



Southwestern Ohio EPC

33rd Annual Educational Vendor Fair – July 31, 2024

Booth Numbers & Important Vendor Information

The 33rd Annual EPC Educational Vendor Fair is not far away! ***If you are not the person(s) who will be attending the event, please pass this information on to those who will be.***

The EPC Educational Vendor Fair will be held on **Wednesday, July 31, 2024, at Wright State University's Nutter Center** which is located at [3640 Colonel Glenn Hwy in Fairborn OH 45324](#). (Near the intersection of Colonel Glenn Hwy, Fairfield Road and Raider Road.) Vendor Fair Hours are 9:00 a.m. – 2:00 p.m.

PLEASE READ ALL INFORMATION BELOW VERY CAREFULLY:

BOOTH ASSIGNMENT – You may view your assigned Booth number by [clicking here](#).

ABOUT YOUR BOOTH – Your booth will be set up as you requested on your online registration. You may view the layout links below for **Electricity and Table Coverings/Tables**. Please contact us at Robin.Houston@epcschools.org ASAP if you see any errors or need to make any changes.

- **Electricity** - If you did not order and pay for electricity, your booth will not have it. Only certain areas of the show floor can have electricity so we cannot add this the day of the show at all. Please [click here to see the Electricity Layout](#) to confirm if electricity was ordered for your booth. The first page is the layout, the second page lists the vendors by booth number.
- **Table Coverings** - If you ordered table coverings they will already be in place before setup time. If you did NOT order table coverings, you must provide your own; ***extra table coverings will NOT be available the day of the show.*** EPC Provided table coverings are solid black in color. (Please be sure to make sure you have a table covering ordered or bring your own. The tables look bad without covers.)
- **Tables** - You will have the number of tables ordered in your booth as well. You can place your tables in any formation you like as long as they stay within your booth and do not infringe on your neighbor's space or the aisles. For example, you could place your table(s) with one in front and one in back for storage or as a workspace, place them in a "L" formation so you have one in front and one on the side, diagonally if you're on a corner or you may even place them to the back of your booth so people can walk *into* your booth. If you find that you have too many tables once you are setup, we can have staff remove them upon request. [Click here to view the Table and Table Coverings Layout](#). The first page is the layout, the second page lists the vendors by booth number.

EARLY SET UP – If you wish to set up your booth early, you may enter the Nutter Center during the afternoon of Tuesday, July 30th between 1:00 and 5:00 p.m. (this is the day prior to the show). On the day of the show (Wednesday, July 31st) you may enter as early as 7:00 a.m. Please Note: If you need the assistance of the Nutter Center electricians, they will be leaving at exactly 5:00 p.m., so please plan accordingly. If you are bringing an electric power box to service your booths (OR If you plan to bring anything different or in addition to what you have already notified us on your online booth registration) please let us know ASAP [via email](#) so we can alert the Nutter Center's electricians and staff. You will also need to make sure you bring your own cables and power strips to connect to the electricity. ("Electricity" is defined one outlet, unless you ordered multiple.) **Vendors should park in Lot 5.** There is a loading dock there for your convenience. You may drive up to the loading dock to unload, ***but please move your vehicle as soon as possible so other vendors may also utilize this area.*** [Click here to view a Parking Lot Map](#) indicating where lot 5 is located at the Nutter Center. There will be directional signs and a parking lot attendant on the day of the show. There are a very limited number of carts that belong to the Nutter Center that you may use to move your items into the arena, but if you have your own cart(s) we would highly recommend you bring them.

FOOD VENDORS - Fire codes do NOT permit fryers in the Nutter Center. ***You will also NOT have access to the Nutter Center kitchen facilities.*** Water will be made available near the show floor entrance that is nearest to booths 46 & 47. As

we have the past few years, we will have a way for you to donate any extra non-perishable foods to the “Raider Food Pantry” for students of Wright State University. We will include a piece of paper that says “Raider Food Pantry” on it in the vendor packet that will be waiting for you in your booth. Simply stack up your donation in your booth at the end of the event and place this paper on it. There will be volunteers who will walk around and gather the donations when the show is over.

VENDOR PACKET - There will be a Vendor Packet waiting for you in your assigned booth that will contain a hard copy of our EPC Member Directory, the Vendor Fair Show Handout listing participating vendors, your ordered lunch tickets and adhesive name tags. (The name tags we print for you are not mandatory to wear – feel free to bring your own if you prefer.)

BREAKFAST/LUNCH – A free breakfast buffet, coffee, water and juices will be available in the McLin Gym (across the hall from the Vendor Fair arena floor) from 7:00 am until 9:00 am. You are welcome to eat in this area or bring items back to your booth while setting up or getting ready for the day. Lunch will be set up in the same area and will begin 11:30 am and end at 1:00 p.m. Tickets are not needed to enter for Breakfast, but you must bring your Lunch ticket to enter for lunch. There is no longer a cost for lunch tickets. You should have the number of tickets you ordered with your registration.

TARGET AUDIENCE MARKETING – We encourage vendors to reach out to their target audience and invite them to see you at the show. We, the EPC, have invited school employees from all of our member school districts. We directly email our Superintendents, Treasurers, Business Managers, HR Directors, Supervisors of Food Service, Maintenance and Transportation (along with the staff in those departments) Principals, Teachers, Librarians, Wellness Coordinators and Office Staff. As participating vendors, we encourage you to invite your customers and those you would like to speak to so you’ll have a greater chance of seeing them at our show. Please post on your social media pages, send to your email contact lists, etc. Feel free to use the links we have provided below in the Special Links section.

MEETINGS & SEMINARS – We have scheduled several meetings and seminars for our members to attend throughout the day. We feel this encourages our members to attend the show. You may view the entire EPC Vendor Fair Meeting/Seminar Schedule by [clicking here](#).

OTHER FAQ’s – A [Frequently Asked Questions](#) flyer may be viewed on the EPC Vendor Fair Page under the Vendor Info area. On it you’ll find information for pre-shipping any items to the Nutter Center, fire code restrictions and other common questions.

SPECIAL LINKS – If you are posting about our event on your website or social media pages, feel free to use these links below:

- [EPC Vendor Fair Save the Date Invitation](#)
- [RSVP for EPC Vendor Fair and/or Vendor Fair Meetings](#) – Districts may use this link to register for meetings/seminars
- [2024 EPC Vendor Fair Meetings – Printable List](#)

EPC Vendor Fair Meeting & Seminar Flyers:

- [Delivering Academically Linked Nutrition & Health Living Content Using Online Technology – Hosted by the OrganWise Guys](#)
- [EPC Food Service Meeting – Updates with EPC, New Meal Patterns, SWEPC Updates and Presentation by Ohio Department of Education & Workforce](#)
- [Health & Wellbeing in the Workplace – Hosted by Anthem EAP, View Bio of Speaker: Matthew Selker](#)
- [Save Time with Friends Office! Customized Kits for Schools](#)
- [The Value of the “Living Security Assessment” as Prevention Over Response – In Partnership with the EPC LFP Program](#)
- [Transportation Supervisors Update – Presented by the Ohio Department of Education & Workforce’s Office of Pupil Transportation](#)

All information on the vendor fair, including a list of seminars, Maps and Directions to the Nutter Center, Parking Lot/Load In Maps and Hotel Information may be viewed on the EPC website: <https://epcschools.org/vendorfair.html>.