

Dear Local Merchant:

The University of Arkansas at Pine Bluff Office of Student Involvement and Leadership invites you to participate in the Student Affairs Welcome Fair on Friday, August 26, 2011 from 11 a.m. to 3 p.m. at the W. E. O'Bryant Bell Tower.

The Student Affairs Welcome Fair is designed to introduce the different areas in Student Affairs and local businesses in the city of Pine Bluff, AR to more than 3,000 student consumers who attend the university.

Registration is FREE. Please register by returning the attached form by **Friday, August 19, 2011**. Upon your reservation(s), you will receive a confirmation packet with specifics about the day (i.e., parking, set-up instructions).

For more information, please contact Ralph Owens, at 870-575-7063 or owensr@uapb.edu. I look forward to hearing from you.

Sincerely,

Ralph Owens  
Associate Dean of Student for Activities

### **Facts about Student Affairs Welcome Fair 2011**

- Each vendor will be provided one six-foot table. Electricity is limited and will be assigned on a first come basis. Merchants must provide their own extension cords.
- No food or merchandise can be sold, but displays can be set up, samples, coupons and pamphlets can be distributed.
- Alcohol or alcohol advertisements are strictly prohibited.
- Samples and giveaways are for UAPB students, faculty and staff only.

**Welcome Fair**

## Registration Form

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

How many people will be attending? \_\_\_\_\_

What materials will you be bringing? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need us to supply a table? Yes or No

Will you need electricity? Yes or No

\*Merchants must provide own extension cords.

Rain: This event will be held inside the LA Davis Student Union Lounge in the event of inclement weather.

Questions? Please contact Ralph Owens at (870)575-7063.

Registration: **Please fax this form to (870) 575-4613 or email to [owensr@uapb.edu](mailto:owensr@uapb.edu) by August 19, 2011.**

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Office Use Only

Number: \_\_\_\_\_

Table Assignment: \_\_\_\_\_

Date Received: \_\_\_\_\_