

Health Fair Exhibitor/Vendor Invitation Letter

To Whom It May Concern:

The City of Socorro Recreation Department would like to invite you to take part in our upcoming health fair. The goals of the event are to inform the community the knowledge of living a healthier lifestyle. The individuals participating will be our employees, their family members and anyone that would like to attend from the community. As an exhibitor/vendor, we would like your agency/company to provide a understanding of what your company may help the community become aware of; including educational/informational fliers/brochures.

For your information, the event details are provided below.

Date of the health fair: Friday August 3rd, 2018

Location: Finley Gym, 202 McCutcheon Socorro NM, 87081

Contact person/phone number: Cindy Rivera (505) 340-1575

Suggested arrival time to set up booth: 9AM

Health fair hours: 10AM - 2:00PM

Estimated number of attendees: 300

Indoors/outdoors: Indoor

Contact Person/Organization: _____

Number/size of tables per booth: _____

Number of chairs: _____

Request: _____

Once we get these returned we will start to map of the health fair layout. If you have any questions or concerns, please do not hesitate to contact me at:

Name: Cindy Rivera

Phone number: (505) 340-1575

E-mail address: crivera@socorronm.gov

Thank you for considering participation in our health fair event.

Sincerely,

Cindy Rivera
City of Socorro
(505) 340-1575