



# EXPO REGISTRATION FORM

**Registration Deadline**  
**March 29, 2019**

**Early bird special**  
**Due by January 31, 2019**

Completed form must accompany payment.

**Event Details:**

Tarrant County  
5301 Campus Drive –Gymnasium  
Fort Worth, Texas 76119

**Saturday, April 27, 2019 10:00 AM-2:00 PM**

**Please remit payment in full to:**

African American Health Expo  
P. O. Box 170773  
Arlington, TX 76003-0773  
Tax Exempt Certification c/o Commissioner Roy C. Brooks #20-4185638

## EXPO VENDOR /SPONSORSHIP REGISTRATION FORM

Please be advised that if your organization is sponsoring this event, all registration forms and checks must be submitted no later than **March 29, 2019**. Please print legibly.

Vendor / Sponsorship Level (if applicable): Platinum/\$10,000 \_\_\_ Gold/\$5,000 \_\_\_  
Silver/\$3,500 \_\_\_ Root/\$2,500 \_\_\_ Trunk/\$1,200 \_\_\_ Tree/\$1,000 \_\_\_  
Branch/\$500 \_\_\_ Leaf/\$200 \_\_\_ Seed/\$100 \_\_\_ other \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of service(s) provided: **How do you want to list your organization in resource guide**

**Booth Requests:** please circle one and fill in the blanks.

Will you require privacy booths? **Y or N** If so, how many? \_\_\_\_\_ Electricity access? **Y or N** Will you provide any testing/screening? **Y or N** If yes, specify which test and/or screenings? \_\_\_\_\_

\_\_\_\_\_ How many representatives from your organization will be working your vendor booth? \_\_\_\_\_

How did you hear about the expo? Vendor recruitment \_\_\_ Word of mouth \_\_\_ Direct Contact \_\_\_ Other (please be specific) \_\_\_\_\_

African American Health Expo  
P. O. Box 170773 Arlington, TX 76003-0773  
Email: aahexpo@gmail.com  
Phone: 817-823-7612

**Office Use Only:** Payment received \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_



**Event Details:**

Tarrant County College – Gymnasium  
5301 Campus Drive  
Fort Worth, Texas 76119

**Saturday, April 27, 2019 10:00 AM-2:00 PM**

**Set-up Hours:** Friday April 26, 2019 after 3pm.Saturday, April 27<sup>th</sup> 7:00 AM-8:30 AM **Exhibit**

**Hours:** Saturday, April 27<sup>th</sup>, 2019 10:00 PM-2:00 PM

## Sponsorship Levels & Benefits

### Platinum Sponsor

**\$10,000**

Recognition in publications: signs, ads, press releases, website \*Premier table positions-end of aisle space, Logo on banner display Full Cover Page Recognition \* Logo placement on all print advertisement

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### Gold Sponsor

**\$5,000**

Recognition in publications: signs, ads, press releases, website and \*Premier table positions. \* Logo placement on all print advertisement. Full inside cover page recognition.

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### Silver Sponsor

**\$3,500**

Recognition in publications: signs, ads, press release website and three Exhibitor booths. \*Premier table position \* Logo placement on all advertisement

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### Root Sponsor

**\$2,500**

Recognition in publications: signs, ads, press releases, website and three Exhibitor booths. \* Logo placement on advertisement. Half Page cover recognition

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### Trunk Sponsor

**\$1,200**

Recognition in publications: signs, ads, press releases, website and two Exhibitor booths. \* Logo placement on advertisement

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### Tree Sponsor

**\$1,000**

Recognition in publications: signs, ads, press releases, website and one or two Exhibitor booths. \* Logo placement on advertisement

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### Branch Sponsor

**\$500**

Recognition in publications: website and one exhibitor booth. \* Logo placement on advertisement. Complimentary lunches.

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### Leaf Exhibitor (For-Profit Organization) \$200

Recognition in publications: signs, ads, press releases, website and one Exhibitor booth. \*Complimentary lunches.

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### Seed Exhibitor (Non-Profit Organization) \$100

Recognition in publications: website and one exhibitor booth. Complimentary lunches.

# 2019 African American Health Expo

## Provider Booth Information Regulations

1. **Set up:** Booths may be set up as early as Friday April 26<sup>th</sup> after 3pm Saturday, April 27<sup>th</sup> between 7:00 AM-9:00 AM. **All booths must be set up by 8:45 am on Saturday.**
2. **Parking:** Please be considerate to the event attendees and limit the number of vehicles to this event. There is no charge to park.
3. **Size:** Each booth will be approximately 6 ft. and will include one skirted table (or more depending on sponsorship level), one sign and two chairs. All booths must comply with the Fire Department Safety Codes.
4. **Booth Location:** Please check in at the provider's registration counter in the docking area when you arrive. Your space assignment will be given to you at your time of arrival.
5. **Signs:** One sign will be provided for each booth. The exact name and correct spelling of your organization's name must be included in the space provided on the registration form.
6. **Lunch:** Lunch will be provided to all **registered** sponsors/vendors who have **lunch tickets only!** Lunch will be available from **11:00 AM to 1:00 PM. (Either the contact person or the alternate must be present during the health fair to claim meal tickets-NO EXCEPTIONS!!!).** Please be advised that vendors are permitted only **2 lunches** (with the exception of Platinum, Gold, Root, Trunk and Tree Sponsors), unless otherwise arranged with the AAHEXpo Planning Committee. Additional lunches can be purchased for \$10.00, you must order by Tuesday, April 15, 2019.
7. **Participant Responsibility:** Exhibitors will be solely responsible for any personal property placed in the booth as well as any damage to the facility as a result of neglect.
8. **Teardown:** Exhibitors should begin taking down their booths at 2:00 PM and be finished by 3pm. **Please clean up the area around your booth. Any unused materials should NOT be left in the vending booth.**
9. **Trash:** Containers will be provided for normal waste. If you anticipate the need to discard of bio-hazardous waste materials, you **MUST** provide an appropriately labeled receptacle.
10. **Good Neighbor Policy** – Vendors are expected to keep noise levels at a minimum. Please keep all sound equipment at a reasonable level in respect of other vendors.
11. **Raffles** – It is a good idea to have a “mechanism of interest” at your booth. Should you hold a raffle please be responsible in notifying any winners in a timely manner.



## EARLY BIRD SPECIAL

**Early Bird Exhibitor Registration  
by *January 31, 2019* for a  
*special exhibitor pricing!***

Non-Profits can register by **1/31/19** for \$75.00  
**The 2019 Exhibitor Fee Registration will be \$100.00**  
For-Profits can register by **1/31/19** for \$175.00  
**2019 For-Profit Exhibitor Registration Fee will be  
200.00**

### **LOCATION**

**Tarrant Count College South Campus —I-20 & Campus Drive  
5301 Campus Dr. Fort Worth, TX 76119**

**Fill out and return the registration form with payment.**