

Vendor 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

9:00 a.m. – 3:00 p.m.

Table set-up and Check in: 7:30 a.m. to 8:45 a.m.

Fair Location & Shipping Address

Northern Illinois University

Holmes Student Center – Duke Ellington Ballroom

340 Carroll Avenue

DeKalb, Illinois 60115

Registration Deadlines

Registration Deadline: Monday, February 21, 2011 (4:30 p.m.)

Cancellation Deadline: Monday, February 28, 2011 (12 Noon); Contact Tara at 815-753-1649 or at bep@niu.edu

Registration Cost

Free registration: Includes a continental breakfast, lunch, and an opportunity to network with 250 campus buyers.

Display table dimensions: A 6' table will be provided to display your materials

How to Register

On-line registration: www.finfacil.niu.edu/MAFBE_Registration

For assistance with registration, please contact Tara at 815-753-1649.

Hotel Accommodations

Hotel accommodations are available in the Holmes Student Center. The room rate is \$65.00 plus 13% tax.

For reservations contact the hotel directly at (815)753-1444 or visit www.niu.edu/hsc/hotelinfo/index.shtml

What we buy

- How to do business with NIU: www.procure.stateuniv.state.il.us/dsp_doingbusiness.cfm
- What we buy: www.procure.stateuniv.state.il.us/dsp_whathow.cfm
- Full list of commodities: www.procure.stateuniv.state.il.us
- List of commodities that we have already issued proposals and made awards. (We have highly competitive terms in place though our combined purchasing power.) www.procure.stateuniv.state.il.us/dsp_IPHECCommodities.cfm
- State of Illinois FY 2011 budget and NIU's budget Plan and updates: www.niu.edu/statebudget

Parking Location & Directions

- Parking is \$5.00 for the Visitors Parking Lot on the corner of West Locust and Carroll Avenue.
- MapQuest Directions: www.mapquest.com
- Display drop-off location: Normal Road, east side of the Holmes Student Center.
- Shuttle Service from Metra Train to DeKalb is also available: www.huskieline.com/train.htm

Fair Format, Table Set-Up & Table Displays

- Approximately 250 faculty, staff and student organizers and 135 Vendors are expected to attend the fair.
- NIU staff will visit tables to learn about the commodities and services provided by each vendors.
- Registration includes a continental breakfast, lunch, and an opportunity to network with 250 campus buyers.
- Table set-up and registration for Vendors is from 7:30 a.m. to 8:45 a.m.
- Vendors can set - up the day before (Tuesday, March 1, 2011) between 3:00 p.m. and 5:00 p.m.
- Each 6' table will come with a tablecloth and skirt. Additional tables are available upon request.
- Table displays and handouts are encouraged. For tips on marketing your commodities and services at the fair, visit www.sbinfocanada.about.com/cs/marketing/a/tradeshowsjb.htm

For More Information

Tara Mitchell 815-753-1649

Send emails to: BEP@niu.edu

Website: www.niu.edu/procurement/bep