The UTSA Purchasing & Distribution Services Department and Historically Underutilized Business (HUB) Program invites you to participate in our annual:

**2010 UTSA HUB Vendor Fairs**

**UTSA 1604 Campus**
Thursday, April 15, 2010
9:00 am to 1:00 pm
Athletic Convocation Center
and

**UTSA Downtown Campus**
Friday, April 16, 2010
9:00 am to 1:00 pm
Meeting Assembly Room (Buena Vista Bldg.)

Registration form and payment due by **Fri., April 2, 2010.**

Fair will also include health screenings & info from the UTSA Health and Wellness Program and the Athletics Program.

*Please contact Irene Maldonado, HUB Program Manager, at (210) 458-4068 or Irene.maldonado@utsa.edu for more information.*
UTSA Vendor Fair Registration Form

Please keep in mind that tables are reserved on a first come, first served basis and space is limited. Please let us know if you have any special needs and we will try to accommodate them. Please print clearly or type your information!

**YES, I WILL ATTEND (please check one):**

- **__ Both HUB Vendor Fairs (Please enclose $100)**
  
  *This includes 1 table at BOTH events and 4 meal tickets (2 per fair).*

- **__ Just the UTSA 1604 Fair – 4/15 (Please enclose $65)**
  
  *This includes 1 table and 2 meal tickets at the event.*

- **__ Just the UTSA Downtown Fair – 4/16 (Please enclose $50)**
  
  *This includes 1 table and 2 meal tickets at the event.*

* I need ___ additional lunch tickets. (Please enclose $7 for each additional ticket)

**Name of Company:**
________________________________________________________________________

**Name of Representative (s) attending:**
__________________________________________________________

**HUB Vendor __Yes __ No**

**Street Address:** __________________________________________

**City, State and Zip:** ______________________________________________________________________

**Phone:** ____________ **Fax:** ____________ **E-mail:** _______________________________

**Website:** ________________________________________________________________________________

**Type of Products/Services:** _________________________________________________________________

**Special request: (Electrical access, etc.) ______________________________________________________

Mail or bring registration form & payment by Friday, April 2\textsuperscript{nd} to:

The University of Texas at San Antonio
Purchasing and Distributions Services Dept. (Vendor Fair 2009)
One UTSA Circle
San Antonio, Texas  78249-0612

**Make Checks Payable to UTSA**

*Please note: Registration is not final until payment is received.*
Details for the HUB Vendor Fairs

**HUB Participation**
You DO NOT need to be a HUB business to participate. If you are, we would encourage you to display your HUB certificate or to promote your HUB status on marketing materials.

**Theme**
In support of our incoming football team, our theme is sports/health. We will have the health and wellness program providing health screenings and information as well as the Athletics Program. Please feel free to decorate your table in this theme, if you’d like.

**UTSA Publicity & Marketing**
Two campus-wide emails will be sent to announce and then to reminder all staff of the HUB Vendor Fair. A notice in the HUB newsletter (Feb.) has already been sent out and a flyer will placed in mailboxes on both campuses. All 400 Procard holders are aware of the event and many plan on attending.

I will be emailing a compiled spreadsheet with the information you initially provided me on the registration form to the entire campus. The quarterly newsletter will highlight footage from the event and will be sent out in May. The newsletter and spreadsheet will be available for download at [www.utsa.edu/HUB](http://www.utsa.edu/HUB)

**Special Guests**
Several purchasing agents from Bexar County, SAWS, SAHA, ACCD, etc. will be in attendance.

**Exhibitor Space & Table**
You will be provided a 6ft table with 2 chairs. **You must provide the linen/table cover for this table.** It can be a simple table cover (plastic or cloth) and whatever color you’d like. It is an open area so there will be no partitions between the tables. We will have plenty of space to help with traffic.

**Exhibitor Selection**
You will not be able to select where your table will be this year. You will NOT be next to a similar vendor.

**DAY OF THE EVENT**

**1604 Parking & Unloading**
Volunteers will be on hand to guide you from Lot 5 to the Convocation Center. Lot 5 is in front of the Convocation Center (please see attached campus map). You will be able to unload in front of the Convocation Center before you park (15 minute max.).

**Downtown Parking & Unloading**
Volunteers will be on hand to guide you from Parking Lot D to the Buena Vista Building (please see attached campus map). You will be able to unload near the Buena Vista Bldg off of the S. Frio Street entrance. Please be aware of the traffic and arrive early as this area is crowded.

**Exhibitor Check In & Set-up**
You can begin set up that day beginning at 7:30 a.m. Please check in at the registration table for your packet (lunch tickets, exhibitor map & business receipt) before you start setting up your table. Please be ready for the first wave at 9 a.m.

**Ribbon Cutting Ceremony**
Tentatively, we have Coach Coker who will participate in our ribbon cutting ceremony at 9 a.m.

**Internet Access**
The Convocation Center is wired for internet access through our “Rowdy Air” which you can access without a password. If you need internet access at the UTSA Downtown Campus, you **MUST** request it on the registration form.

**Breakfast & Lunch**
Coffee and pastries will be provided in the morning. Boxed lunches will be provided. **Lunch for the exhibitors will be served from 11-11:30 and we will be collecting tickets.** The fair attendees will be served beginning at 11:45 a.m. so make sure you get something because once it's gone, it's gone! You are allowed to bring in small snacks – bottled water, small bag of chips, etc. Please place this under your table. There are soda machines on the premises.

**Laws of Attraction**
Have plenty of your marketing pieces (business cards, flyers, etc.) on hand. Staff members have requested that catalogs also be available. Feel free to collect their business cards and info. The biggest crowd will be between 11 a.m. – 12 p.m.

**Door Prizes**
**Please bring 1 door prize (min. $15 – max $50) for our drawing throughout the day.** Please note that you cannot give anything that would designate/promote your business (i.e. gift card from your business, t-shirt with your logo, bag with your website, etc.) This is in compliance with our UTSA policies and procedures. We will be announcing your company’s name during the drawing. **Good Examples of Acceptable Prizes:** $25 gift card to a local restaurant or retail store, Gift basket with fruit/food, etc.

**PLEASE NOTE:** Attendees will need to go around and collect 5 signatures in order to have a chance at door prizes. Have your pens ready!

**For Additional Questions**
Irene Maldonado, HUB Program Manager, (210) 458-4068, Irene.maldonado@utsa.edu