
Community Partner Fair

Presented by



When:

Wednesday, April 11, 2018

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 eighth 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 2018 UCR Community Partner Fair registration and payment forms to be completed and returned by the **registration deadline of March 21, 2018** (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 promoting your company 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 2018 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 11, 2018 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 11, 2018
UCR Highlander Union Building (HUB) - Room 302

Company Name:		
Mailing Address:		
City:	State:	Zip:
Phone:		Fax:
Email:		
Website Address:		
Company Representative(s):		
Product/Service:		
I will donate a door prize: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Description of Donation*:		
Vendor Referred by:		
Meals: # of non-vegetarian _____ # of vegetarian _____ Will you need electrical outlets in your booth? Will you need wireless internet access?		

RATES

Please mark package(s) & services needed

	Quantity	Price	Price
Table Package Includes name recognition on the UCR Staff Assembly website for one year, one table package at the fair and meals for two.		\$500 \$550 after March 21, 2018	
Upgrade Option Includes a premium table location (entrance first row spot) and two parking permits in lot 19 directly behind the HUB.		\$200 (Only 6 Available)	
Additional Meals (breakfast and lunch)		\$25 per person	
Electrical Supply (Mark if needed)		Complimentary	N/A
Wireless Internet Access (Mark if needed)		Complimentary	N/A
Total:			

*Vendors are not eligible to enter prize drawings.

Vendor Payment

Community Partner Fair - Wednesday, April 11, 2018

Company Name:

To Register and Pay by Credit Card, go to the following link and complete the forms:
<http://cpf2018.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 #: _____

Wendy Wolfer
UCR Staff Assembly
Director of Fundraising
wendy.wolfer@ucr.edu

Phone contact:
Julie Salgado
Staff Assembly, President
(951) 827-1213