

**ATTENTION VENDORS:**

**PLEASE READ THE FOLLOWING COVERLETTER AND ENTIRE APPLICATION (ALL 3 PAGES) IN DETAIL. YOU ARE RESPONSIBLE FOR:**

- 1) Signing both the Vendor Agreement & the Vendor Sales Policy**
- 2) Understanding what you have signed & adhering to the policies you have signed off on**
- 3) Including pictures (this is NOT optional) of your product(s) with your application**
- 4) Including your California Seller's Permit with your application**

July 12, 2007

Dear Interested Vendors:

I would like to invite you to submit the enclosed application for our Fall Quarter Vendor Fair. The fair will be held **Monday, October 1 – Friday, October 5, 2007**.

We will be accepting all applications, screening them, and selecting approximately 50 vendors to participate. Applications are due on September 5, 2007.

Our selections will be based on the desirability of the items, both hand-crafted and manufactured, originality of product(s), and success of past UCSD Vendor Fairs. In addition, we will try to select a variety of merchandise. If you have any photos or samples of the items you sell, please include them with your application. Please note that although we use the above criteria as a guideline for selecting vendors, all selections will be made at the discretion of the SOLO office, which has the right of first refusal.

We have a variety of spaces including 4' wide x 15' long, 10' wide x 10' long, 10' wide x 15' long and 10' wide x 20' long, as well as information table spaces for those vendors not selling tangible items. The reservation costs vary depending on the size you select. The 4'x15' spaces will be allowed only to have a small tarp or umbrella due to fire code restrictions in that area.

Please fill out and return the enclosed application. **It must be received in our offices no later than September 5, 2007.** Not postmarked, received! **Please be sure to sign and return all pages and enclose a copy of your Sellers Permit.** Your copies will be returned to you once all the necessary departmental signatures are obtained and you are accepted to participate in the fair. **If we do not receive all materials by the deadline it may jeopardize your consideration for participation in the fair.** Please include your *check made payable to UC Regents* for the appropriate space fee. If you are not selected your check will be mailed to you in full with the notification letter.

If you have any questions, or need additional information, please do not hesitate to contact me at (858) 534-1585.

Sincerely,

Darlene Mercado  
Vendor Fair Coordinator