



**International Education Week – Vendor Registration Form**

San Diego Mesa College will hold its annual International Education Week **Vendors Fair on Tuesday, November 14, 2017 from 10am to 1pm** (with set-up from 9am). Please take a few minutes to fill out this registration form, scan and email it to **Uriel Ornelas: internationaleducationcommte@gmail.com** by **November 1**. Emailed photos of your application are acceptable. Please make sure they are clear.

Name of company / organization: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

Website: \_\_\_\_\_

Name of representative(s) attending event: \_\_\_\_\_

Email(s): \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax (if available): \_\_\_\_\_

If you represent a non-profit agency, then there is no registration fee. All other agencies are required to send a \$75 check by mail payable to ***SDMC International Education*** to cover operating costs and student scholarships. Company names will be published in an event program and on student surveys. We will send you a confirmation, parking permit, and campus map as the event draws closer. We look forward to seeing you on **November 14<sup>th</sup>**!

**Mail check to:**  
San Diego Mesa College  
International Education Coordinator  
ATTN: Dora Schoenbrun-Fernandez – Office G248  
7250 Mesa College Drive – San Diego, CA 92111  
(619) 388-2357

**\*\* Please complete the next page\*\***





**Deadline:** All spaces will be allotted on a first come, first served basis. If your merchandise is deemed inappropriate for the vendors fair, or if there are no spaces available, your check will be promptly returned.

**No refunds will be given due to vendor cancellations.**

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\_\_\_\_\_  
(Print Individual or Company Name)

Agrees to save and hold harmless the San Diego Community College District, its employees, Trustees, and students, from any and all liability, costs, litigation or claims for injury or death to any person, including, Vendor or Vendor's employees; or for damage to any property, including but not limited to that of Vendor or the San Diego Community College District, arising from any cause related to Vendor's direct or indirect participation in the **International Education celebration** at Mesa College. Vendors will arrange appropriate insurance to insure this potential liability in amounts sufficient to protect itself and the San Diego Community College District.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

.....  
For office use only – do not write below this line

Date received: \_\_\_\_\_ Amount received \_\_\_\_\_ Deposit Date \_\_\_\_\_

Vendor material deemed appropriate: \_\_\_Y or \_\_\_N If no, explain: \_\_\_\_\_

Space number allotted: \_\_\_\_\_

Other action: \_\_\_\_\_ Initialed: \_\_\_\_\_