



George Mason University
GMU SWaM Conference
Offices of Contracts & Finance and Purchasing
September 21, 2022

Come join us on September 21, 2022, 10:00 – 1:00 located in the Johnson Center Dewberry Hall on the Fairfax Campus of Mason for a vendor expo, bringing together key contractors, vendors, suppliers and buyers to support better procurement decisions throughout the fiscal year. Faculty and Staff are welcome to attend as well as other localities and state agencies.

Staff from Mason's Contracts and Purchasing Departments will be available to discuss the needs of Mason. This is an opportunity for both buyers and vendors to strengthen existing relationships as well as to form new relationships/contacts for a varied group of goods and services.

Interested Vendors:

Interested in a table? Registration available through Mason's Facilities website or follow the link below, until September 15, 2022. There is a \$50, non-refundable, registration fee per table. Space with electrical outlet access is limited, please be sure to reserve early.

If you have any questions, email sborzi@gmu.edu for more information.

Note: There may be photographs taken at this event and used in education, news and promotional materials, whether in print, electronic or other media sources. By participating in this event, you grant Mason the right to use your name and photograph for such purposes. All postings become the property of Mason and may be displayed, distributed or used by Mason for said purpose.

ON LINE REGISTRATION

https://secure.touchnet.com/C20788_ustores/web/store_cat.jsp?STOREID=22&CATID=244&SINGLESTORE=true

FAQs

Q. How do I sign up to attend?

A. Attending this event is free to the public.

Q. How do I get a table?

A. Vendor attendance is by registration through the Mason website (see link below). There is a \$50 fee.

Q. Is there a rod behind the table to hang a poster or display? Can we bring our own to display?

A. We do not provide rods but you can bring your own rod/poster/backdrop display. Please remember that our tables are 6' and your display must remain within those dimensions.

Q. Can we bring promotional items for giveaways?

A. Yes.

Q. Where should I park?

A. Pay to park is available at the Rappahannock Parking Garage, Shenandoah Parking Garage and Mason Pond Parking Garage. Mason is not responsible for any ticketing, towing, etc., due to improper or illegal parking.

Q. Do you provide AV equipment? Can we bring equipment? Will there be access to Wi-Fi?

A. We do not provide any equipment. Yes, you can bring your own. There will be access to Wi-Fi using the Mason Guest log in.

Q. Can we request a specific position for our tables? How are the tables assigned? Are outlets available?

A. Mason does not share floor plans ahead of time, nor can we take requests for table locations/positions. Tables will be assigned on a first-come, first-served basis. There are a limited number of outlets and you must request access.

Q. Can we access a list of the other vendors who are planning to attend?

A. We do not provide that information ahead of time. A vendor list will be available to everyone on the morning of the event.

Q. Can I mail package to the Conference location?

A. No. All materials must be brought by the vendor in the morning and removed at the end of the event. There is a loading dock available with limited access.

Q. What time can we arrive to set-up? What time should we expect to begin breaking-down our set-up?

A. Set-up begins at 7:30 a.m. Break-down starts at 1:15 p.m.