Community Partner Fair

Presented by

When:
Wednesday, April 12, 2017
10:30 a.m. – 1:30 p.m.
(Setup: 8:30 a.m. – 10:30 a.m./Teardown: 1:30 p.m. – 2:30 p.m.)

Where:
UCR Highlander Union Building (HUB)
Room 302

Expected Vendors:
Showcasing Community Partners and UCR Campus Departments

Projected Attendance:
UCR Staff, Faculty, and Students

Vendor Registration Packet
Introduction

UCR Staff Assembly is hosting the seventh annual Community Partner Fair (CPF) at the University of California, Riverside (UCR). It is a great avenue for supporting the development and growth of business enterprise. Participation in the fair provides community partners with an opportunity to connect with individuals in over 200 UCR departments who purchase over 60 million dollars annually in products and services. Additionally, the staff, faculty, and students who attend CPF are encouraged to consider patronizing the representing businesses. In late 2011, UC Riverside was featured as having an annual economic impact of 1.4 billion dollars (http://newsroom.ucr.edu/2740).

UCR Staff Assembly is excited to host and coordinate the annual CPF. This organization is dedicated to promoting the interests and welfare of all staff members and offer scholarships for career enhancement and professional growth.

Enclosed please find the 2017 UCR Community Partner Fair registration and payment forms to be completed and returned by the registration deadline of March 19, 2017 (Please note that late registrations may incur additional fees). You may also register through the Eventbrite website. We hope you will consider donating a door prize for this event.

Benefits of Participation:

- Name recognition on the CPF section of the UCR Staff Assembly website for one year;
- 8’ x 8’ space in HUB 302--space includes table, tablecloth, and chairs;
- Name recognition on the vendor passport that each attendee receives;
- Complimentary continental breakfast and buffet lunch for two (2) (additional meals can be purchased), along with two (2) parking passes for company representative(s); and
- Opportunities to distribute product information to over 450 attendees.

To make transportation around campus easier, we will be providing a shuttle in parking lot 24 for all vendors that will take you to and from the event location.

Returning vendors have the opportunity to earn a $50 rebate for each new vendor that participates in the 2017 UCR Community Partner Fair via referral. Although there is no referral limit, there is a monetary cap of one booth space. Rebates will be processed within 30 days from conclusion of the event. Please have the new vendor note on the application form (page 3) that they were referred by your organization.

Join us on Wednesday, April 12, 2017 and seize the opportunity to expand your client base and reach new customers. We look forward to seeing you there.

Sincerely,

Wendy Wolfer
Director of Fundraising, UCR Staff Assembly

Vendor Registration

Wednesday, April 12, 2017
Company Name:

Mailing Address:

City: State: Zip:

Phone: Fax:

Email:

Website Address:

Company Representative(s):

Product/Service:

I will donate a door prize: ☐ YES ☐ NO

Description of Donation*:

Vendor Referred by:

RATES

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
<th>Price</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Package</td>
<td></td>
<td>$500</td>
<td>$550 after March 19, 2017</td>
</tr>
<tr>
<td>Includes name recognition on the UCR Staff Assembly website for one year and one table package at the fair.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgrade Option</td>
<td></td>
<td>$200 (Only 6 Available)</td>
<td></td>
</tr>
<tr>
<td>Includes two (2) parking permits in lot 19 directly behind the HUB and a premium table location (entrance first row spot).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Meals (breakfast and lunch)</td>
<td></td>
<td>$25 per person</td>
<td></td>
</tr>
<tr>
<td>Electrical Supply</td>
<td></td>
<td>Complimentary</td>
<td>N/A</td>
</tr>
<tr>
<td>(please let us know the number of outlets needed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Internet Access</td>
<td></td>
<td>Complimentary</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total:  

*Vendors are not eligible to enter prize drawings.

Vendor Payment

Community Partner Fair ☑ Wednesday, April 12, 2017
To Register and Pay by Credit Card, go to the following link and complete the forms:
http://cpf2017.eventbrite.com

To Pay by Check:
Make your check payable to: UCR Staff Assembly
Mail your Registration and Payment forms to:

UCR Staff Assembly
Attn: Wendy Wolfer
University of California, Riverside
900 University Ave
Riverside, CA 92521

Internal Use Only: Received on: ________________  Check #: ________________