The 5th Annual SWaM Vendor Fair
Sponsored by the Procurement Department
Wednesday, September 7, 2016

Virginia Tech’s SWaM Business Initiative: Supporting the Small, Woman Owned and Minority Owned Companies of the Commonwealth of Virginia

The Procurement Department is excited to invite you to participate in our annual SWaM Vendor Fair. Last year’s event was an overwhelming success, and we plan to continue that momentum with this year’s fair scheduled for Wednesday, September 7, 2016. This is a wonderful opportunity for SWaM companies that do business with Virginia Tech, as well as, small, woman owned and/or minority owned businesses, who would like the opportunity to market themselves to the Virginia Tech Blacksburg campus.

The Vendor Fair will be held at The Inn at Virginia Tech in Blacksburg, VA from noon to 4:00 pm. University departmental buyers from across campus will be on hand to meet companies.

Registration is now open. Last year’s event sold out, with a wait list. For 2016 we’ve expanded the venue and the number of vendors spaces has been increased to 85. We anticipate selling out again this year.

The full registration fee is $95.00. Registration for two event representatives includes electric hookup, skirted table, two chairs, free parking, access to WiFi at The Inn, and complimentary coffee and beverages.

Participation will be on a first-come, first-served basis. We reserve the right to limit vendors in order to represent a wide range of commodities. We will confirm your registration and participation in the event after the payment and registration form is received.

Based on feedback from last year, we have arranged a Deli lunch buffet at The Inn. The cost for the lunch is $15.00 per person. Tickets can only be ordered and paid for in advance. No lunch tickets will be sold the day of the event.

We have also arranged with The Inn to offer discounted lodging prices. The rate based on availability for Sept. 6-8 is $139.00 + tax; mention the SWaM Vendor Fair Guest Room Block.

Please consider joining us for this event. Virginia Tech offers many opportunities for SWaM companies. Come meet the purchasing decision makers of the university who may be interested in what your company offers. We look forward to seeing you there!

Mary W. Helmick
Director of Procurement

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
2016's Event will be Bigger and Better

- More spaces but limited to 85 Vendors
- Event out reach to other buyers beyond VT
- Special Room Pricing Available at The Inn
- Deli Lunch Option
- Free Parking
- Refreshments throughout the day
- Receive emails and communications before the event

Wednesday, September 7, 2016

- The Inn at Virginia Tech & Skelton Conference Center
  901 Prices Fork Rd., Blacksburg, VA 24061
- Registration now open until August 1st or until sold out:
  - Event Price: $95

Event Schedule

- Vendor Set Up: 9:00 am - 11:45 am
- Lunch Option: 11:00 am - 1:00 pm
- Event: Noon - 4:00 pm
- Breakdown: 4:00 pm - 5:00 pm

New this year:

- Deli Lunch is available at The Inn. Price is $15.00 per person. Lunch tickets can only be purchased in advance.
- Room reservations available through August 9, 2016 at The Inn at Virginia Tech. Call 677-200-3360 and ask for the SWaM Vendor Fair Guest Room Block ($139.00 + Tx). Rooms and rates subject to availability. Event registration does not guarantee a room.

Registration Information

(Please print legibly)

Company Name: __________________________
Mailing Address: __________________________
City: __________ State: _______ Zip: _______
Contact Name: __________________________
Phone Number: (____) ______________________
Email: __________________________
Primary goods/services offered by my firm:

________________________________________

My Company is classified as:
- Women Owned
- Minority Owned
- Small Business

My Virginia Business & Supplier Diversity number is: __________________________

<table>
<thead>
<tr>
<th>Registration</th>
<th>Price</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
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<tbody>
<tr>
<td>Price until Aug 1 or sold out</td>
<td>$95.00</td>
<td>$</td>
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<tr>
<td>Additional Booth Worker/ Full Day Visitor</td>
<td>$25.00</td>
<td>$</td>
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<tr>
<td>Lunch Tickets per person paid in advance</td>
<td>$15.00</td>
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No cash or credit cards accepted. Checks only. Checks should be made payable to:
Treasurer of Virginia Tech

Mail Registration & Checks to:
Attn: Procurement Dept. / Supplier Diversity
North End Center (MC 0333)
300 Turner Street NW, Ste 2100
Blacksburg, VA 24061

I have read the Procurement Department SWaM Vendor Fair Rules and Regulations. I understand that registration for this event is subject to availability and that the Procurement Dept. reserves the right to limit the number of vendors in certain commodity areas.
Procurement Department SWaM Vendor Fair
Exhibit Rules and Regulations

Assignment: No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the prior approval of the event exhibit coordinator.

Space and Equipment: Each space includes one eight (8) foot skirted table, electric hookup and two chairs. The exhibitor should arrange any other special requirements by contacting the event exhibit coordinator at The Inn at Virginia Tech.

Registration, Lunch Option and Payment: The registration fee is $95 per exhibit space. Participation will be on a first-come, first-served basis. To represent a wide range of commodities, we reserve the right to limit vendors in certain commodity areas. Payment is due at the time of registration. We will contact you to confirm your registration.

Lunch is available for $15.00 per person. Lunch tickets can only be sold and paid for in advance. Tickets will be distributed upon check in at the fair. No refunds will be issued for unused lunch tickets.

Virginia Tech cannot accept credit cards. All checks or money orders should be made payable to:
Treasurer of Virginia Tech

Mail registration and payment to:
Procurement Department/Supplier Diversity Program
North End Center (MC 0333)
300 Turner Street – Suite 2100
Blacksburg, VA 24061

Failure to Occupy Space: Any exhibitor not checked in by 11:30 am on the morning of the event will be considered a no-show registration. Paid registration fees will not be refunded to no-shows.

Installations, Storage and Dismantling: Exhibitors must arrange for delivery and set-up of their exhibits. Exhibitors will be granted access to The Inn on the morning of the event at 8:00 am. All exhibit materials must be removed from the exhibit area by 5:00 pm on the date of the event. Vendors may not dismantle prior to the end of the event at 4:00 pm.

Room Reservations: Vendors are responsible for contacting the Inn at Virginia Tech directly (877-200-3360) for full lodging details. Event room rate of $139.00 + taxes and incidentals, subject to availability, will be honored if received by Tuesday August 9th. You must identify at time of reservation your affiliation with the SWaM Vendor Fair Guest Room Block. Room registrations made after August 9, 2016 are subject to availability and prevailing prices. Registering for the event and/or receiving a confirmation does not a guarantee a room.

Liabilities and Insurance: Exhibitors agree to maintain such insurance that will fully protect Virginia Tech, The Inn at Virginia Tech, The Procurement Department and any of its representatives from any claims of any nature, including claims under the Worker’s Compensation Act, for damages for personal injury, which may arise with the operation of the exhibitor’s display. If the exhibitor damages the building, the exhibitor agrees to reimburse Virginia Tech of the cost of repairing such damages.

Contact: Ursula Halferty | Business Operation Coordinator | Email: supplier.diversity@vt.edu
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