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# COMMUNITY PARTNER FAIR

Presented by



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**When:**

Wednesday, April 10, 2019

10:30 a.m. – 1:30 p.m.

(Setup: 8:30 – 10:30a.m. /Teardown: 1:30 – 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

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## Vendor Registration Packet

## Introduction

UCR Staff Assembly is hosting the ninth annual **Community Partner Fair** (CPF) on **Wednesday, April 10, 2019** at the University of California, Riverside (UCR). It is a great avenue for supporting the development and growth of business enterprise through sharing information about your organization or business with our campus members. Participation in the fair provides community partners with an opportunity to connect with individuals in more than **200 UCR departments** who purchase more than **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 dedicated to promoting the interests and welfare of all staff members and offer scholarships for career enhancement and professional growth.

Enclosed, please find the 2019 UCR Community Partner Fair registration and payment forms to be completed and returned by **the registration deadline of March 22, 2019** (Please note that late registrations may incur additional fees.).

You may also submit a payment with credit card through our Eventbrite website at <https://atu.cr/cpf19>

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 more than 450 attendees.

We will be providing a shuttle in **UCR Parking Lot 24** that will transport all vendors to and from the event location inside HUB 302.

Returning vendors have the opportunity to earn a \$50 rebate for each **new** vendor who participates in the 2019 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 10, 2019 and seize the opportunity to expand your client base and reach new customers. We look forward to seeing you there.

Sincerely,

Daisy Dizon Thomas  
Director of Fundraising, UCR Staff Assembly

## Vendor Registration

**Wednesday, April 10, 2019**  
**UCR Highlander Union Building (HUB)- Room 302**

Company Name:		
Mailing Address:		
City:	State:	Zip:
Phone:		Fax:
Email:		
Website Address:		
Company Representative(s):		
Product/Service:		
Door Prize to be Donated: (Please Note: <i>Company &amp; booth will be announced during the event for prize donors!</i> )		
Description of Donation*:		
Vendor Referred by:		
Meals:		
# of non-vegetarian _____		
# of vegetarian _____		
Resources:		
Will you need electrical outlets in your booth?		
Will you need wireless internet access?		

**RATES**      *Please mark package(s) & services needed*

	Quantity	Price	Price
<b>Table Package</b> <small>Includes name recognition on the UCR Staff Assembly website for one year, one table package at the fair and meals for two.</small>		\$500 <b>\$550 after March 22, 2019</b>	
<b>Upgrade Option</b> <small>Includes a premium table location (entrance first row spot).</small>		\$200 (Only 6 Available)	
<b>Additional Meals (breakfast and lunch)</b>		\$25 per person	
<b>Electrical Supply (Mark if needed)</b>		Complimentary	N/A
<b>Wireless Internet Access (Mark if needed)</b>		Complimentary	N/A
<b>Total:</b>			

**\*Vendors are not eligible to enter prize drawings.**

# Vendor Payment

**Community Partner Fair - Wednesday, April 10, 2019**

Company/Department Name:

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**To Register and Pay by Credit Card, go to the following link and complete the forms:**

<http://cpf2019.eventbrite.com>

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**To Pay by Check:**

Make your check payable to: **UCR Staff Assembly**

Mail your Registration and Payment forms to:

**UCR Staff Assembly  
Attn: Julie Salgado  
University of California, Riverside  
900 University Ave  
Riverside, CA 92521**

**Internal Use Only:** Received on: \_\_\_\_\_ Check #: \_\_\_\_\_

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**To Pay by FAU: (On-campus vendors only)**

If using more than one FAU, please list all FAUs along with the amount for that specific FAU.

FAU #: \_\_\_\_\_ Amount: \_\_\_\_\_

FAU #: \_\_\_\_\_ Amount: \_\_\_\_\_

FAU #: \_\_\_\_\_ Amount: \_\_\_\_\_

FAU #: \_\_\_\_\_ Amount: \_\_\_\_\_

FAU #: \_\_\_\_\_ Amount: \_\_\_\_\_

Email your Registration and Payment info to: [julie.salgado@ucr.edu](mailto:julie.salgado@ucr.edu)  
Or Send Completed Registration packet to: Staff Assembly, ATTN: Julie Salgado

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Phone contact:  
Julie Salgado  
UCR Staff Assembly, Immediate Past President  
951-202-9735

Note: The University of California, Riverside Procurement Services office is responsible for execution of UC procurement policies and oversight of any delegated authority to purchase to campus departments. Vendors registering to participate in the Community Partner Fair (CPF) will not result in automatic registration as an approved UCR vendor. Interested companies are encouraged to visit the UCR Business and Finance table to speak with a Procurement Services and Accounts Payable representative at this year's event. Representatives will be available both before and during the event.