



April 4, 2018

2018 UNM Small Business and Strategic Partner Vendor Fair

Schedule	
9:00am – 10:30 am	Booth Setup/Continental Breakfast
10:30am – 1:30 pm	Fair Time (Please no tear down before 1:30pm)
1:30pm – 2:30 pm	Disassemble Booth
(Lunch on your own)	

REGISTRATION AND PAYMENT ARE DUE BY March 28, 2018. Payment can be made electronically at the link below, or by submission of a check with your registration form.

(Please Print Legibly):

Business Name: _____

Business Address: _____

Business Phone: _____ Email: _____

1st Attendee Name: _____

2nd Attendee Name: _____

Describe the goods and/or services your business provides (REQUIRED):

REGISTRATION FEES

_____ \$100.00 Booth with 6' skirted table, 8' background curtain, 2 chairs, backdrop,
1 line identification sign (with 35 letters)

To make electronic credit card payments click on this link:

https://secure.touchnet.com/C21597_ustores/web/store_main.jsp?STOREID=24&SINGLESTORE=true

To pay by check:

PLEASE SEND CHECK WITH THE REGISTRATON FORM TO:	FOR INFORMATION PLEASE CONTACT:
<p>University of New Mexico Purchasing Department (Vendor Fair) MSC01 1240 1 University of New Mexico Albuquerque, NM 87131</p> <p>Make Checks Payable To: University of New Mexico Purchasing</p>	<p>Juanita Lucero 505-277-0473 jglucero@unm.edu</p> <p>or</p> <p>Veronica Trujillo 505-277-5263 vtrujil5@unm.edu</p>

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.

POLICIES AND ADDITIONAL INFORMATION

Register early! SPACE IS LIMITED. Booths identifying participants will be posted the day of the fair.

Registration Confirmation will be emailed to the 1st attendee on Registration Form upon receipt of payment. Prior to the fair, an email confirming your participation, a campus map to the Student Union Building and Cornell Parking Structure with instructions regarding parking the day of the fair will be emailed to the 1st attendee on Registration Form.

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 through the Student Union. Other promotional items (Frisbees, pens, t-shirts, etc.) may be distributed at the Fair. Continental breakfast will be provided in the morning. Lunch will be on your own.

Vendor Fair Parking is available at Cornell Parking Structure. Hourly parking is available at \$1.00 per half hour. All hourly parking is purchased using pay stations that accept VISA and MasterCard. Please plan accordingly to allow yourself time before and after the Fair. Please contact UNM Parking and Transportation Services at 277-1938 if you are interested in purchasing a day pass. Handicapped parking is available.

Cancellation/Refund will be permitted before March 28, 2018. Refunds will not be given for non-attendance.

Booth Set Up is between **9:00 and 10:30 a.m.** If you are not checked-in by **9:30 a.m.** on the day of the event, your space may be given to the vendor that is next on the waiting list. 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 **1:30 p.m.**

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.