



2016 Exhibitors Guide

for Small Business
Corporate & Government

University of Florida



Annual Vendor Opportunity Fair



**Small Business & Vendor
Diversity Relations**

A Division of Business Affairs

Letter of Invitation

Dear Community Partner:

It is my pleasure to introduce you to the 25th Annual UF Small Business and Vendor Diversity Relations Vendor Opportunity Fair and present you with an opportunity to participate in this exciting annual event for business professionals!

The UF Small Business and Vendor Diversity Relations Vendor Opportunity Fair is an all-day event designed to provide the small, minority and women-owned business community with information for success, business growth and sustainability. Since its inception, this event has grown to become one of the most anticipated events for area business professionals each year, hosting hundreds of representatives from small, minority and women-owned businesses, corporations, UF departments and members of state agencies and higher education institutions.

This year will mark UF's 25th year of hosting this event. To commemorate this monumental achievement, we are offering a number of opportunities to connect and interact with attendees, whether through our community small business breakfast, awards luncheon, presenting a workshop, exhibiting at the vendor fair or the closing reception.

Thank you for all that you do for small businesses in this community. We look forward to once again partnering with you and believe it is your attendance and support that further enhances the creative, innovative and entrepreneurial spirit that helps to make the Gator Nation great!

Regards,

Kathey Porter

Kathey Porter, MBA, CPSD

Director

UF Small Business and Vendor Diversity Relations



Critical Dates

January, 2016

Registration begins

March 30

Final deadline for sponsor payment

April 15

All materials for tote bags must be delivered to the SBVDR office by this date (no exceptions)

April 15

Registration ends

Tuesday, April 26, 2016

Location

Hilton University of Florida Conference Center

1714 SW 34th Street

Gainesville, FL 32607

www.hilton.com

Event Information

Hours of operation: 7:30a-6p

Exhibitor set-up and Registration: 7:30a

Registration: 8a

Breakfast: 9a

Workshops: 10-12:30p

Luncheon: 12:30-2p

Vendor Fair: 2p-6p

Reception (during vendor fair): 4-6p

(Exhibitor info will be forwarded upon confirmation)



Exhibitor Packages Details

Exhibit Space

Exhibitors will be allowed to enter the ballroom to put up exhibits between 7:30 am and 12:00 pm on Tuesday, April 26th, 2016. ALL EXHIBITS MUST BE SET UP PRIOR TO THE EVENT STARTING. Exhibits not set up prior to the event start time, will not be allowed to exhibit. Exhibits must be taken down immediately following the Vendor Fair which ends at 6:00 pm. No booth take down is allowed prior to 6:00p.m. NO EXCEPTIONS. Exhibitors are welcome to attend all events during the day. Presenting and Platinum Sponsors will receive premium exhibit space in the reception hall. Final selection of space will be at the discretion of the event planners.

All exhibitors will be provided with one (1) standard 6' rectangular table. Each table will be covered with a black fitted tablecloth. Pipe and drape is NOT included in the sponsorship package for any level of sponsorship. If a sponsor would like to have pipe and drape it must be paid directly to the hotel. Sponsors will be provided with the hotel contact information in order to arrange pipe and drape directly. In order to provide visual continuity and an open collaborative feel, if a sponsor requires pipe and drape they will not be able to display inside the Vendor Fair reception hall regardless of their

sponsorship level. In this instance, final space selection will be determined by the event committee, regardless of what may have been selected during the registration process. SBVDR will NOT provide any exceptions to this setup.

Banners

The hotel does not allow hangings of any kind on the walls of the ballroom. However, floor banners are acceptable.

Electricity for Exhibit Space

There is a charge of \$25.00 for electrical service in the exhibit space. All sponsors must request electrical service in their registration in order to have electricity available in their exhibit space the day of the event. No electrical service will be provided the day of the event.

Exhibitor Payments

All payments must be received by March 30, 2016. We cannot guarantee inclusion as a sponsor and/or recognition on signage, printed materials, etc. if payments are not received by this date. All payments must be confirmed prior to set-up at the Vendor Fair. We will not be able to accept payments of any kind at the door.

Hotel Reservations

All persons desiring to stay at the Hilton University of Florida Conference Center should contact the hotel directly. All reservations must be guaranteed with a major credit card. Check-in time is 4 p.m. Check-out time is noon. Guests arriving before check-in time will be accommodated as rooms become available. Should a later departure be necessary, arrangements for the storage of luggage can be made with the front desk. SBVDR cannot make any arrangements with the hotel on behalf of attendees.

Contacts

The SBVDR planning committee appreciates all event sponsors and makes every effort to work with sponsors to exceed their expectations for the event. Please submit special requests and attendee information prior to March 30, 2016 so that we can appropriately process and respond to all requests. Last minute changes and additions create significant planning and implementation issues. We may not be able to consider or accommodate requests made after March 30, 2016.

University of Florida

Exhibitor Agreement

Please print your name as it should appear in the event program and materials.

Company/Organization Name: _____

Contact Name: _____

Mailing Address: _____

E-mail: _____

Website: _____

Telephone: _____

Fax: _____

List names of attendees from your organization:

1. _____

2. _____

3. _____

Exhibitor Level:

___ Small Business \$100

___ Corporate \$200

___ Government Agency \$50

Payment Information:

___ Check Check (made payable to University of Florida)

___ Credit Card Number: _____ Exp. Date: _____ Cardholder's Name: _____

Return Form to:

Mail
UF SBVDR
ATTN: D. Manning
971 Elmore Street
P.O. Box 115250
Gainesville, FL 32611

Telephone
Darlean Manning (POC)
352.273.1607 or
dmannin@ufl.edu

Fax
352.846.2637
Electronic
sbvdr@admin.ufl.edu

For more info:
Telephone: 352.392.0380
sbvdr@admin.ufl.edu

Agrees to the following:

The undersigned hereby certifies he/she is a duly authorized representative of the applicant company, that the information provided is true, and that he/she, on behalf of the applicant company, understands and agrees to the sponsorship information provided herewith, which by this reference is herein incorporated and made a part hereof. Payment Terms: Due Upon Receipt

Printed Name: _____ Signature: _____ Date: _____

