

2025 ProcureExperience and SupplierExpo

We're excited to welcome you to Drexel University's 2025 Supplier Expo on **Wednesday, March 26**, and we appreciate your participation. Here are the essential details for the day.

Expo Time

The Supplier Expo Showcase during which attendees will be browsing supplier exhibits is 11:00 am through 1:45 pm. The raffle for attendees will follow at 2:00 pm.

Parking and Transportation

- Suppliers should arrive to load in at the HSB loading dock, accessible from the 3600 block of Filbert Street. Please note that you may not park on the loading dock for the duration of the event. Dock access is for load-in/load-out purposes only.
- Street parking is available on 36th and 37th Streets.
- To access the HSB by public transportation, the number 10 trolley stops closest to the building.
- There is a pay parking garage directly across Filbert Street from the loading dock.

Load-In

- Load-In Time: 7:00 – 10:30am

Please arrive at Drexel's Health Sciences Building (HSB) at the loading dock located on the 3600 block of Filbert Street. There will be Drexel signs and Drexel team members to help you navigate. Upon arrival, members of our team will check you in at the loading dock, provide you with a badge, and show you to your table location.

- **Caterers** load in between 7:00am – 9:00am to allow time for setup.
- Non-food-related suppliers should provide their anticipated load-in time to purevent@drexel.edu by March 17th.

Suppliers who need day-before or day-after storage must request access by March 17th by making a request to purevent@drexel.edu. Day-before drop off time is 12:00 – 3:00 pm on March 25, and day-after pick up time will be 12:00 – 3:00 pm on March 27.

Supplier Storage Contact [day before and day after Expo]:

Katie Swope

purevent@drexel.edu

Load-In and Load-Out Questions:

Bo Solomon

purevent@drexel.edu (Send your load-in and load-out questions by Friday March 21st)

Registration

- The registration desk is located in the HSB main lobby on the 1st Floor; please stop here for your event badge if for any reason you did not need to come through the loading dock
- Please remember that your company is permitted two participants per registration.
- Please note that both Regular and Premium Table packages include entry for 2 participants per registered supplier only.

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Table Setup

- Your table will be 6 feet long and accompanied with two chairs. You will need to provide your own table skirt or linens.
- Ensure your table is ready before the Supplier Expo begins at 11:00am.
- Your table will be labeled with your company's name on it and event materials underneath.
- If you require electricity at your table, please notify Procurement in advance.

Contact to request or ask questions about access to electricity:

Bo Solomon

purevent@drexel.edu

Food Presentation (For Caterers Only)

- Choose a diverse menu that highlights your catering capabilities.
- Ensure that your dishes are visually appealing and easy to sample in an expo setting.
- Serve small tasting portions to allow attendees to experience a variety of your offerings.
- Please ensure that you have all the necessary items such as chafing fuel, utensils, dishes to keep food heated.
- Please inform our catering team if you need access to our refrigerator and/or ice.

Contact to request or ask questions about access to electricity, refrigerator, and ice:

Bo Solomon

purevent@drexel.edu

Raffle Participation

- We encourage you to participate in our raffle for expo attendees. Please complete your [Raffle Contribution Form](#) so we can prepare and advertise both your company and raffle item(s).
- Raffle winners will be announced at 1:45pm.

Questions About Raffle:

purevents@drexel.edu

Lunch Break

- We will provide two box lunches for each registered supplier.
- Take a break and enjoy lunch during a time that suits your needs. You may pick up your lunch on the third floor at room 3W04 between 12:00 pm and 1:00 pm.
- **PLEASE NOTE that in alignment with Drexel's sustainability commitment, we will not be providing single-use disposable plastic water bottles with lunch, so remember to bring a bottle from home that you can refill at the hydration stations located on each floor of the building.**

Load-Out

- Load-Out Time: 2:00 pm – 4:15 pm
- Please begin packing up your table at the designated load-out time. Our team will be available to assist with any questions.

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Suggestions For a Great Expo Experience

Branding and Marketing

- Create eye-catching signage and banners showcasing your business services/products.
- Have professional business cards and brochures available for interested attendees.
- Utilize social media to announce your participation and generate pre-event buzz.

Staff Training

- Train your staff to engage with attendees positively and answer common questions.
- Emphasize the importance of excellent customer service and professionalism.
- Equip your staff with knowledge about dietary restrictions or allergies related to your menu.

Interactive Elements

- Incorporate interactive elements like live demonstrations or engaging displays.
- Encourage attendees to participate in contests or giveaways to create excitement.
- Have guest signup for things such as listserv or your distribution groups.

Networking

- Actively network with other vendors to build potential collaborations.
- Collect contact information from interested attendees for post-event follow-up.
- Attend relevant workshops or sessions to stay informed about industry trends.

Post-Event Follow-up

- Send thank-you emails to attendees who visited your table, including any special offers.
- Review feedback received during the expo and use it to improve future

Thank you for being a part of our Supplier Expo. Your contribution is vital to making this event a success. If you have any concerns or require assistance on the day, feel free to contact any of our team leads listed in this document. In the event of an emergency please contact Allen Riddick at [ar3575@drexel.edu/215.895.6450].

We look forward to a fruitful and enjoyable Supplier Expo!