



CENTER FOR STUDENT INVOLVEMENT
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July 20, 2017

Dear Interested Vendors:

I would like to invite you to submit the enclosed application for our Fall Quarter 2017 Vendor Fair. The fair will be held **Monday, October 23rd – Friday, October 27th, 2017** from 9:00am-5:00pm daily.

We will be accepting all applications, screening them, and selecting approximately 40 vendors to participate. **Applications are due by Wednesday, October 4th, 2017.**

Our selections will be based on the desirability of the items, both hand-crafted and manufactured, originality of product(s), past performance during previous Vendor Fairs, price point of items, student feedback and timeliness of application. In addition, we will try to select a variety of merchandise. Please note that although we use the above criteria as a guideline for selecting vendors, all vendors are invited to participate in the Vendor Fair at the sole discretion of the Center for Student Involvement. We have a variety of spaces including 10' long x 10' wide, 15' long x 10' wide, 20' long, x 10' wide, and 30' long x 10' wide as well as information table spaces for those vendors not selling tangible items. The reservation costs vary depending on the size you select. Please see the application for all costs.

Fill out and return the enclosed application. It must be received in our offices no later than **Wednesday, October 4th, 2017. This is a strict deadline.** Please be sure to:

- Sign both the Vendor Agreement and Vendor Sales Policy and return all pages of the application
- Enclose a copy of your California Seller's Permit
- If you are a new vendor or have had a gap in participating at our fair, include pictures of all merchandise you intend to sell
- Include your check or money order made payable to UC Regents for the appropriate amount

If we do not receive all materials by the deadline it may jeopardize your consideration for participation in the fair. If you are not selected your check will be shredded and you will receive a notification via email.

If you have any questions, or need additional information, please do not hesitate to contact me at kdisbro@ucsd.edu.

Genuinely,
Kristen Disbro

Kristen Nicole Disbro, M.A.
Student Organizations Advisor
Vendor Fair & Promotions Coordinator
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