

**UNIVERSITY OF ILLINOIS  
AT SPRINGFIELD**

Health Services  
Division of Student Affairs  
Business Services Building, Room 20  
One University Plaza, MS BSB 20  
Springfield, IL 62703-5407

April 12, 2017

To Whom It May Concern:

The UIS Health Services and Campus Recreation want to thank you for participating in the Health & Wellness Fair on April 19<sup>th</sup>, 2017. It will run between 10:00 a.m. and 1:00 p.m. If you are unable to stay the entire time, please contact us ahead of time so that those attending will be able to plan accordingly.

The Health & Wellness Fair will be held in the Recreation and Athletic Center (TRAC) located at 2171 University Drive, Springfield IL 62703. If you need driving directions or a map of our campus you can go to the UIS website: <http://www.uis.edu/maps>. Parking is available in Lots I and F. A campus map is also show below. Carts will be available to transport your equipment to your assigned table. Students will be on hand to help you cart or carry items as well. Please bring a power cord if you need one, however we will be providing some for the vendors that have requested one.

Set up is between 8:45 a.m. and 9:45 a.m. to be ready for the crowd at 10:00 a.m. Please stop at the registration desk to get your booth information and location. There are vending machines or the cafeteria in the PAC where a lunch can be purchased. The sale of any item at your booth is prohibited, however all donations/gifts for attendees or the drawings are greatly appreciated.

Thank you for your participation in this event to get vital health information and health screenings out to the public. We truly can make our communities stronger and healthier by pooling our resources and getting the education out to the population of all ages. Please assist us in reaching the community by printing the attached poster and posting in a public area.

We look forward to seeing you on April 19<sup>th</sup>! Please call Linda at 206-6676 or email at [uishealthservice@gmail.com](mailto:uishealthservice@gmail.com) if you have any further questions or concerns.

Sincerely,  
Health Services & Campus Recreation

