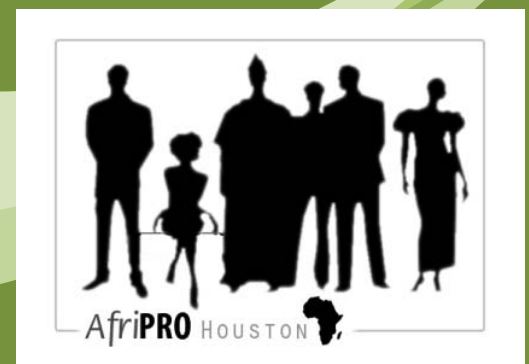


# 2009 HOUSTON AFRICAN BUSINESS EXPO

Presented by:  
AfriPRO Houston and African Business Council of Texas

## Vendor Package

SATURDAY, AUGUST 22, 2009





# 2009 Houston African Business Expo

Saturday, August 22, 2009

*Vendor Package*



Dear Business Representative:

AfriPRO Houston and the African Business Council of Texas invite you to participate as a vendor in the 2009 Houston African Business Expo ("The Expo"). This event is intended to showcase African owned businesses to the Houston community and to provide business development to Houstonians who desire to start a business, grow a business, or potentially move a business to Africa.

The 2009 Houston African Business Expo will be held on Saturday, August 22, 2009 from 11 a.m. to 6 p.m. at the International Trade Center in Houston. The Expo is expected to draw over 250 attendees from the Houston area and will feature an Exhibitor Hall of over 30 African owned businesses and organizations; business development seminars and panels about varying business topics; a business networking lunch; and a business networking cocktail dinner where a renowned business owner will be honored and deliver a keynote address.

AfriPRO Houston was founded in 2005 as a chapter of the Global African Professionals Network. AfriPRO Houston's primary mission is to motivate its network of African professionals to build a new positive image of and appreciation for Africa and Africans by organizing business, charitable, and networking events that inform, educate, empower, and celebrate Africa and Africans. We have experienced steady growth and our programming now reaches over 500 professionals in the Greater Houston area and beyond. Our membership includes attorneys, doctors, pharmacists, engineers, nurses, accountants, IT specialists, and entrepreneurs, among others, of African descent. African Business Council (ABC) of Texas, the community outreach arm of SEONE Corporation, LLC, is a forum that provides African business owners, and those wishing to do business with Africans in the Diaspora and on the continent of Africa, a way to meet and network.

Again, we invite you to participate as a vendor. We are confident that your support will be an opportunity to expand your market share, increase product awareness and usage, and establish an image of good business citizenship in the community.

Enclosed, you will find the Houston African Business Expo Vendor Application that includes information and rates related to being a vendor in our Exhibitor Hall. If there are any questions, please do not hesitate to contact us. Exhibits selling similar items are limited; therefore, applications with payment are processed in the order that they are received, and must be received by the deadline.

Please be sure to complete the application in its entirety. Failure to do so may hinder the processing of your application.

If you have any questions or concerns, please contact our Expo Chairpersons: Okechukwu Ofili at (281) 773-6300 or Nkem Oji-Alala at (281) 380-5910 or [HABE@afriprohouston.org](mailto:HABE@afriprohouston.org).

Thank you,

Modinat "Abby" Kotun  
President, AfriPRO Houston  
(281) 788-8798  
[president@afriprohouston.org](mailto:president@afriprohouston.org)

Tina Edebor  
Chair, African Business Council of Texas  
(832) 524-1284  
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[www.afriprohouston.org/HABE](http://www.afriprohouston.org/HABE)



# 2009 Houston African Business Expo

Saturday, August 22, 2009

## Vendor Package



### VENDOR INFORMATION

- General:** The 2009 Houston African Business Expo will be held on Saturday, August 22, 2009 from 11 a.m. to 6 p.m. at the International Trade Center in Houston, 11110 Bellaire Blvd, Houston, TX 77072. The Exhibitor Hall will be open from Noon until 5 p.m.
- Table Size:** The standard table size is 8' long. Additional tables are available for an additional cost of \$100 per table.
- Expo Booking:** The following are required to reserve a space in the Exhibitor Hall:
  - A completed application and
  - A deposit of 50% of the space fee (space will be held until the balance due date)Please note: Discounts are only applicable within discounted period. **All payments must be received by 1 month before the date of the event otherwise, the reservation and deposit will be forfeited.**
- Payments:** Cash, checks, cashier's checks, and money orders along with Visa and MasterCard via PayPal are all acceptable forms of payment. Payments received are non-refundable and non-transferable. All costs for collections, including returned check fees, are the responsibility of the exhibitor. All monies received are deposited immediately into our financial institution.
- Exhibit assignments:** Exhibit spaces are assigned based on the date full payment is received. All exhibit space assignments are at the sole discretion of the Houston African Business Expo. However, we will consider the requests of paid exhibitors. We will limit the number of exhibits selling similar items. Therefore, we will accept the first completed applications received (with payment) on a first come, first serve basis.
- No Sharing:** There will be only one (1) vendor per space. (No sharing of spaces.)
- Timing on Day of Marketplace:** Vendors may be on site at or after 8:00 a.m. and must be ready for business by 11:00 a.m. If an exhibitor fails to occupy its space by 11 a.m., the space may be reallocated or reassigned. **Vendors may start disassembling their areas no earlier than the specified ending hour of the event (5 p.m. on Saturday).** The Exhibitor Hall must be cleared by 7 p.m.
- Vendors May Not Sell:** Alcohol, perishable food, beverages, water, soda, drinks of any kind, or any illegal products. **Beverages are sold exclusively by the Houston African Business Expo.**
- Sales Tax:** Sales tax must be included on all items sold. It is the vendor's responsibility to assess and pay this tax. Only items listed on the vendor application or communicated in writing, and approved may be sold. A breach of this mandate will result removal from the premises.
- Waste Disposal:** It is the sole responsibility of each vendor to keep its table and the surrounding area clean. Vendors will be shown the nearest garbage/receptacle at the beginning of the expo.
- Rain Policy:** The Expo Exhibitor Hall will be held regardless of weather. No refunds will be granted due to weather.
- Pre-printed signs:** Pre-printed space and menu signs are required. No hand written signage is allowed.
- Product/Service Exclusivity:** Product/service exclusivity is not guaranteed through this reservation. This includes brand exclusivity.
- Miscellaneous:** Limited electricity is available. Vendors must bring their own extension cords. Exhibits with loud/offensive noise are prohibited. Exhibitors must comply with all rules of the venue provider.
- Cancellation and Moving of Venue:** The Houston African Business Expo reserves the right to cancel this event at any time prior to the date of the event with refund of all amounts paid by participants. Otherwise all payments are non-refundable. We also reserve the right to move the event's location at any time prior to 1 week before the event with communication to all involved parties.
- AfriPRO Houston and the African Business Council of Texas, their directors, officers, employees, agents and contractors shall not be liable for any personal injury or personal property damage suffered by Vendor, their guests, employees, or other persons attending The Expo, whether such loss occurs before, during, or after The Expo. This includes any damage to cars in the parking area of the Exhibit Hall building. If a claim is made against AfriPRO Houston or and the African Business Council of Texas because of some action or inaction of the vendor, their guests, invitees or employees, Vendor will indemnify, defend and hold AfriPRO Houston and the African Business Council of Texas, its directors, officers, employees, agents and contractors harmless from such claims.**



# 2009 Houston African Business Expo

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## VENDOR APPLICATION

### CONTACT INFORMATION

Company/Business Name		
Contact Person	Title	
Address		
City	State	ZIP
Phone Number	Alternate Phone Number	
E-Mail Address	Website	

### DETAILED INFORMATION

Description of Products/Services:	Exhibit: (includes 2 vendor passes, 1 table, & 2 chairs) 1 Standard Rate Table 1 Member Rate Table (Verification Req'd) 1 Non-Profit Rate Table (Verification Req'd; Limit of 5)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$200 \$100 \$75
	Advertisement in Event Program Guide: (please attach ad) ½ page Full page	<input type="checkbox"/> <input type="checkbox"/>	\$30 \$50
	Additional Services/Equipment: Gift Bag Marketing (promotional item in conference attendee bags) Additional Tables Quantity    0    x \$100	<input type="checkbox"/> =	\$25
Would you like to become an AfriPRO Houston or African Business Council member? Yes	Additional HABE Vendor Passes Quantity            x \$10	=	
<b>GRAND TOTAL</b>			

Please return application and payment by July 15<sup>th</sup>.  
 Payments made after this date will incur a \$50 late fee.

Remit application and payment to:  
 AfriPRO Houston  
 Attn: HABE  
 9809 Richmond Avenue, Unit C8  
 Houston, TX 77042

For more information or if you have any questions or concerns, please contact Expo Chairpersons:  
 Okechukwu Ofili (281) 773-6300 HABE@afriprohouston.org  
 Nkem Oji-Alala (281) 380-5910 HABE@afriprohouston.org

**\*\* Please make checks & money orders payable to AfriPRO Houston \*\***

[www.afriprohouston.org/HABE](http://www.afriprohouston.org/HABE)