

## **Procurement Fair – Vendor instructions**

- Check in at the Registration Table and pick up your badge that authorizes you to enter the Procurement Pavilion. You will also be given a bag containing two instruction sheets for the bidding process, the procurement pavilion floor plan with buyers' stations and an agenda, a pen, bid sheets, evacuation map and other useful information.
- Proceed to the Procurement Pavilion (follow the signs).
- Only State-certified firms that have pre-registered are allowed into the buying area. Please wear your badge so that buyers can identify you.
- Bidding will operate in two shifts: One at 9 a.m. and the other at 11 a.m. Your instruction sheets will list each Buyer station with what that purchaser is buying. One sheet will correspond to the first bidding shift, and the other sheet will correspond to the second shift.

### **9:00 a.m. Shift Bidding begins**

- Use your floor plan to find the buyers to whom you want to submit your bids.
- All buyers will have specifications of what they are interested in purchasing.
- Bidding will be based on a three-quote minimum, wherever possible.
- If certain buyers achieve their minimum bids, the station may close and post a sign.
- **10:15 a.m. Bidding ends**
- Buyers will exit the floor to verify bids and determine awards.
- **10:45 a.m. Bid awards will be announced** in the staging area adjacent to the Procurement Pavilion (see floor plan).

### **11:00 a.m. Shift Bidding begins**

- Repeat previous information
- **12:15 p.m. Bidding ends**
- Buyers will exit the floor to verify bids and determine awards.
- **1:45 p.m. Bid awards will be announced** in the staging area adjacent to the Procurement Pavilion (see floor plan).