

GACO

32ND ANNUAL

PROCUREMENT OPPORTUNITIES FAIR

Tuesday, Oct. 29, 2019 • 9 a.m. to 3 p.m.
Monroeville Convention Center • 209 Mall Plaza Blvd, Monroeville, PA 15146

California University of Pennsylvania and Slippery Rock University of Pennsylvania are sponsoring GACO's 32nd Annual Procurement Opportunities Fair to assist businesses interested in pursuing government contracts and subcontracts. The fair provides an excellent chance for businesses to network with government agencies and prime contractors looking to identify potential vendors and suppliers. Government agencies, major corporations, business resource partners and local purchasing representatives will participate in the fair offering a tremendous marketing opportunity for attendees. Additionally two training seminars will be held during the day.

ADMISSION/REGISTRATION INFORMATION

The admission fee for the fair is **\$35 per attendee**. Registration fee includes a buffet lunch.

There are a limited number of booths available to purchase for area businesses. Booth space will be assigned on a first come, first serve basis. **The booth cost is \$250 (fee includes up to two attendees)**. All other booths are reserved for government agencies and major corporations. Register online only at www.calu.edu/gaco. For additional information please contact Tracy Julian at 724-938-5881 or julian@calu.edu.

BOOTH INFORMATION

Booths include draping, 10' x 10' space, one 6 foot draped table, two chairs, and a sign with your designated lettering. Please email Tracy Julian at julian@calu.edu with the verbiage for your sign. You may provide your own sign if you prefer. Booth setup is on Oct. 28, 2019 from 2 p.m. to 4 p.m. and Oct. 29, 2019 from 7 a.m. to 8:45 a.m.

Electricity is available in all booths, and is being handled directly through the Monroeville Convention Center. Please contact Josh Monzo at jmonzo@doubletreemonroeville.com to request electricity. Additionally the service order form can be found on our event registration website.

Should you require special services other than those mentioned above, such as receipt and storage of procurement fair materials, make arrangements directly with Brandi DeMarchi at bdemarchi@doubletreemonroeville.com. Fair materials shipped prior to the event must include your company name, the name of the person attending the fair, and "GACO Procurement Fair" on the outside of the package. **Fair materials should not arrive before Oct. 25, 2019.**

Note: We suggest that booth holders have at least two representatives attend to gain maximum benefit from the fair.

AGENDA

Monday, Oct. 28, 2019

2 - 4 p.m.	Booth Set Up	South Hall Monroeville Convention Center Monroeville, PA
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Tuesday, Oct. 29, 2019

7 - 8:45 a.m.	Booth Set Up	South Hall
8 a.m.	Registration	South Hall
9 - 9:10 a.m.	Opening Remarks	South Gallery Kate Lacey Glodek Director - GACO California, PA
9:10 a.m. - 3 p.m.	Booth Area Open	South Hall
10:30 - 11:30 a.m.	The Power of Networking: How to Sell Yourself and Your Business	South Gallery #2 Lois A. Bradley, President The Bradley Partnerships, Inc. Wexford, PA
12:15 - 1:15 p.m.	Lunch	South Gallery
1:45 - 2:30 p.m.	The Business of Selling to the Government	South Gallery #2 Melissa R. Metzger, MAFM Government Accounting & Finance Advisor Left Brain Professionals Columbus, OH
3 p.m.	Booth Area Closes	South Hall

ACCOMMODATIONS

A block of rooms has been reserved at the DoubleTree by Hilton. The group rate is \$119. Room reservations are your responsibility and should be made promptly with the hotel at 412-373-7300. Please make reference to GACO, California University Procurement Fair and use code **GAC** when making your reservations. If you wish to book your room online use this link <http://group.doubletree.com/gaco>. **Block-reserved rooms will be released after Oct. 20, 2019.** Government tax forms are accepted in Pennsylvania and the per diem in Monroeville, PA is \$125 a day.

SPONSORED BY

Government Agency Coordination Office (GACO), PTAC California University of Pennsylvania & Government Contracting Assistance Center (GCAC), PTAC Slippery Rock University of Pennsylvania

The Government Agency Coordination Office (GACO) of California University of Pennsylvania and the Government Contracting Assistance Center (GCAC) of Slippery Rock University of Pennsylvania are sponsoring this fair. GACO/GCAC is a Procurement Technical Assistance Center (PTAC), providing help to companies interested in pursuing federal, state and local government contracts and subcontracts. Businesses using our services have reported receiving 60,706 contracts totaling more than \$3.9 billion since our inception in 1985. For a complete list of services provided, visit our website at www.calu.edu/gaco.

This Procurement Technical Assistance Center is funded in part through a cooperative agreement with the Defense Logistics Agency.