

Neosho County Community College

August 21, 2023

RE: NCCC Community Fair

On behalf of Neosho County Community College, I would like to extend an invitation to you and your business to join us at our campus for our upcoming **Community Fair**. On **Thursday, September 7th**, we will be open to any organization, religious group, or business that wants to reach out to new and returning college students from **9:00 AM to 1:00 PM**.

NCCC encourages you to sign up for a booth at this year's event. This is the one day per year that students can learn more about our wonderful community and perhaps become involved in local events, giving them an opportunity to connect to the community.

PARTICIPANT INFORMATION

1. The Community Fair will begin at 9:00 AM and close at 1:00 PM. We ask that you be set up by 8:45 AM, and remain open until the fair closes.
2. There is no cost to participate other than any give-a-aways and materials that you choose to bring and hand out to patrons. We believe strongly in promoting our local products and services and what those mean for our local economy.
3. Confirmation will be emailed to participants by September 5th, and a vendor map will be available upon arrival on the 7th.
4. If a power supply is needed, please let us know by the 5th so we can make sure to have enough cords.
5. All spaces are indoors and each entity will be provided one table (1.5' x 6'). If you need a larger area, please notify us with your RSVP Survey so we can provide adequate space.

Booth space is free. Regardless of whether you are able to participate, please provide any discounts or benefits to students that you may offer so we can advertise those. To reserve a space, please complete the **reservation form** (<https://forms.office.com/r/6HzBrfUPFR>) by **September 5th**. If you have any questions, please contact the event coordinator Sally Sudja (ssudja@neosho.edu), 785-248-2833.

Sincerely,



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