

THE UA SYSTEM 2016
**SCHOLARS
INSTITUTE**



EXPLOITING TECHNOLOGY FOR BEST
PRACTICES IN TEACHING AND LEARNING

2016 Sixth Annual UA System Scholars Institute

Vendor Guide

Greetings,

Thank you for your support of our upcoming event and for your willingness to come on-site at University of Alabama Huntsville to help our attendees learn more about your products and services. This document will provide information relating to the upcoming Scholars Institute Vendor Fair. Should you have additional questions, please feel free to contact us.

VENDOR FAIR: The *Scholars Institute 2016 Vendor Fair* is scheduled from 4:30 p.m. to 6:30 p.m. on Tuesday, May 17th, 2016 in the Conference Training Center on the UAH campus, to coincide with our end-of-day Reception; it is held in the same room as our Reception, in order to garner the most traffic for our vendors. It will host selected vendors of interest to the 3 campuses who are part of the UA System. Each vendor booth/table will allow you to set up for promoting your company. Vendors are encouraged to bring printed materials and brochures along with promotional items and give-aways to provide to the attendees.

During the **Vendor Fair**, at least one Vendor personnel is expected to stay at his or her booth during this 2 hour block.

LOCATION: Exhibits will be arranged in the Exhibit Hall of the Conference Training Center (Building 7 on the [UAH Campus Map](#)). This is the location for the Scholars Institute's luncheons and reception, in addition to the Vendor Fair scheduled on May 17th, 2016, giving vendors ample access to attendees. Please feel free to review our [SI 2016 Agenda](#), which denotes times of participant arrival in this location. As registrations, breakfasts, and lunches will be also be served in this location, additional participant traffic may be available to you outside of the designated Vendor Fair times.

ACCESS: The Conference Training Center has a loading dock at the rear of the building, but access for smaller loads is through the facility's main doors. Short-term parking is available adjacent to the sidewalk. Bring your own hand truck or wheeled cart. Parking in this location is available for the SI 2016 participants for their personal vehicles during the 2 day event.

DISPLAY: Exhibitors will have one 6-foot long table, two chairs, and a power source. You are responsible for bringing extension cords, table covers/tablecloths, computers and any necessary peripherals, and all components needed for your display. If you need tools to assemble your display, please bring them.

SET-UP: Exhibits can be set up in the **Conference Training Center on Monday, May 16, 2016 between noon and 5 p.m.**, or on Tuesday, May 17 between 7:00 a.m.-7:45 a.m. (The conference opens at 8:00 a.m. on Tuesday, May 17, 2016). **All exhibit set ups must be completed by 7:45 a.m. on Tuesday, May 17th.** Any concerns relating to set up at these designated times should be sent to Dr. Sherri Restauri (sherri.restauri@uah.edu), Chair of the UA Scholars Institute Organization Committee, and she will be happy to assist you. A UAH staff member will be on-site to assist with set up and designate vendor locations as you arrive.

SECURITY: The Exhibit Hall will be locked during non-business hours, however the security of items such as small electronics, cannot be guaranteed.

ADDITIONAL INFORMATION REQUESTS: Should you have additional questions prior to the upcoming Scholars Institute, please feel free to contact Dr. Sherri Restauri, Chair of the 2016 Scholars Institute Organizational Committee. She may be reached at sherri.restauri@uah.edu, or by telephone at 256-824-7391. As noted above, on-site contact will be provided to you upon your arrival to coordinate details while you are visiting our campus.

Thank you again for your participation in our **2016 UA System Scholars Institute**. We are pleased you will be joining us for our **Vendor Fair**, and look forward to our SI participants learning more about your products and services.

Sincerely,

UA System Scholars Institute Planning Committee