



Diversify with the U of I

2018 UIUC Diverse Business Opportunity Fair 

Friday, May 18, 2018 from 9:00 a.m. - 1:00 p.m.

University of Illinois at Urbana-Champaign

I-Hotel and Conference Center

1900 South First Street, Champaign, IL 61820

EXHIBIT TABLE RESERVATION/REQUEST

Exhibit Table Deadline: Thursday, May 3, 2018

ORGANIZATION NAME/ BUSINESS UNIT: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

University of Illinois Departments: Please provide your top goods and services that you procure so vendors can easily identify what tables to visit.

REPRESENTATIVES IN ATTENDANCE ON 05/18/18: _____

Number of Tables

Exhibit Table(s) will be provided on a first come, first serve basis. If you are a university staff member responsible for a department with multiple divisions, please take into account the total number of tables needed. To reserve space for your organization or Business Unit, please email this completed form to procurementdiversity@uillinois.edu by **Thursday, May 3, 2018**.



For more information, contact Office of Procurement Diversity at 312.996.2971 or by email procurementdiversity@uillinois.edu

**University of Illinois at Urbana-Champaign
I-Hotel and Conference Center
1900 South First Street, Champaign, IL 61820**

Below you will find logistics for the UIUC Diverse Business Opportunity Fair

- **Exhibitors should arrive between 9:00 a.m. – 10:00 a.m. for setup.**
- Parking is free.
- Each Exhibitor will have a minimum of one (1) 6' x 30" table and two (2) two chairs.
- Each university department table will be provided with a table poster board that includes the list of goods and services you procure.
- Exhibitors are encouraged to bring the following material(s) if applicable:
 - University/Organization Informational handouts
 - Business Cards
 - University/Organization Logo tablecloths
 - University/Organization Logo Pop-Ups
 - Giveaways
 - List of Procurement Opportunities
 - Membership packages
- The event will start promptly at 10:00 a.m. and end at 1:00 p.m.

For more information, contact us at 312.996.2971 or by email procurementdiversity@uillinois.edu.