

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

***“Building Purchasing Partnerships with Minority and Female Business Enterprises”***

**Fair Date and Time**

Wednesday, March 2<sup>nd</sup>, 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: Wednesday, February 23<sup>rd</sup>, 2011 (4:30 p.m.)

Cancellation Deadline: Monday, February 28<sup>th</sup>, 2011 (12 Noon); Contact Tara at 815-753-1649 or at [bep@niu.edu](mailto: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](http://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](http://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](http://www.procure.stateuniv.state.il.us/dsp_doingbusiness.cfm)
- What we buy: [www.procure.stateuniv.state.il.us/dsp\\_whathow.cfm](http://www.procure.stateuniv.state.il.us/dsp_whathow.cfm)
- Full list of commodities: [www.procure.stateuniv.state.il.us/dsp\\_categoriesAndKeywords.cfm](http://www.procure.stateuniv.state.il.us/dsp_categoriesAndKeywords.cfm)
- 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](http://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/fy2010budget](http://www.niu.edu/fy2010budget)

**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](http://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](http://www.huskieline.com/train.htm)
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**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<sup>st</sup>, 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](http://www.sbinfocanada.about.com/cs/marketing/a/tradeshowsjb.htm)

**For More Information**

Tara Mitchell 815-753-1649

Send emails to: [BEP@niu.edu](mailto:BEP@niu.edu)

Website: [www.niu.edu/procurement/bep](http://www.niu.edu/procurement/bep)