



## EXPO REGISTRATION FORM

Completed form must accompany payment.

**Event Details:**

O. D. Wyatt High School  
2400 E. Seminary  
Fort Worth, Texas 76119  
**Saturday, April 28, 2012, 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 the Marion J. and Marie N. Brooks Fund #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 **January 30, 2012**. Please print legibly.

Vendor / Sponsorship Level (if applicable):

Platinum/\$10,000 \_\_\_ Gold/\$5,000 \_\_\_ Root/\$3,500 \_\_\_ Trunk/\$2,500 \_\_\_  
Branch/\$500 \_\_\_ Leaf/\$150 \_\_\_ Seed/\$60 \_\_\_

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

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

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

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

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

Type of service(s) provided:  
\_\_\_\_\_

**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? \_\_\_\_\_

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

**Office Use Only:**

Payment received \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_



**Event Details:**

O. D. Wyatt High School  
2400 E. Seminary  
Fort Worth, Texas 76119

**Saturday, April 28, 2011 10:00 AM-2:00 PM**

Open Ceremony begins at 9:00 AM

**Set-up Hours:** Saturday, April 28<sup>th</sup> 7:00 AM-8:30 AM

**Exhibit Hours:** Saturday, April 28<sup>th</sup>, 2011 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 \*Complimentary Lunch

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### Gold Sponsor

**\$5,000**

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

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### Root Sponsor

**\$3,500**

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

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### Trunk Sponsor

**\$2,500**

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

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### Tree Sponsor

**\$1,200**

Recognition in publications: signs, ads, press releases, website and one exhibitor booth. \* Logo placement on advertisement \*Complimentary lunch.

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### Branch Sponsor

**\$500**

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

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### Leaf Exhibitor (For-Profit Organization)

**\$150**

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

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### Seed Exhibitor (Nonprofit & Government)

**\$60**

Recognition in publications: website and one exhibitor booth. \*Complimentary lunch.

# 2012 African American Health Expo

## Provider Booth Information Regulations

1. **Set up:** Booths may be set up as early as Saturday, April 28<sup>th</sup> between 7:00 AM-8:30 AM.  
**All booths must be set up by 8:30 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/vendor registration counter in the building foyer 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 co-chairs Sherry Williams. You can purchase a lunch additional lunches for \$5.00 however, you must order by Tuesday, April 26, 2012.
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.
12. Please be advised that photographs will be taken throughout the duration of the event. Photos will be used in future print materials and for usage on the African American Health Expo website.