

**Campus Buyer Information Guide
Supplier Diversity Networking Fair 2011
Northern Illinois University**

“Building Purchasing Partnerships with Minority and Female Business Enterprises”

New Fair Date and Time

Wednesday, March 2, 2011

Networking Fair: 10:00 a.m. – 12:00 p.m.

Networking Luncheon: 12:00 p.m. – 1:00 p.m.

Concurrent Workshop Sessions: 1:15 p.m. – 3:00 p.m.

Fair Location

Northern Illinois University

Holmes Student Center – Duke Ellington Ballroom

340 Carroll Avenue

DeKalb, Illinois 60115

Registration Deadlines

Pre-registration by Monday, February 21, 2011 is appreciated however; you can also register at the door.

Registration Cost

Free registration: Includes a networking lunch, the opportunity to network with 135 vendors, and many giveaways

How to Register

Email the name, position title, and Department or Organization name for each person attending to BEP@niu.edu.

For assistance with registration, please contact Tara at 815-753-6000.

Who should attend?

Faculty and Staff who plan or market programs, select and/or place orders for products and services, approve purchases, oversee or manage a budget, seek competitive prices for quality products and services, and/or are interested in networking with small and diverse businesses.

Student organization officers from University Recognized organizations who plan events, market programs, seek new ideas for fundraisers, have a budget and/or are interested in networking with small and diverse businesses.

Why should you attend?

- It is free – there is no cost to attend the fair.
- Access many vendors in one convenient location – We are bringing the vendors to you! Services and products the vendors offer include: catering; advertising; printing services; marketing/promotional services; and more.
- Competitive pricing- Meet with vendors who want to compete for your business. They may provide a more competitive price for products and services that you currently purchase.
- Quality products & services - Compare & sample a wide variety of products & services in a low-key non-pressured setting.
- Contribute to NIU’s commitment- Help grow the economic development of businesses owned and operated by minorities, females, and/or persons with disabilities.
- Free food - Free lunch buffet

What can you expect and how to prepare for the Fair?

- Approximately 250 faculty, staff and student organizers and 135 diverse business vendors are expected to attend.
- NIU faculty, staff and students will visit tables to sample and learn about variety commodities and services such as printing and promotional items, food service supplies, landscaping design, computers, and office supplies, and more.
- Review the Supplier Diversity Fair checklist for helpful information on how to evaluate products and services, how to get the best quality and price for your product or service, and how to make the most of your time at the Fair.

For More Information

Tara Mitchell 815-753-6000 Send emails to: BEP@niu.edu Website: www.niu.edu/procurement/bep