

July 14th, 2017

Dear Community Business/Organization/Religious Affiliation,

The fall semester is fast approaching and plans are being finalized for our freshmen orientation program. We are writing to invite your business, organization, and or religious affiliation to participate in Henderson's Community Fair, which will be held **Tuesday, August 22nd** from 4:00 p.m. until 6:00pm in the Ball Room of the Garrison Center.

The Community Fair is designed to give Henderson's incoming students a chance to get acquainted with Arkadelphia and surrounding area services. Please feel free to bring giveaways, samples, coupons, information sheets, etc. for your table. Please note that no money can exchange hands at the Community Fair, **SO PLEASE DO NOT BRING ITEMS TO SELL!**

To reserve a spot at Henderson's Community Fair, clip and complete the form below and return it to the address shown below or by fax at 870-230-5046 no later than **Friday, August 11th**.

On the day of the Fair, check in at the Community Fair Registration Booth located on the first floor of the Garrison, in front of the Garrison Center Ball Room at 3:00 p.m. to determine your booth location and begin setting up. All booths **MUST BE SET UP BY 3:30 p.m.** One table and one chair inside the Garrison will be provided for each booth unless otherwise specified on the registration form (i.e. – two chairs, two tables, table set by an electrical outlet, etc.).

If you have any questions, please contact the Garrison Center at 870-230-5228 or by email garrison@hsu.edu. We look forward to seeing you on August 22nd!!!



Ernie Higgs
Henderson State University
Garrison Center Director

BOOTH REGISTRATION FORM

Community Fair 2017

PLEASE RETURN NO LATER
THAN **AUGUST 11th**, 2017

HSU COMMUNITY FAIR
Henderson State University
P.O. Box 7553
Arkadelphia, AR 71999

Business/Organization Name: _____

Contact Person: _____

Phone #: _____

Mailing Address: _____

_____ Type of
booth (i.e. – info. Only, give-a-ways, food, outside booth)

_____ Special Needs
(i.e. – electrical specifications)

How many TABLES ____ CHAIRS ____