



University of California, Irvine

ATTENTION VENDORS!

PLEASE READ THE FOLLOWING INFORMATION, POLICY, AND THE ENTIRE APPLICATION IN DETAIL! YOU ARE RESPONSIBLE FOR:

- 1) **Signing both the Vendor Agreement and the Vendor Sales Policies**
- 2) **Understanding & adhering to the policies you have agreed to follow**
- 3) **Including pictures (this is NOT optional) of your product(s) with your application**
- 4) **Including your California Seller's Permit with your application**

Dear interested vendors,

I would like to invite you to submit the application on the UCI Vendor Fair website for our upcoming *Spring Quarter: Vendor Fair*. **The Vendor Fair will be held Monday-Friday, May 14-18, 2012.**

****Please note updates to the 2011-2012 Vendor Fair Policy****

We will be accepting applications, screening them, and selecting vendors to participate in our Vendor Fair. **Applications are due by Monday, April 30, 2012.**

Our selections will be based on, but limited to, the desirability of items (both hand-crafted and manufactured), originality of the product(s), price point of items, student feedback, customer service policies, and timeliness of application. Along with photos of your products, feel free to include samples of your merchandise with your application. Please note that as the above criteria will be used as a guideline for selection, all vendors are invited to participate at the sole discretion of ASUCI.

We have a variety of booth spaces available, including 10' x 10', 10' x 20', and 10' x 30'. Requests for larger spaces must be submitted to the Vendor Fair Coordinator at vendorfair@asuci.uci.edu as well as noted on the application due to availability. Subletting or sharing of booth space(s) amongst vendors is prohibited; one application per assigned space(s) only.

Please submit your application online after reading through the updated 2011-2012 Vendor Fair Policies. The application must be received in our offices no later than **Monday, April 30, 2012**. Be sure to complete the entire application and check that you have read through our updated 2011-2012 Vendor Fair Policies. Please send a copy of your CA Seller's Permit and payment as all applications are to be submitted online. If we do not receive all materials by the deadline, it may jeopardize your participation in the Vendor Fair. Please include your **company check (NO LESS than 14 days in advance before the first Monday of the Vendor Fair), money order, or Cashier's Check (personal checks are no longer accepted)** for the appropriate booth space and parking permit fees. If you are not selected, your check will be returned to you with a notification letter.

If you have any questions or need additional information, please e-mail at vendorfair@asuci.uci.edu.

Best,

Marisa Klipp
Vendor Fair Coordinator
(949) 824-1704