



## Procurement

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# 2018 Supplier Opportunity Vendor Fair

## Schedule of Events

Wednesday, September 26, 2018

### Vendor Registration

8:00 am – 11:00 am

The Inn is open for Vendor Registration sign-in and set up

- *Registration table is located near the grand stair case in the main concourse; check-in, pick up name badges, pre-paid lunch tickets and other event information.*
- *Coffee, beverages and light breakfast items available for all registered vendors.*

### Attendee Registration

Noon

Faculty/ Staff /Guest Registration opens. Event Opens.

- *Stop at the registration table to check in, receive your name badge, and swag bag, and Bingo Card to win prizes.*
- *Coffee, beverages and refreshments available during the event.*

### Lunch

11:00 am – 1:00 pm

Lunch (pre-paid only) available for vendors. Located on the 2<sup>nd</sup> floor in the Cascades room.

Lunch on your own for all others is available at Preston's.

### Attendees

4:00 pm

Event Ends

- *Before leaving and on your way out, remember to drop off your Vendor Bingo Card at the registration desk. Cut off to turn in Bingo cards is 4:15 pm.*

### Vendors

4:00 pm – 5:00 pm

Vendors break down and pack up

- *We ask vendors not to break down or leave the venue until 4:00 pm. Thank you for your cooperation.*