**University of West Georgia Vendor Fair**

**Friday, October 4, 2019**

**Registration Form**

**Supplier Name:**

**Type of Business:**

**Address:**

**Point of Contact & Email:**

*UWG will provide table and chairs for booth, but Supplier is responsible for any decorations, information or promotional items they wish to share as part of the fair.*

**Registration fee of $25.00 includes lunch for up to 2 people. Additional people can attend for $10/person. Please let us know if there are special dietary needs in advance.**

**Please provide name(s) of those who will attend:**

**1.**

**2.**

**Additional Attendees:**

**Will supplier be providing giveaways as part of your booth? If so, please describe.**

**Registration form should be emailed to** [**uwgpurchasing@westga.edu**](mailto:uwgpurchasing@westga.edu) **no later than Friday, September 27, 2019 at 5pm. All registrations received by September 27th will receive a confirmation email to confirm registration and event day instructions.**

**Checks for registration fees should be made out to: University of West Georgia**

Payments should be mailed to:

University of West Georgia

Attn: Purchasing

1601 Maple Street

Carrollton, GA 30118-4230

RE:VENDOR FAIR REGISTRATION