**KYACAC College Fair Confirmation Template**

The \_\_\_\_\_\_\_\_\_\_\_\_ College Fair is quickly approaching!  If you are receiving this email, you have reserved a table at the fair, and your table will be located in the \_\_\_\_\_\_\_\_\_\_.You will be directed to your table upon check-in. Please see additional fair information below.

**Location:**  (Location name and address)

      \**Note: Alternate address for some GPS systems:*

                (alternate address, if applicable)

**Parking:**  (include pertinent parking information and where to enter the school)

**Date:**  (insert date of your fair)

**Fair Time:**  (insert time)

**Set-up Time:**  (include information about when reps can arrive and set up)

**Refreshments:** (if you plan to provide refreshments, list them here. If not, delete this section.)

All schools and families from \_\_\_\_\_\_\_ are invited to the fair. Approximately \_\_\_\_\_\_ students attended the Fair last year, so please plan accordingly for materials*.*

*Please remember that in an effort to provide equity among colleges, we request that only literature pertaining to the college or university is permitted for distribution during the Fair.* ***Please do not distribute promotional giveaways such as key chains, hats, stress balls, or water bottles, etc.***

 Contact person: **(Fair contact info)**

See you at the Fair!