



BUSINESS EXPO

Invitation Letter

On behalf of Ottawa University, and the Ottawa Area Chamber of Commerce, you are invited to participate in the **2024 Fusion Business Expo** on Tuesday, August 27th from 6:00 – 8:00 p.m.

This year's event will be held at Legacy Square located on 125 S. Walnut in Ottawa. Businesses will have the opportunity to share services offered and to meet new and returning students, Ottawa University's faculty and staff, and the Ottawa community. The Fusion Expo showcases what the City of Ottawa has to offer for retail, service, employment and leisure opportunities. You might like to know that it has been our experience that incentives are a good way to entice students to your table. Things that work best are give-a-ways, door prizes and/or drawings, although they are not required.

Enclosed with this letter is a registration form to complete and return by **August 1st, 2024**, to Ottawa University. Returning the form by this date will provide ample time to finalize reservations for the food, as well as reserving tables and chairs. After the deadline, the cost increases, so register today to receive the best deal.

As you will see on the enclosed documents, you have three sponsorship package options. Your sponsorship helps to provide a quality experience for attendees as they are introduced to all the great opportunities available in Ottawa. Your partnership is valued as we showcase this great town to our new and current students, as well as faculty and staff and the community.

We hope that you will consider attending the Business Expo to "fuse" Ottawa University and the Ottawa community together in building a relationship that will be mutually beneficial. This is a casual event as the weather is typically hot, so shorts are appropriate if you choose.

Thank you for your consideration.

Sincerely,

Jaqui Carey
Campus Experience Coordinator
Ottawa University

Jaqui.carey@ottawa.edu • 785-248-2370

ENCLOSURES: invitation letter, registration form, and sponsorship sheet.



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Registration Form

Yes, I will participate in the 2024 Fusion Business Expo on Tuesday, August 27, 6:00 - 8:00 p.m., Legacy Square - 125 S. Walnut, Ottawa, Kansas.

Sponsorship levels are listed on page 3 of this packet.

Check the sponsor package of your choice:

	<u>Before Deadline</u>	<u>After Deadline</u>
<input type="checkbox"/> Level 1	\$60 <i>Deadline: August 1st</i>	\$70
<input type="checkbox"/> Level 2	\$125 <i>Deadline: August 1st</i>	\$150
<input type="checkbox"/> Level 3	\$350 <i>Deadline: August 1st</i>	\$400

Make checks payable to Ottawa University.

Name: _____ Title: _____

Business: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Please complete this form, enclose registration fee, and return it by August 1st, 2024, to:

Jaqui Carey | *Campus Experience Coordinator*

Ottawa University | 1001 S. Cedar Street, #1002 | Ottawa, KS 66067

785-248-2370 (office) | 785-229-1017 (fax) | Jaqui.carey@ottawa.edu (e-mail)

Should you have any questions, please use the contact information above.



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Sponsorship Sheet

A campus email will go out promoting the event and the businesses that will attend. Reminders will be sent to students, faculty and staff as time draws closer to the event.

	<u>Before Deadline</u>	<u>After Deadline</u>
SPONSOR LEVEL 1	\$60	\$70
2 chairs and 1 table 2 dinner tickets <i>* \$10 discount if received by August 1.</i>		
SPONSOR LEVEL 2	\$125	\$150
3 chairs and 1 table 3 dinner tickets 2-week advertisement on campus digital signage, minimum of 6 video boards <i>* \$25 discount if received by August 1.</i>		
SPONSOR LEVEL 3	\$350	\$400
4 chairs and 1 table 4 dinner tickets 4-week advertisement on campus digital signage, minimum of 6 video boards <i>* \$50 discount if received by August 1.</i>		