

# Know Before You Go

Thank you for your participation in our 2023 UNM Small Business and Strategic Partner Vendor Fair! Below you will find additional information regarding the day of the fair.

## VENDOR FAIR DAY-OF SCHEDULE

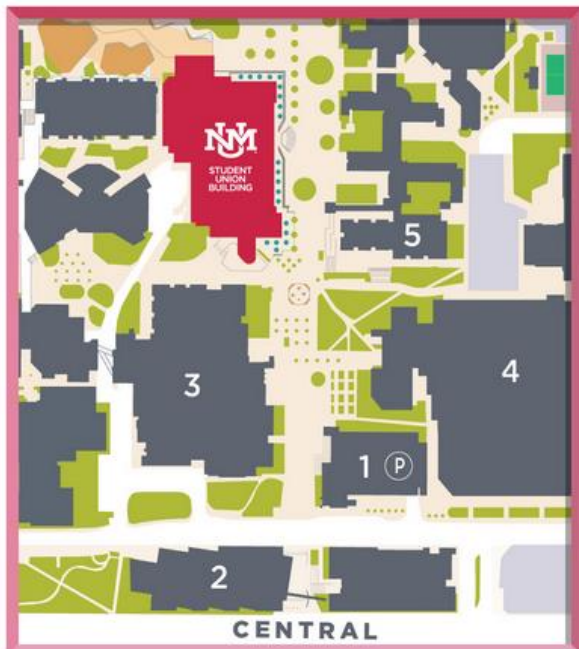
<b>Schedule</b>	
8:00 am – 10:00 am	Small Business Info Session with Govt. Agencies/Orgs
10:00 am – 11:00 am	Vendor Check-In/Booth Setup
11:00 am – 2:00 pm	Fair Time (Please no tear down before 2:00pm)
2:00 pm – 3:00 pm	Disassemble Booth
(Lunch on your own)	

## HOW TO GET THERE

**Street Address** Student Union Building  
1 University of New Mexico  
Albuquerque, NM 87131

**Campus Location** UNM Student Union Building, Level 2  
Ballrooms A, B and C

The SUB is located in the center of the UNM Main Campus, North of Central Ave.



**Vendor Fair Parking** is available at Cornell Parking Structure (building #1 on map). Hourly parking is available at \$1.75 per half hour. All hourly parking is purchased using pay stations that accept VISA, MasterCard, American Express and Discover. Note: Cash payments are only accepted at pay stations located on the third floor of the Cornell Structure (these machines only accept \$1, \$5, and \$10 bills and do not give change).

Please plan accordingly to allow yourself time before and after the fair. Contact UNM Parking and Transportation Services at 277-1938 if you are interested in purchasing a day pass for the event. Handicapped parking is available.

Further Visitor Parking Information:  
<https://pats.unm.edu/parking/visitors.html>

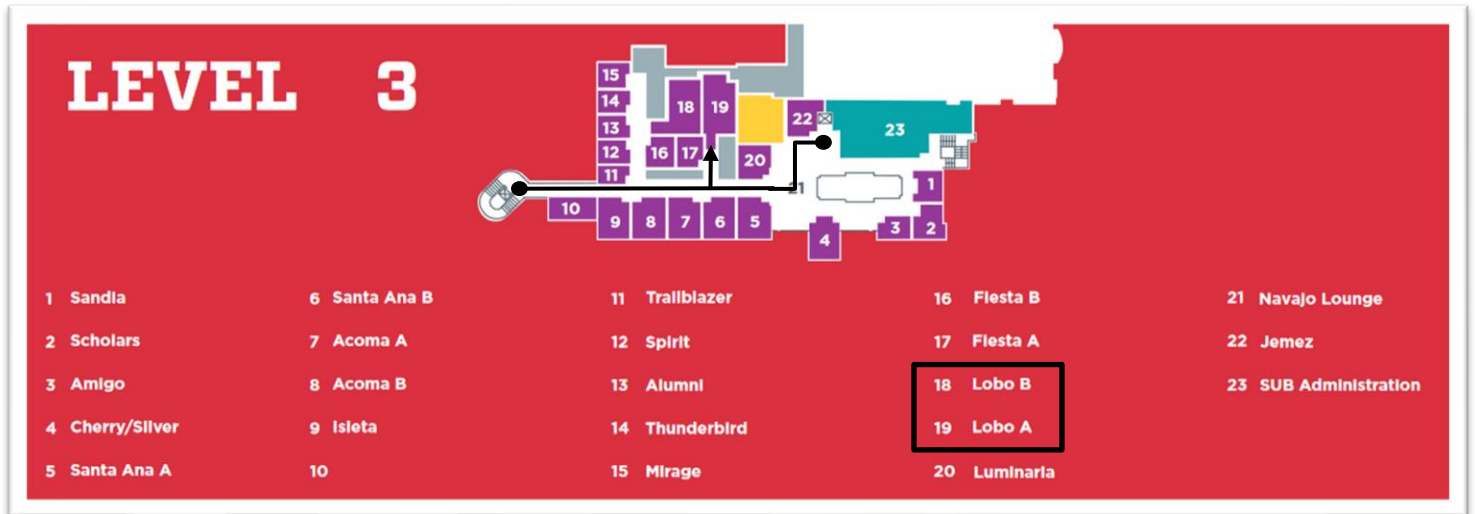
**SUB Ballrooms** are located on Level 2 toward the North end of the building. When entering from the Cornell Parking Structure, walk through the food court and the Ballrooms will be on the left.

## **SMALL BUSINESS INFO SESSION**

**Time** 8:00am to 10:00am MST

**Location** UNM Student Union Building, Level 3  
Lobo A & B conference room

Level 3 can be accessed from the stairway at the North end of Level 2 to the left of the Ballrooms, or from the elevator located to the right of the Ballrooms.



**Small Business Info Session** By registering as a Small Business vendor, you are automatically eligible to join us for our new Small Business Info Session as space permits. The goal of this session is to provide a networking opportunity for Small Businesses to present their company to our panel of Government Agencies and Organizations and learn how to register and/or do business with them or participate in their small business programs. At the conclusion of the Info Session, registered Government Agencies and Organizations will have booths set up during the main Vendor Fair in the SUB Ballrooms for you to continue to meet and mingle.

### **Additional Information:**

- Continental breakfast will be served
- Presentations will start promptly, please allow yourself time to arrive a few minutes early to serve yourself breakfast and settle in
- Government Agencies/Organizations will have assigned seating upon arrival.
- Small Business Vendors will have open seating to allow the opportunity to mingle with the agencies/orgs.
- Schedule of presentations will be sent once master presentation has been completed (no later than one week prior to the fair)
- There will be time allotted after the presentations for continued mingling and networking

## **WHAT TO WEAR**

The attire for the Fair is Business Casual. Branded attire is also acceptable to further market your business. Weather in Albuquerque during August can fluctuate between 85-95 degrees. Temperatures within the Student Union Building conference rooms and ballrooms can fluctuate, so light jackets/sweaters are optional. You may be standing for much of the Fair, so be sure to wear comfortable footwear.

## **WHAT TO BRING**

### **Attendee Raffle & Prize Donations**

We hope you consider making a door prize donation in support of the UNM Small Business and Strategic Partner Vendor Fair. If your company would like to make a door prize donation, please contact Jennifer Trujillo at 277-1737 ([jtrujillo@unm.edu](mailto:jtrujillo@unm.edu)) or Veronica Trujillo at 277-5263 ([vtrujil5@unm.edu](mailto:vtrujil5@unm.edu))

**Giveaways** Though they are not required, you may consider bringing small giveaways to help draw traffic to your booth. These could be branded pens, water bottles, stress balls, etc. If you have any questions about your giveaways, do not hesitate to ask. Please contact us ahead of time if you wish to bring food items. We will need to verify they meet the SUB's regulation requirements.

**Booth Décor/Flyers** Each booth includes a 6' skirted table, 8' background curtain, 2 chairs, and single line identification sign (with 35 letters). You are welcome to bring your own tablecloths, signage, etc. to make your booth stand out. Electricity will not be provided. Be sure to also bring any pamphlets, flyers, info sheets that highlight your business and the services/goods you offer.

*DON'T FORGET YOUR BUSINESS CARDS*

## **CHECK-IN @ REGISTRATION DESK**

### **Check-in time begins at 9:30am**

All attendees must stop at the registration desk to check-in and pick up their name badges and welcome bags. The registration desk will be located outside of Ballrooms A, B and C. Attendants will be available to answer questions and guide vendors to their assigned booths. Booth Set Up is between 10:00am and 11:00am. If you are going to be late, please contact UNM's Purchasing Department at 505-277-2036 as soon as possible.

## **POLICIES AND ADDITIONAL INFORMATION**

By registering for the Fair, the vendor agrees to have read, and will comply with the policies described within the "Policies and Additional Information" below.

**Registration Space is Limited!** Registration and payment are due by August 4, 2023. Booths identifying participants will be posted the day of the fair. Promotional items (pens, t-shirts, frisbees etc.) may be distributed at the fair.

**Electricity** will not be available at the fair.

**Wireless Internet** access is available in the Student Union Building.

**Food/Drink** may not be brought into the fair unless you purchase these items in the Student Union Building. Continental breakfast will be provided in the morning. Lunch will be on your own.

**Cancellation/Refund** will be permitted before August 9, 2023. Refunds will not be given for any non-attendance.

**Booth Set Up** is between 10:00 and 11:00 am. If you are going to be late, please contact UNM's Purchasing Department at 505-277-2036 as soon as possible. In order to accommodate the late arrival of UNM attendees, you are encouraged to maintain your booth setup until 2:00 pm. Each booth includes a 6' skirted table, 8' background curtain, 2 chairs, and single line identification sign (with 35 letters)

**Professional and Courteous Conduct** is required of all vendors at all times. Non-compliance with this policy may result in immediate dismissal from the fair with no refund.