

# 2016 PROCUREMENT SERVICES VENDOR FAIR

## DETAILS & COSTS

**EXHIBITION COST: \$435 PER TABLE**

**INCLUDES:**

- 6'6' exhibit "footprint" with royal blue tablecloth and 2 chairs (space is limited due to table dimensions)
- Continental breakfast and 2 hot lunches per table (additional lunches can be accommodated upon advance request)
- Backdrop or trade show display is allowable per request
- Electric and high-speed internet access available per advanced request

**PAYMENT TYPE:** Visa, MasterCard, American Express, Discover, or Check

**CHECKS SHOULD BE MADE PAYABLE TO:**

Columbia University Vendor Fair Procurement Services  
615 West 131<sup>st</sup> Street, 3<sup>rd</sup> Floor  
New York, NY 10027

**ALL PAYMENTS MUST BE RECEIVED NO LATER THAN FEBRUARY 15, 2016**

## LOGISTICS

**SHIPMENT OF MATERIALS:**

If you are shipping packages prior to the fair, please include your company name and contact in the return address. Additionally, you must show the number of boxes as: 1 of 3, 2 of 3, etc. This will help the distribution of packages the day of the event. **It is the vendor's responsibility to track their packages via shipper and to obtain names/signatures upon delivery.**

**Boxes should arrive no earlier than two business days prior to the event.**

**For the March 9<sup>th</sup> Vendor Fair, please ship to the following address:**

Alfred Lerner Hall  
Columbia University in the City of New York  
C/O CU PROCUREMENT VENDOR FAIR  
2920 Broadway MC 2603  
New York, NY 10027  
(212) 854-5798

**PACKAGES MUST HAVE "C/O PROCUREMENT VENDOR FAIR" CLEARLY INDICATED**

**For the March 23<sup>rd</sup> Vendor Fair, please ship to the following address:**

Amber Salomon  
The Armory Foundation  
C/O CU PROCUREMENT VENDOR FAIR  
216 Fort Washington Avenue  
New York, NY 10032  
(212) 923-1803 ext. 7037

**PACKAGES MUST HAVE "C/O PROCUREMENT VENDOR FAIR" CLEARLY INDICATED**

Columbia will store your display/materials after the March 9<sup>th</sup> fair if such display/materials are required for the March 23<sup>rd</sup> fair. If items are to be returned, please package items, add prepaid shipping label(s) for either FedEx or UPS and we will arrange for carrier pick-up on your behalf. Be sure to add pre-paid shipping label to all packages to be shipped. Should you have any questions, please contact Caroline Joseph (212) 851-0420.