

NORTHERN ILLINOIS UNIVERSITY
Supplier Diversity Networking Fair 2009 – Information Guide
“Building Purchasing Partnerships with Minority and Female Business Enterprises”

Fair Date and Time

Wednesday, October 7, 2009
9:00 a.m. – 1p.m.
Table set-up and Check in: 8:00 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, September 21st, 2009 (4:30 p.m.)
Cancellation Deadline: Monday, September 28th, 2009 (12 Noon)

Registration Cost

Free registration: Includes a continental breakfast, lunch, and parking for two automobiles.
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 or Roselyn at 815-753-6038.

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/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
- State of Illinois FY 2010 budget and NIU’s budget Plan and updates: www.niu.edu/fy2010budget

Free Parking Location & Directions

- Free Parking is provided in the Visitors Parking Lot on the corner of West Locust and Carroll Avenue. Upon arrival provide the parking attendant with your business card /name for free parking.
- MapQuest Directions: www.admissions.niu.edu/visit/parking
- 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

Fair Format, Table Set-Up & Table Displays

- Approximately 250 faculty, staff and student organizers and 150 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 parking for two automobiles.
- Table set-up and registration for Vendors is from 8:00 a.m. to 8:45 a.m.
- Vendors can set - up the day before (Tuesday, October 6, 2009) 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

Wesley Coats at 815-753-6108
Al Mueller at 815-753-6104

Send emails to: BEP@niu.edu
Website: www.niu.edu/procurement/bep