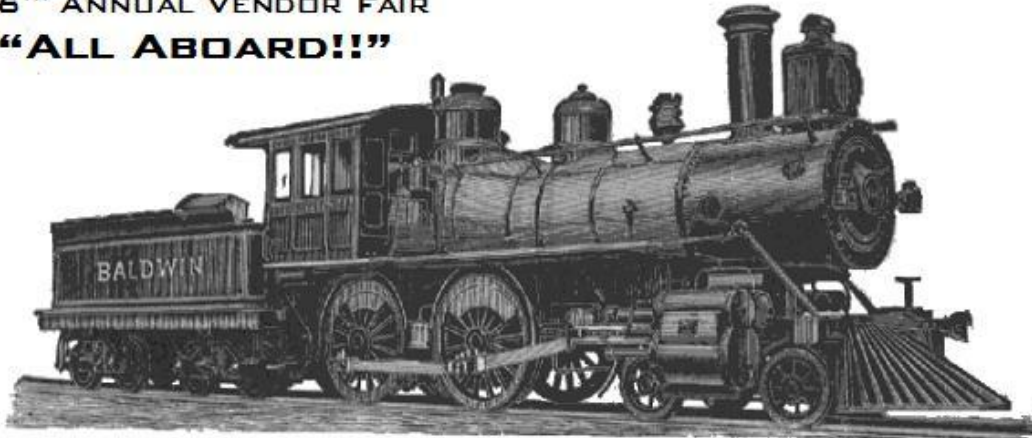


Please read below for vendor/mfg event information. If there is information not included in this document that you have questions about, please visit usfca.edu/purchasing/vendorfair or email vendorfair@usfca.edu

With thanks,
Your Vendor Fair 2008 Coordination Team

**6TH ANNUAL VENDOR FAIR
"ALL ABOARD!!"**



**THE PURCHASING TRAIN ARRIVES TO USF ON
Wednesday, December 3rd, 2008 @ 11 am – 2 pm
McLaren Complex (Rooms 250-252)**

SET UP

Vendor Unloading: 8:30 am – 9:30 am

- If you do not make this time frame, Public Safety will not grant your vehicle access on campus.
 - If needed, please bring your own dolly.
- Where do I go?
 - Campus map: http://www.usfca.edu/online/gen_info/map_c.html
 - Please enter at the "Main Entrance" (between UC and Memorial Gym on Golden Gate Ave).
 - There will be a Purchasing representative at Main Entrance to direct you.

We ask that your table is ready by 10:15 am.

PARKING PASS

You may purchase a day pass for \$8 at the Main Entrance guard shack. They will direct you to the appropriate parking lot.

VENDOR REGISTRATION

Time: 8:30 am – 10:00 am

Table Location: McLaren Complex

ROOM SET UP

- Equipment provided: 1 6 foot table and 2 chairs
- Please see attached document for table assignment. (Subject to change)
- Wireless Internet is provided in the room. A username and password will be given to you at Vendor Registration on the day of fair.

BREAK DOWN

Vendor Loading: 2:30 pm – 4:30 pm

SATISFACTION SURVEYS

There is a Vendor Satisfaction Survey for each vendor, provided by Purchasing Services. Our goal is to obtain information from the campus community on:

- their knowledge of your products/services;
- how they rate your company on areas such as: customer service, pricing, and website; and
- gather comments/suggestions for improvements.

End users are instructed to fill out 12 vendor surveys, in order to enter the raffle. Raffle prizes are the generous donations of all our vendors and manufacturers.

Post-event, your VF Coordination Team will send out the results of your company surveys to each individual sales representative.