



## BUSINESS EXPO

### Invitation Letter

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On behalf of Ottawa University, and the Ottawa Area Chamber of Commerce, you are invited to participate in the **2023 Fusion Business Expo** on Tuesday, August 8<sup>th</sup> from 6:00 – 8:00 p.m.

This year's event will be held at Legacy Square located on 125 S. Walnut in Ottawa. Businesses will have the opportunity to share services offered and to meet new and returning students, Ottawa University's faculty and staff, and the Ottawa community. The Fusion Expo showcases what the City of Ottawa has to offer for retail, service, employment and leisure opportunities. You might like to know that it has been our experience that incentives are a good way to entice students to your table. Things that work best are give-a-ways, door prizes and/or drawings, although they are not required.

Enclosed with this letter is a registration form to complete and return by **July 26, 2023**, to Ottawa University. Returning the form by this date will provide ample time to finalize reservations for the food, as well as reserving tables and chairs. If the registration is received on or before the July 26 deadline, we will apply a discount for Chamber members as noted on the sponsorship sheet. After the deadline, the cost increases, so register today to receive the best deal.

As you will see on the enclosed documents, you have three sponsorship package options. Your sponsorship helps to provide a quality experience for attendees as they are introduced to all the great opportunities available in Ottawa. Your partnership is valued as we showcase this great town to our new and current students, as well as faculty and staff and the community.

We hope that you will consider attending the Business Expo to "fuse" Ottawa University and the Ottawa community together in building a relationship that will be mutually beneficial. This is a casual event as the weather is typically hot, so shorts are appropriate if you choose.

Thank you for your consideration.

Sincerely,

Karlie Oller  
*Director of Campus Experience*  
Ottawa University

Karlie.oller@ottawa.edu • 785-248-2401

ENCLOSURES: invitation letter, registration form, and sponsorship sheet.



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### Registration Form

Yes, I will participate in the 2023 Fusion Business Expo on Tuesday, August 8, 6:00 - 8:00 p.m., Legacy Square - 125 S. Walnut, Ottawa, Kansas.

**Sponsorship levels are listed on page 3 of this packet.**

*Check the sponsor package of your choice:*

	<u>Before Deadline</u>	<u>After Deadline</u>
<input type="checkbox"/> Level 1	\$50 <i>Deadline: July 26</i>	\$60
<input type="checkbox"/> Level 2	\$100 <i>Deadline: July 26</i>	\$125
<input type="checkbox"/> Level 3	\$300 <i>Deadline: July 26</i>	\$350

**Make checks payable to Ottawa University.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete this form, enclose registration fee, and return it by July 26, 2023 to:

Karlie Oller | *Director of Student Experience*

Ottawa University | 1001 S. Cedar Street, #1002 | Ottawa, KS 66067

785-248-2401 (office) | 785-229-1017 (fax) | Karlie.oller@ottawa.edu (e-mail)

*Should you have any questions, please use the contact information above.*