

# 33<sup>rd</sup> Annual EPC

## Educational Vendor Fair

### FAQ....



**Q: Who will be attending the EPC Vendor Fair?**

**A:** Key decision makers include Superintendents, Business Managers, Treasurers, HR Directors and Supervisors of the Food Service, Maintenance and Transportation Departments, Administrative Assistants, Librarians, Teachers & anybody involved in the day-to-day operations at our schools.

**Q: How can I make sure I attract the right audience to my booth?**

**A:** A great way to pull in a specific audience is to invite them! Send Emails/postcards for them to fill out and bring with them to the show for special samples or giveaways. Send reminders through social media to come watch demonstrations ask questions or sample your product.

**Q: Are there any other items we should bring with us?**

**A:** Some good items to have for "just in case" include: Extension cords, power plug strips, business cards, tape, folding/rolling carts to move items in and out of your booth, promotional give-aways with your company information on it and comfortable shoes.



**Q: What are the Vendor Hours for the show?**



**A:** Vendors may enter at 7:00 a.m. the morning of the show. Teardown may begin at 2:00 p.m. the day of the show.

**Q: What are the hours of the show?**

**A:** The show hours are 9:00 a.m. until 2:00 p.m. on Wednesday, July 31<sup>st</sup>

**Q: Are there any restrictions I should be aware of?**

**A:** Fire codes do NOT permit fryers in the Nutter Center. Balloons & Glitter are also not permitted.

**Q: Will I be able to hang my banner?**

**A:** If you plan to bring a banner you will need to bring something to hold it or hang it. Most booths do not have a wall behind them.

**Q: Can I move the tables in my booth?**

**A:** Yes. You may place them however you wish as long as they stay within your booth and do not impede walkways or your neighbor's booth.



**Q: Will WiFi be available?**

**A:** Yes, we will be providing WiFi again this year at no charge. The connection is "WSU\_EZ/Connect" and will not need a password

**Q: Can I pre-ship items to the WSU Nutter Center?**

**A:** Items should be addressed to: EPC Vendor Fair, WSU Nutter Center Ste 430, Wright State University, 3640 Colonel Glenn Hwy, Dayton OH 45435. Remember to include a label with your company name & booth number so we know where it goes.

**Q: Where is the Load-In Area for Vendors?**

**A:** Vendors may go to Lot 5 & come in through the loading dock directly to the arena floor.

**Q: How can I get a list of those that visited my booth?**



**A:** We suggest a setting out a fishbowl to collect business cards. By offering to award a prize to a randomly drawn card is a good incentive to receive a larger number of cards. Also by collecting their business cards you will know for sure if the contacts are your target audience.

**Q: What can I do to make my booth interesting?**

**A:** Games such as a "Spin the Wheel" or "Cornhole" to win special prizes (like water bottles or t-shirts). Anything interactive is always a big draw.

