



## Frequently Asked Questions

### What Can I Expect During the Welcome Expo?

Almost every August for over 20 years, both vendors and the UCF community look forward to the University of Central Florida's Welcome Expo during Pegasus Palooza week. Become a part of welcoming back students, faculty, and staff for a new year of learning and growing!

As a vendor, what can YOU expect during the Welcome Expo?

- An engaged audience of historically 2,000 guests, primarily students
- A four-hour event in the beautiful Student Union Pegasus Ballroom, located in the heart of the UCF campus
- An opportunity to share your products and services, resulting in potential new customers
- Networking and fostering possible collaboration opportunities between other businesses local to UCF
- Contribute to making both new and returning UCF students feel more connected to their college community

### Where can I find the registration form to get started?

The registration form can be found here as well as on the [Welcome Expo website](#). Submitting that form is the first step to becoming a Welcome Expo vendor.

### What is your payment policy?

- After submitting the vendor registration form, vendors will receive a confirmation email from us ([welcomeexpo@ucf.edu](mailto:welcomeexpo@ucf.edu)) with payment details.
- All vendors must submit payment within **14 business days** of receiving the confirmation email.
- We accept all major credit cards.
- We do not accept paper checks.

### I'd like to give out free samples of food or drinks as part of promoting my company. Is this possible?

Yes, vendors may provide prepared/cooked food and drink samples to attendees with prior approval and submission of required documents. Please indicate on the registration form if you plan to provide food samples to begin the approval process.

## Can I sell anything during the Welcome Expo?

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Monetary transactions for the sale of goods or services are **prohibited** (i.e., no exchange of any form of payment between Welcome Expo participant and vendor at event).

## Can I donate any items to be given away at the event?

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Yes! Vendors are encouraged to bring giveaways for the event. Vendors must coordinate all giveaways and/or raffles at their assigned table. Giveaways that have been provided in the past include but are not limited to gift cards, stationery products, gift bags and coupons.

## Will I have access to power?

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Power is available in the Pegasus Ballroom but with limited availability and is not guaranteed. Vendors may request access to power on the registration form and a team member will verify this request when finalizing registration.

## What time do I need to check-in?

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Vendors must check-in at the Welcome Expo registration table between **8:00 am–9:45 am** on the morning of August 20, 2025. Upon check-in, you will be provided with a table assignment.

Vendors are encouraged to arrive for set-up early, as previous years have seen students lined up and ready to enter the event at 10:00 am sharp.

## Do I need to pay for parking?

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As part of your vendor registration, parking is included. Vendors who purchased a **standard package** will receive **one (1) temporary parking code**, while those with a **premium package** will receive **two (2) temporary parking codes**. These codes will grant access to any designated “green” student lot on campus.

Please note that the Welcome Expo coincides with the **first week of fall classes**, so parking may be limited and more challenging than usual. To help minimize inconvenience, a separate email detailing **parking logistics and instructions** will be sent out the **week prior to the event**.

