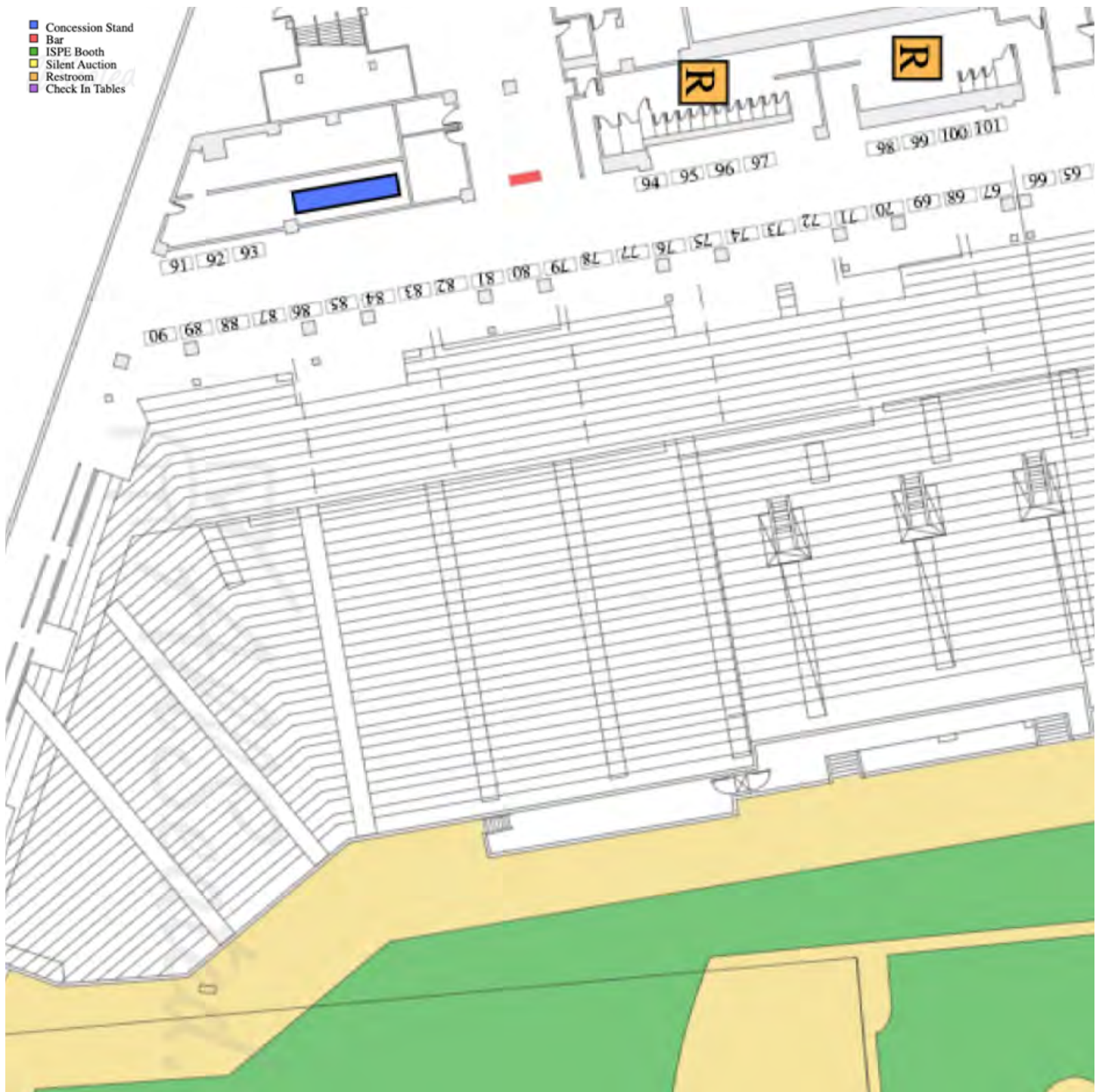


## Area 2 Tables 38-66 and 102-118

- Concession Stand
- Bar
- ISPE Booth
- Silent Auction
- Restroom
- Check In Tables



## Area 3 Tables 67-101





## Registration Instructions

### To Register and Receive an immediate receipt, follow these instructions:

- 1) Click on the link below then log on using your user name and password: <http://www.atdevents.net/register.php>
- 2) Click on the appropriate event. Here is where you can download the event flyer also.
- 3) Scroll through the list of registration options and find the one that applies to you.
- 4) Select the payment option of your choice and follow instructions to pay. Make sure to go through all of the steps until payment is confirmed. Since our site has to go to the merchant account site, there are a couple extra clicks involved.

### ISPE California Chapter Members:

If you are an ISPE Member in California, please do not set up a new account, as you should already be in our system (takes a few days after joining). You will need your user name and password to log on.

### How To Find Your ISPE Member Number or Update Your Account to a Member Account:

To update your existing account to a Member account, or to add your new ISPE Member account to our website, please forward your confirmation email from ISPE or your ISPE Membership information to Rob Fleming ([rob.fleming@yahoo.com](mailto:rob.fleming@yahoo.com)). We need your Chapter name, your ISPE Member number and expiration date. To retrieve this information, log onto the ISPE website. Click on "Account" on the top right side, then "My Account". Your Membership information (not including your chapter affiliation) is on the left side. Please take a screen shot or make a pdf of the page, then email it along with the name of your chapter to Rob Fleming to update your profile on the [atdevents.net](http://atdevents.net) site.

### ISPE Members of Other Chapters:

You will not be in our system unless you have previously set up an account. Please follow instructions for Non Members below then follow the instructions to update your account to a member account (see above).

### Non Members:

If you do not have an account, you can set one up on the site using letters (not numbers) as your user name.

## Exhibitor Registration:

**Tables will be assigned and exhibitors added to the exhibitor list after payment is received.**

### Fax Registrations:

Fax your completed Registration Form with credit card payment to (949) 266-8461.

### Pay by Check:

Register online to hold your spot. Make check payable to:

ISPE San Francisco Chapter, 5319 University Dr., Suite 641, Irvine, CA 92612. Tel: 949-387-9046. Chapter Tax ID #68-0282494.

### HELP:

Please email Rob Fleming ([rob.fleming@yahoo.com](mailto:rob.fleming@yahoo.com)) for assistance with registration.

**Cancellations must be received by email to: [rob.fleming@yahoo.com](mailto:rob.fleming@yahoo.com) by February 10, 2022 for a refund. After the cancellation date if you have reserved a space but do not attend, your payment MUST be remitted.**

## Badges will be given at the event



## ATTENDEE PARKING - Free for All Attendees

Park in Lot A. Parking Lot A will not be staffed. Please follow these instructions:

- a. Press any button to “wake” up the meter
- b. Enter your parking stall number
- c. Choose “ISPE” rate. If it does not initially appear, hit “6” for more options.

**d. Enter Code “0321”**

No need to place ticket on your dash as long as you’ve entered the correct stall number. If no stall number, enter “999” and place the receipt on your dashboard.

*We encourage everyone to carpool, take either public transportation, Lyft, Uber or taxi.*



## EXHIBITOR UNLOADING AND PARKING - Parking in Lot A is free for all attendees.

Unload your items at the Loading Zone located on 2nd Street at the corner of King Street. The event will take place in an outdoor area one floor below where our shows have been held. We will be in a covered area called Promenade Concourse.

**We suggest taking Lyft, Uber or a taxi to the venue. This will help avoid bottle necking at the loading zone and will prevent you from having to walk back and forth to the parking lot.**

**For those with 2 people in vehicle (ideal situation):** Drop off one person to check in at the loading dock while the other person parks in Lot A. **For those with only one person:** Giants staff will be on hand to bring your materials to your table while you park in Lot A.

After parking, please enter at the Loading Zone located on 2nd Street at the corner of King Street (if prior to 4pm). After 4pm, please enter on Willie Mays Plaza.





## Driving Directions to Oracle Park

### Please park in Lot A off of 3rd Street

#### Oracle Park Bag Policies:

In an effort to limit contact points and avoid lines at the gates, Oracle Park will enforce the following restrictions regarding bags: **No Backpacks** (including clear backpacks) and No bags larger than 16"x16"x8". All bags are subject to inspection upon entry. Exhibitors will be allowed to bring materials for set up, however, please do not bring backpacks to the event. If you have a large purse, please leave it at your table (you will not be able to walk around with it).

#### From the Peninsula/South Bay

Take I-280 north (or US-101 north to I-280 north) to the Mariposa Street exit. Turn right on Mariposa Street, then left on Third Street to get to Parking Lot A.

#### From the East Bay

Take I-80/Bay Bridge to the Fifth Street exit. Bear right onto Fifth St. Turn right onto Folsom and right onto Fourth St. Slight left onto Channel St and into Parking Lot A.

#### From the North Bay

Take US 101 south/Golden Gate Bridge to the Marina Blvd. exit. Continue on Marina Blvd. past Fort Mason and turn left onto Bay Street. Continue on Bay and turn right on The Embarcadero. Continue on The Embarcadero under the Bay Bridge until it turns into King Street. Turn left onto 3rd Street (the ballpark is on your left) and continue across the bridge to Parking Lot A.

These directions provide the most direct routes to the parking lot, but other city streets and freeway exits provide alternate routes.

## USING PUBLIC TRANSIT

### In San Francisco

Muni Metro Streetcar service to the Ballpark is available daily. You can transfer from any Metro line to streetcars serving the ballpark at Embarcadero Station - look for trains headed to Mission Bay, Caltrain or Sunnydale and get off at the Second Street/Ballpark Station. Muni buses 10, 30, 45 and 47 also stop within one block of the ballpark. There's also helpful information at the Muni Metro website.

### From the Peninsula and the South Bay - San Mateo and Santa Clara

Take Caltrain from stations throughout Santa Clara and San Mateo counties directly to the ballpark - the Fourth and King Street Station is one block from the ballpark. Or take BART from Millbrae, SFO, South San Francisco, San Bruno, Colma or Daly City to downtown San Francisco. Then walk or transfer to Muni Metro to the ballpark (transfer from BART to MUNI Metro at Civic Center, Powell, Montgomery or Embarcadero). There is helpful information at the Caltrain Website or the BART website.

### From the East Bay - Alameda and Contra Costa

Take BART to Embarcadero or Montgomery Stations and walk or transfer to Muni Metro. San Francisco Bay Ferry may also be an option. For schedules and online ticket purchase and boat reservations visit <http://sanfranciscobayferry.com/>

AC Transit also provides bus service from many East Bay cities to the Temporary Transbay Terminal, a short walk to the ballpark. For more information, visit [www.ACTransit.org](http://www.ACTransit.org).

***Please make sure to check driving directions or public transportation directions from your own starting point.***

# Vendor Night March 3, 2022

## Exhibitor Set Up Information

Dear Exhibitor:

Thank you for your support of the ISPE San Francisco/Bay Area Chapter. We are so excited to have our show at Oracle Park for the 4th time and are anticipating another great event. Be sure to familiarize yourself with the information on the following pages. Below are important items in which you need to be aware:

**1. Ballpark management is limiting set up to two representatives from each company.**

**Your company can bring as many people to the event as you would like, however, only two people will be allowed to set up during the hours of Noon - 4:00 pm. After 4:00 pm, feel free to bring your entire staff to set up your table.**

**2. Company Contact Names Needed Prior to the Event**

**Ballpark security is constantly being updated. As you may have noticed, security requirements have changed year to year. To get everyone into the stadium as quickly as possible, we will need the names of your company representatives. We will send you a spreadsheet that should be used to submit your attendee names and other pertinent items for the event.**

**3. Sorry No Shipping To or From the Venue**

**The ballpark does not allow shipping items to or from the venue. Please bring all items with you. If traveling from out of the area, please have your items shipped to your hotel or bring them with you. All items need to be taken with you after the event.**

**4. Silent Auction**

There will be a Silent Auction at the event. Please use the Exhibitor Questionnaire spreadsheet to let us know if you will be bringing items for this year's Silent Auction. All proceeds will be used for student outreach efforts.

**5. Food and Beverages**

No food or beverage of any kind shall be permitted to be brought into the premises. Exhibitors are limited to a candy bowl on their table.

**6. Damages**

The exhibitor(s) will be financially responsible for repair of any damage to walls, floors, permanent fixtures or furnishings.

**7. Garbage and Trash Removal**

Please remove all materials and empty cartons from your exhibit area upon conclusion of the event. ISPE is not responsible for lost, damaged or stolen articles.

**8. Signage**

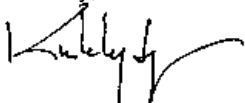
Items may NOT be affixed to walls with nails, push pins, tape, staples, or by any other means.

**9. Sleeping Rooms**

We have not reserved a block of rooms at any area hotels.

Please make sure that those who are responsible for shipping and setting up your display are aware of these Guidelines. Please feel free to contact me with any questions at: [ksyre@cox.net](mailto:ksyre@cox.net).

Sincerely,



Kimberly Syre

Show Coordinator and Chapter Manager

# Exhibitor Information

**Set Up Time (All tables will be set up and taken down on the day of the event):**

March 3, 2022 from Noon - 4:00 p.m. (all vendor tables must be completely set up by 4:00 p.m.)

Tables that are not set-up by 4:00 pm may be moved to accommodate other exhibitors and the flow of the exhibit area.

**Table Size and Information: 6 feet long by 2<sup>1</sup>/<sub>2</sub> feet wide**

These are table tops only, not exhibit space. We have found that since these are small table tops, many vendors stand in front of their tables eliminating a barrier between you and your potential clients. Chairs will be available to anyone needing one. Since most companies have their own table cover, we will only be ordering table covers for exhibitors who request one (see exhibitor spreadsheet to order a table cover).

**Electricity - One Outlet Per Exhibitor**

If you require electricity for your table, please bring a power strip and extension cord with your display materials. Each table will have access to one electrical outlet only. Most exhibitors use electricity for lighting table top displays and for laptops. Light equipment can be placed on tables for display, however, no operating machinery is allowed.

**Silent Auction:**

This year's Silent Auction proceeds will be used for student outreach. Please indicate on the Exhibitor Spreadsheet if you will be donating items for the Silent Auction.

**Spread The Word:**

This is your show. Please tell everyone in the industry about our event. We are competing with many other shows and to continue making ours a success, we need your help.

***The following restrictions for table tops are set by ISPE HQ:***

1. Exhibits must be staffed at all times during exhibit hours (4-8pm). Exhibitors may not take down display before closing hours.
2. Exhibits must conform to the following:
  - The entire display must be confined to the top of the table only (nothing will be allowed to hang off, behind, or along side of the table), however, company banners may be hung in front of the table.
  - The maximum height of any display shall be 60" above the table top including lights, signs, etc. **(Note: Taller roll up displays will also be allowed as long as they are on the table. ISPE does not allow items on the floor, however, these taller displays can be on the floor as long as they are directly against the back of the table (the bottom part of your display will not be seen).)**
  - The maximum width of any display shall be 72". Displays must not overhang top of the table.
  - Only static displays are acceptable. No operating machinery of any type will be allowed. However, computers and tv screens are acceptable.
3. ISPE reserves the right to restrict table top exhibits which are objectionable because of size, noise, glaring or flashing lights, method of operation, or any reason and, therefore, to prohibit or evict any exhibitor who, in the opinion of ISPE, may detract from the overall good of the exhibit. This reservation includes person, conduct, printed matter or anything ISPE judges to be objectionable.
4. Any failure to comply with the above restrictions may result in exclusion from participation in future ISPE table top events.