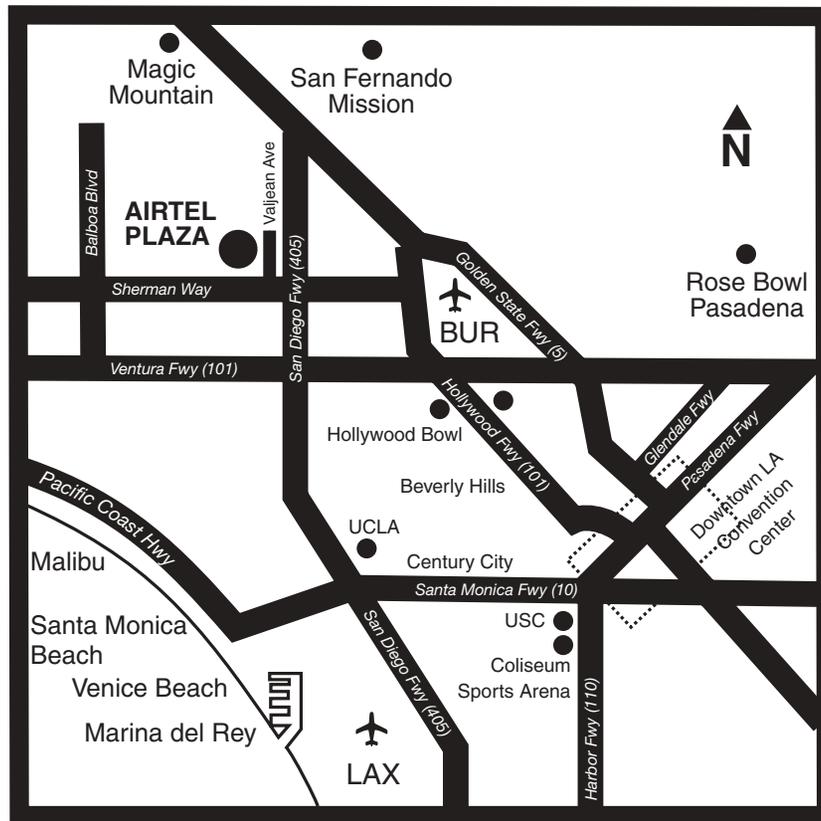


## LOCATION

AirTel Plaza Hotel and Conference Center



### DIRECTIONS

**101 Freeway South** (Ventura Freeway) Take the 405 Freeway North (San Diego) to Sherman Way—Reseda Exit. Proceed west onto Sherman Way. Go approximately one mile to Valjean Avenue. Turn right onto Valjean. Hotel on left.

**101 Freeway North** (Ventura Freeway) Take the 405 Freeway North (San Diego) to Sherman Way—Reseda Exit. Proceed west onto Sherman Way. Go approximately one mile to Valjean Avenue. Turn right onto Valjean. Hotel on left.

**405 Freeway South** (San Diego) Exit Sherman Way, which exits onto Haskell Avenue. Make a left turn on Haskell and an immediate right turn onto Sherman Way. Go approximately one mile to Valjean Avenue. Turn right onto Valjean. Hotel on left.

**405 Freeway North** (San Diego) Exit Sherman Way—Reseda Exit. Proceed west onto Sherman Way. Go approximately one mile to Valjean Avenue. Turn right onto Valjean. Hotel on left.

### FOR MORE INFORMATION

Check out “Free Seminars” on our website at [www.boe.ca.gov](http://www.boe.ca.gov) or call 818-901-5690.

THE STATE BOARD OF EQUALIZATION

The Honorable John Chiang  
Member, 4th District

Invites you to attend the

## VAN NUYS SMALL BUSINESS FAIR

### KEYNOTE SPEAKER

Pegi Matsuda, Publisher  
San Fernando Valley Business Journal

WEDNESDAY  
NOVEMBER 5, 2003

8:30 A.M. to 3:00 P.M.

Free Admission  
Free Parking

AirTel Plaza Hotel  
7277 Valjean Avenue  
Van Nuys, CA 91406



Board of Equalization (BOE)  
 Department of Industrial Relations  
 Employment Development Department (EDD)  
 Federal Trade Commission (FTC)  
 Franchise Tax Board (FTB)  
 Internal Revenue Service (IRS)  
 Los Angeles County Assessor  
 Los Angeles County District Attorney  
 Office of Finance, Los Angeles City Tax and Permit Division  
 Secretary of State  
 Sherman Oaks Chamber of Commerce  
 U.S. Dept. of Homeland Security, Bureau of Immigration and Customs Enforcement—formerly Immigration and Naturalization Service  
 U.S. Small Business Administration  
 Work Source (Community Career Development, Inc.)

## SCHEDULE OF PRESENTATIONS

8:30 A.M. - 9:00 A.M.	Welcome and Introductions (Concorde III)				
	CONCORDE II	CONCORDE III	LINDBERGH I	LINDBERGH III	EARHART I
9:00 A.M. - 9:50 A.M.	Record Keeping (IRS)	Employee or Independent Contractor (EDD, IRS)	How to Prepare a Sales Tax Return (BOE)	Business Tax Registration (Office of Finance, Los Angeles City Tax and Permit Division)	State Income Tax and Small Business (FTB)
10:00 A.M. - 10:50 A.M.	Home-Based Business (IRS)		Sales and Use Tax Exemptions (BOE)	Financing Your Small Business (U.S. Small Business Administration)	California Labor Laws and Regulations (Department of Industrial Relations)
11:00 A.M. - 11:50 A.M.	How to Start a Small Business (U.S. Small Business Administration)	Minimizing Unemployment Insurance (EDD)	How to Prepare a Sales Tax Return (BOE)	Bad Check Restitution Program (Los Angeles County District Attorney)	Basic I-9 Requirements (U.S. Dept. of Homeland Security)
12:00 P.M. - 12:50 P.M.	Financing Your Small Business (U.S. Small Business Administration)	Reporting Requirements (EDD, IRS)		Green Lights and Red Flags—FTC Rules of the Road for Advertising (Federal Trade Commission)	State Income Tax and Small Business (FTB)
1:00 P.M. - 1:50 P.M.			Sales and Use Tax Exemptions (BOE)	Business Filing Overview (Secretary of State)	Basic I-9 Requirements (U.S. Dept. of Homeland Security)
2:00 P.M. - 2:50 P.M.		Taxpayers' Rights Advocates—Problem Resolution Process (IRS, BOE, EDD, FTB)			

**INFORMATION BOOTHS SET UP IN CONCORDE I WILL BE OPEN TO THE PUBLIC FROM 9:00 A.M. TO 3:00 P.M.**



Please let us know if you have concerns with physical accessibility to the Small Business Fair or if you need any other special assistance.

Space is limited. First come, first served. No break in schedule. Please set aside time for lunch when selecting classes.

**PLEASE REMEMBER TO COMPLETE AN EVALUATION FORM AND RETURN IT TO A HOST OR HOSTESS OR PLACE IT IN THE DESIGNATED BOXES ON SITE.**