

Benefits

The Off Campus Housing Information Fair gives you an opportunity to provide information (face-to-face) about your properties, services and options with a diverse population of students, faculty and staff.

(Priceless!)

- **New!** - Extended Early Bird Deadline (Jan. 31)!
- Prices remain at 2010-11 rates!
- Premium Location – The \$50 million University Center continues to serve as the cultural heartbeat of campus and student activities.
- Electronic advertising campaign via social media (Twitter and Facebook), digital signage in UC, etc.
- Three Housing Fair advertisements in the Daily Helmsman (readership: exceeds 22,000 students, faculty, and staff members), including:
 - 1 full-page ad listing all participants in the housing information fair *one week before* the event. (a \$750.00 value)
 - 1 half-page ad listing all participants in the housing information fair *the day before* the event. (a \$400.00 value)
 - 1 full-page ad listing all participants in the housing information fair *the day of* the event. (a \$750.00 value)
- Advertising on several local college campuses
- Continental breakfast & buffet-style lunch
- Signage
- One draped 6 ft. table with seating for up to two representatives
- Up to two (2) parking permits (issued at the end of the fair/upon departure)



**Calling all leasing reps, management companies,
private landlords and other service vendors!
It's time for the**

Adult and Commuter Student Services 2012 Off-Campus Housing Information Fair

March 21, 2012 9am – 2pm
University Center Ballroom
on the University of Memphis Campus



2012 Pricing

Best Value

Pricing Option #1 (Early Bird)

Register & Pay by

Tuesday, January 31, 2012

Property	Prices Charged \$*
Property 1	\$350
Property 2	\$350
Properties 3 and above	\$250 each

Added Benefits of Option #1**-

- Reduced Pricing
- Priority positioning in the UC Ballroom
- Inclusion in additional Early Bird Advertisements

***To be an Early Bird, all Payments **MUST** be received by the Jan. 31 deadline.*

Pricing Option #2 (Regular)

Register and Pay by Wednesday, March 14, 2012

Property	Prices Charged \$*
Property 1	\$375
Property 2	\$375
Properties 3 and above	\$300

* The base registration fee applies to **each** of your first 2 properties registered. Additional properties (third and above) can each be registered at a discounted rate. To receive this discount, all properties must be registered at the same time.

NOTE: The University of Memphis does not endorse any particular vendor. This event is designed only to provide students with information about your property and/or services options.

Register Online

Registration is now online!

For your convenience, we are again providing an online registration process for the 2012 Off-Campus Housing Information Fair. This helps us to streamline registration and payment processes and allows us to better coordinate with our campus Bursar.

Online Registration Quick Facts:

- Quick and simple paperless registration process
- Accessible 24/7 from any web-connected computer
- Immediate confirmation of registration and payment status
- Two payment options:
 - **Online** - credit card/electronic check OR
 - **Snail Mail**– Mail-in a paper check/money order
- We accept Visa, MasterCard, Discover, American Express and e-Check

REGISTER HERE:

www.memphis.edu/acss/housingfair.php



Registration Instructions

1. Access the registration form at www.memphis.edu/acss/housingfair.php.
2. Enter complete contact and registration information.
3. Select your preferred payment method.
4. Click the button to review your entries (double check for errors!)
5. If all information is correct, click "Register for Information Fair" button at the bottom of the screen.



ONLINE PAYMENTS

If you chose online payment:

1. Click the "proceed to secure online payment button".
2. Enter payment and contact information.
3. Review and confirm your payment.
4. View and print your confirmation form! You're done!



MAIL-IN PAYMENTS

If you chose mail-in payment:

1. Print out 2 copies of your registration confirmation page (keep one copy for your records)
2. Attach one copy to your check/money order and mail to:

**The University of Memphis,
PO Box 1000, Department 313
Memphis, TN 38148-0313**

Once the University receives your payment, we will notify you via e-mail and update your payment status from "Pending" to "Received".

All registrations are FINAL (No refunds or cancellations). If you have questions regarding registration and payment please contact Adam Thomas or Joy Stout at (901) 678-2644 or acss@memphis.edu.