



GRAD FAIR 2009
Tuesday, November 3 10:00am – 4pm
Sacramento State, University Union

Dear Potential Vendor:

You are invited to participate in the first-ever winter Grad Fair at Sacramento State! The Grad Fair is a bi-annual Sacramento State event, hosted by the Hornet Bookstore and Sacramento State Alumni Association. It's a popular and anticipated event for students on the path to graduation.

Grad Fair attendance is over 1,000 graduating students. It functions as a “one-stop shop” where students can purchase their caps and gowns, announcements and class rings. Recruiters and advisors are available to discuss important information about life after college.

Grad Fair is a one-of-a-kind opportunity for off-campus companies and organizations to offer products and services to graduating students. Participation is by invitation only, and your organization has been identified as one which can benefit the graduating students of Sacramento State.

A number of promotions are planned to ensure maximum student participation. A “Save the Date” notice is mailed to the 2,500 winter graduates in September and an invitation is sent in October. Advertisements are placed in the campus newspaper in mid October and posters promoting the event are displayed in area stores and throughout campus. Sponsors of Grad Fair receive inclusion in these promotions.

Please return your reservation form by October 12, 2009. Space is limited and booth placement will be made on a first come first serve basis. Send reservation form to:

Sacramento State Alumni Association
Attn: Grad Fair 2009
6000 J Street
Sacramento, CA 95819-6024
Fax: 916.278.7464

Thank you and we look forward to seeing you at the winter **Grad Fair 2009!**



**2009 GRAD FAIR
PARTICIPATION FORM
TUESDAY, NOVEMBER 3, 2009, 10:00 A.M. – 4:00 P.M.**

YES, we would like to participate in the 2009 Grad Fair, check one option:

Booth Participant: = \$300

Includes 8' booth space on November 3, 2009, listing in electronic presentation, 6' table and two chairs.

Event Sponsor: = \$1,250 (See attached detail of sponsor opportunities)

******* Savings! Register for both the November 3 and April 13 Grad Fair! *******

Booth Participant: = \$500

Includes Booth Participant features on November 3, 2009 AND April 13, 2010.

Event Sponsor: = \$2,000 / \$4,000 (See attached detail of sponsor opportunities)

Includes Event Sponsor benefits November 3, 2009 AND April 13, 2010.

Business _____ Contact Person _____

Mailing Address/City/Zip _____

Phone _____ E-mail _____

SET UP REQUESTS/REQUIREMENTS

Do you need electricity? Yes No

List any other special requests: _____

PRIZE DRAWING

Each participant is encouraged to donate an item(s) for the prize drawing. Prize donors and prizes will be recognized on signage.

Yes, I would like to donate an item(s) for the prize drawing.

Prize Description / Value: _____

PAYMENT

Registration/Sponsor Fee Due: \$ _____

Check Enclosed

Make check payable to: Sacramento State Alumni Association

Visa/MC (A secure online form is also available at www.SacStateAlumni.com)

Credit Card #: _____ Exp. Date: _____

**GRAD FAIR 2009
ADDITIONAL DETAILS:**

Send registration form in the envelope provided or fax by October 12, 2009. Space is limited. Booth location will be assigned in the order that registrations are received.

Sacramento State Alumni Association
Attn: Grad Fair 2009
6000 J Street
Sacramento, CA 95819-6024
Fax: 916.278.7464

Location: Ballrooms II and III, University Union, Sacramento State campus
Set up: 8:00 a.m. – 9:30 a.m.
Break Down: 4:00 p.m. – 5:00 p.m. (No early breakdowns will be permitted. Vendor must be able to remain at table during the entire length of the Grad Fair.)

****Electricity:** Electricity will be provided upon request. Access is guaranteed to be within 25' of an electrical outlet. Vendors are responsible for providing their own extension cord of at least 25' in length as needed.

****Equipment and Parking:** One 6-foot table and two chairs will be provided within an 8' booth space (10' for sponsors). Tablecloths are NOT provided. Two parking permits will be provided to each vendor. Short-term loading/unloading parking is allowed in certain zones during the set-up and break-down time periods only. Loading/Unloading parking is limited and allowed on a first come-first serve basis. Specific details on parking location and permits will be mailed to registered vendors during the week October 19, 2009.

If you have any questions or comments, please contact Dawniela, Alumni Association, 278-3862, Dawniela@csus.edu.