

2022 UNM Small Business and Strategic Partner Vendor Fair

August 31, 2022

Thank you for your participation in our 2022 UNM Small Business and Strategic Partner Vendor Fair! Below you will find additional information regarding the day of the fair.

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) or Veronica Trujillo at 277-5263 (vtrujil5@unm.edu)

Giveaways Though they are not required, you may want to 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.

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 for the event. Handicapped parking is available. Parking map will be emailed one week prior to the fair date.

Vendor Fair Day-Of Schedule

Schedule	
8:00 am – 9:00 am	Small Business Booth Setup
9:00 am – 10:00 am	Small Business Info Session with Govt. Agencies/Orgs
9:00 am – 10:30 am	Vendor Booth Setup (Continental Breakfast Included)
10:30 am – 2:30 pm	Fair Time (Please no tear down before 2:30pm)
2:30 pm – 3:30 pm	Disassemble Booth
(Lunch on your own)	

Small Business Info Session will be held prior to the fair time from 9am to 10am in the Lobo A & B conference room on the second floor of the SUB. At the conclusion of the Info Session, an area will be set up during the main Vendor Fair in the SUB Ballrooms for participating Government Agencies and Organizations to continue to meet with other businesses participating in the fair. Each agency/organization will provide a 10-15 minute time presentation regarding information about their respective agency/organization and how small businesses can register and/or do business with them or participate in their small business programs.

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

Registration Space is Limited! Registration and payment are due by August 12, 2022. Booths identifying participants will be posted the day of the fair. Promotional items (pens, t-shirts, frisbees etc.) may be distributed at the fair.

Registration Confirmation and additional information will be emailed to the first attendee on the Registration Form upon receipt of payment. An email confirming your participation, a campus map to the Student Union Building and Cornell Parking Structure with parking instructions will be emailed prior to 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 12, 2022. Refunds will not be given for any non-attendance.

Booth Set Up is between 9:00 and 10:30 am. If you are not checked-in by 9:30 am on the day of the event, your space may be given to the next vendor 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 2:30 pm. Each booth includes a 6' skirted table, 8' background curtain, 2 chairs, backdrop, 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.