



The University of Akron
Wayne College

ADMINISTRATIVE PROFESSIONALS DAY
WEDNESDAY, APRIL 26, 2017

February 1, 2017

Dear Vendor,

You're invited to join us for our **twenty-second annual Administrative Professionals Day**. This well-attended and highly regarded event features vendor displays and focused networking. This year, The University of Akron Wayne College is honored and excited to welcome **Bruce Hendrick, author, CEO & Owner of Building Trust, LLC** as our presenter.

This year's event will be held on **Wednesday, April 26, 2017, from 8:30am to 1:00pm**. Our attendees arrive early ready to have fun. As a vendor, this is your moment to network directly with attendees. Take advantage of this perfect opportunity to showcase your company, organization and/or your service to individuals who are influential in directing the purchasing power of their company.

Vendor Benefits:

- Free 6' Table with white covering and 2 chairs
- Table seating during the presentations
- Listing in program and announcement of your company at event

Vendor Responsibilities:

Please provide the following

- \$25 door prize *(please bring day of the event)*
- Giveaway items for attendees
- \$10 for breakfast and \$15 for lunch, per person *(if you wish to join us for breakfast and lunch)*

Please return the registration sheet below with payment or **register and pay online at wayne.uakron.edu/adminday**. If you choose to register by phone please call the **Business Office on campus at 330-684-8933**. Deadline for registration is **Friday, April 21, 2017**. For more information contact me at 330-684-8941 or abmarti@uakron.edu. We look forward to your participation!

Sincerely,

Ann Martin, Senior Administrative Assistant
The University of Akron Wayne College

REGISTRATION

Company Name Contact

Phone Email

Address Total

Vendor Name Guest (optional) _____ Breakfast \$10 each _____ Lunch \$15 each
_____ Grand total for payment