

Products and Services Coordinator

The Coordinator acts as liaison between vendors and NWACUHO to promote NWACUHO.

- Maintains a mailing list of vendors associated with NWACUHO along with a record of their past participation in conferences.
- Notifies vendors of upcoming NWACUHO Annual Conferences with post card or letter, promotional materials. Compiles vendor registration materials and informational mailings.
- Registers vendors at the NWACUHO Annual Conference. Establishes booth prices, solicit registration, registers, confirms, thanks participants and seeks vendor feedback. Communicates details of registration and meal plan packages purchased by Vendors to the conference Host Committee.
- Liaisons with exhibit set up company (pipe and drape) regarding space plan, locations, and paid exhibitors information.
- Solicits support in the form of sponsorship of events, conference give-a-ways from vendors. Recognize sponsorship of vendors at the Annual Conference.
- Assembles information for the vendor directory to be included in program materials at the conference.
- Recognizes vendors as important business partners in their role at suppliers of services and goods to university and college housing.
- Solicits advertising and support from vendors for the Soundings newsletter.
- Chair the Products and Service Committee.

The position is for a 2-year term, elected by the association's membership. For more information feel free to contact the current [Product and Services Coordinator](#)