



Greetings,

The Office of Latino Affairs would like to thank you for your registration to participate in the Amigos Latinos Business Expo and Job Fair. The following is information about exhibitor logistics:

- Job Fair Time: 3-5 p.m.
- Set-up Time: Set-up for exhibit tables is from 1-3 p.m. Please check-in at the registration table. (Lunch will not be provided).
- Location: The job fair will take place on the main floor of the Nutter Center. Upon your arrival in the Nutter Center, follow the AMIGOS LATINOS BUSINESS EXPO signage that will take you to the back of the building. Please use the loading dock entrance to access the Nutter Center.
- Exhibit tables: A 6x4 table, a table skirt and two chairs will be provided.
- Materials: Please plan accordingly for your materials to fit either on top of your table for display or under your table for storage. There are no limitations for signs. (No helium balloons allowed).
- Electricity: Please indicate by November 6<sup>th</sup> whether access to a power outlet is needed.
- Special Presentation: The presentation will be immediately after the job fair. Keynote speaker: Rodolfo Rivera, Chief International Counsel for Fidelity National Title Group.
- VIP Reception for exhibitors (cash bar will be available) following the presentation.

Should you have any questions, please feel free to contact me.

Sincerely,

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Office of Latino Affairs  
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