

Sunday, July 10, 2011

Dear Local Business,

To kick off the fall semester, McKendree University will be hosting an Involvement Fair for students in hopes of increasing their participation on campus and awareness of businesses in the community. Campus organizations will be invited to represent themselves at this event, but we are also hoping to include local businesses, such as you, to familiarize students new to the area about options and opportunities available to them outside of the campus community.

The Involvement Fair will be held in the Quad area of McKendree University on Wednesday, August 31st from 11:00am – 2:00pm. Being that this is an outdoor event, the Involvement Fair will have a rain date of Friday, September 2 in the event of bad weather. Should it rain on September 2, we will plan to move the event to an indoor location if space permits. **If we have to move inside, your group may have to share a table with another organization. There is no way around this.** If we need to postpone on August 31, notice will be sent to the registration contact by email or phone prior to set up time.

The Involvement Fair has limited openings for local businesses. As an exhibitor, you may benefit from the following:

- Access to McKendree University students and employees
- Valuable networking opportunities
- 6-foot table and two chairs
- An 8.5x11 sign marking your table
- Inclusion on the Involvement Fair Exhibitor's List, which will be distributed to the entire campus.

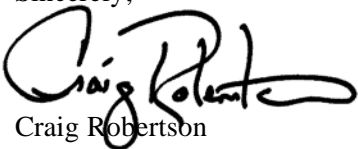
While businesses are encouraged to set up informational booths at the event, they will not be permitted to sell goods or services. We do encourage you to bring:

- Decorations (tablecloth/banners/signs) for your table
- FREEBIES! Product samples and promotional items
- A friendly, knowledgeable person who can highlight your business in a positive, outgoing manner
- A creative attention-getter – anyone walking by could be a potential customer; maybe even an employee!

Over the past couple of years, we have held a door prize drawing for students in attendance. Exhibitors have donated various items to give away and it is a great way to attract students to the event. We ask that you consider donating an item. Businesses that donate a door prize will be listed on the student scavenger hunt sheet which each student receives when they come to the Involvement Fair. By participating in this giveaway event, you can increase the number of students who visit your booth.

Please complete the enclosed registration and return it with your payment by August 10, 2011 in order to insure your spot at the McKendree University Involvement Fair. If you have any questions, please contact me at croberts@mckendree.edu or (618) 537-6856. We look forward to your participation!

Sincerely,



Craig Robertson
McKendree University
Director of Campus Activities

Office of Campus Activities Involvement Fair Business Reservation Form

The Involvement Fair will be held in the Quad area of McKendree University on Wednesday, August 31 from 11:00am – 2:00pm. In the event of bad weather, the Involvement Fair will have a rain date of Friday, September 2.

<p>1) Name of Business: _____</p> <p>2) Address: _____</p> <p>3) City, State, Zip _____</p> <p>4) Name of Contact Person: _____</p> <p>5) Contact Person's Phone number: _____ Fax: _____</p> <p>6) Preferred Email Address: _____</p> <p>7) Best day and time to contact you: _____</p> <p>8) Signature of Authorized Representative: _____</p> <p>9) Are you bringing a tent or other type of display? _____</p>	<p>Please Describe your Service/Product</p>
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McKendree University assumes no liability for losses incurred by Exhibitors. The Exhibitor assumes the entire responsibility and liability for all claims, losses, and damages to persons or property, charges or fines, attorney's fees, and other costs caused by or in any manner arising out of or associated with Exhibitor's installation, maintenance, removal, occupancy, or use of the exhibit space or any part thereof, and Exhibitor agrees to protect, indemnify, defend and hold harmless McKendree University and their students and employees against all such claims, losses, and damages. In addition, Exhibitor acknowledges that McKendree University does not maintain insurance covering Exhibitor's displays, equipment or other property, and that it is the sole responsibility of Exhibitor to obtain appropriate liability, property damage, and business interruption insurance covering such losses.

McKendree University shall reserve the right to determine eligibility of any company or product for exhibit or promotion, wholly or in part, that is, in its opinion (McKendree's), not in keeping with the character and purpose of the Involvement Fair. Sales and taking of orders at the fair are not allowed.

SECURITY: McKendree University does not guarantee the safety or security of any exhibits or items placed in exhibit space.

*Exchange of money and/or the sale of items or services are prohibited during this event. Failure to comply with this rule will result in the forfeiting of your registration fee and removal from the event.

PRIZES, DRAWINGS, SOUVENIRS, ETC: Prize contests, drawings, the giving of souvenirs, and other promotional items provided by individual exhibiting firms are subject to the control and approval of McKendree University. P.A. announcements of individual drawing will not be permitted. Exhibitors are discouraged from registering for prizes given by other exhibitors. Attendees will be required to have an Involvement Fair card stamped by a select number of exhibitors to be eligible for the prize drawings. We will draw names from the completed cards at 1:30pm on August 25, 2010.

Would you have an interest in donating a door prize item? Yes No If so, what item? _____

Payment Information (Please Print):

Name: _____ Daytime Phone: _____

Address: _____ City: _____ State: _____

Zip Code: _____ **Business Registration Fee is \$35.00** Total Amount Enclosed: _____

I have enclosed a check made payable to McKendree University. (Check # _____)

Please charge my: Visa MasterCard Card # _____ - _____ - _____ - _____ Expires: _____

Thank you for responding by August 10, 2011.

**Return this form to: McKendree University, Campus Activities Office/Involvement Fair
701 College Rd. Lebanon, IL 62254**

Please make a copy of this form for your records.