

Facilities Black Vendor Fair – FAQs

1. When and where is the Facilities Black Vendor Fair located?
 - a. Tuesday, August 16, 2022, 11:00 AM – 3:00 PM
 - b. RTI International Headquarters, Horizon Bldg: 3040 East Cornwallis Road, Research Triangle Park, NC 27709.
2. How do I register?
 - a. Register online by clicking [HERE](#) and follow the on-screen instructions to complete the registration process. You will receive an email once your registration is confirmed.
3. What is the cost of attending?
 - a. The event is free of charge.
4. What are the parking arrangements?
 - a. Parking is available in the parking deck outside the venue. Please follow event signage upon arrival. *If entering from Cornwallis Road, turn onto East Institute Drive and inform Security of the event you are here to attend. After passing through the gate, take the 2nd right turn into the Parking Deck. Level 1 and 2 are reserved for visitor parking.*
5. When do I need to register?
 - a. Now, please. Registration closes on August 9, 2022.
6. Can I register on-site?
 - a. No, you must register before arriving on-site. Registration will close Tuesday, August 9, 2022.
7. Is there a dress code?
 - a. Event attire is within the range of business casual to business dress.
8. I have additional questions about the event. Who should I contact?
 - a. *For questions about Supplier Diversity at RTI contact Dionne McLean dmclean@rti.org (919) 541-6166*
 - b. *For event-related questions please reach out to events@rti.org*
9. I am interested in a vendor tabletop space to showcase my business. How do I reserve a table and what should I bring?
 - a. *The **RTI** events team will reach out to those who have indicated that they are interested in tabletop space in their event registration to confirm that they have a tabletop. This will include linen and a 6ft table. Additional items to consider may include business cards, brochures, photos of your work, swag/giveaway items, banners, backdrops, etc.*
10. Will there be food and beverage at the event?
 - a. Yes, a voucher to dine in RTI Café will be provided for lunch during the event and snacks and beverages will be available throughout the event.
11. Why Register your business in SupplierGATEWAY? RTI utilizes SupplierGATEWAY as a data source when we perform diverse/small business market research to identify potential contractors, subcontractors and suppliers for work that RTI is pursuing. Please follow these steps to register:

- Visit <https://rti.suppliergateway.com> and click on “**Supplier Registration**” (bottom right section of the page).
- Follow the prompts to complete your registration.
- Note that registration is a two-part process: after creating your username and password, you will be prompted to complete two registration segments; be sure to submit a complete profile including the 2nd segment (RTI’s “Small Business Self-Certification”).