



2010

Houston African Business Expo

August 14, 2010

Vendor Packet





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Dear Business Representative:

AfriPRO Houston and the African Business Council of Texas invite you to participate as a vendor in the 2010 Houston African Business Expo ("The Expo"). This event is intended to showcase African owned businesses to the Houston community at large, and to provide business development workshops to Houstonians who desire to start a business, grow a business, or potentially do business within the Africa market. The Expo will be held on Saturday, August 14, 2010 from 10:00 a.m. to 5:00 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 and business development seminars about varying business topics.

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 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 1000 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, 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. Founded in 2007, ABC of Texas has partnered with many community organizations to hold Expos, job fairs, seminars and trade missions. Its parent company, SEONE, a member of four regional business councils, reaches beyond the shores of the USA into the global market through its many international joint business ventures.

Again, we encourage you to showcase your business at this annual platform. We are confident that your participation 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.

Tina Edebor
President, ABC of Texas
(832) 524-1284
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Okechukwu Ofili
President, AfriPRO Houston
(281) 773-6300
president@afriprohouston.org



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VENDOR INFORMATION (Please read):

1. **General:** The 2010 Houston African Business Expo will be held on Saturday, August 14, 2010 from 10:00 am to 5 p.m. at the International Trade Center in Houston, 11110 Bellaire Blvd, Houston, TX 77072. The Actual Expo will be held from 12 p.m. to 5 p.m.
2. **Table Size:** The standard table size is 6' long. Additional tables are available for an additional cost.
3. **Expo Booking:** To reserve a space in the Expo:
 - a. A completed application
 - b. 50% of the space fee is required for deposit. Space will be held until the balance is due)
We must receive the balance of the fee before the end of the pertinent discounted period in order for the discounted rate to apply. All payments must be received by 1 month before the date of the event or the reservation and deposit may be forfeited. All monies received are deposited immediately into our financial institution.
4. **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.
5. **Exhibit assignments:** Exhibit spaces are assigned based on the date full payment is received. All space assignments are at the sole discretion of the organizers who will consider requests of paid exhibitors. Therefore, we will accept the first completed applications received (with payment). First come, first serve. Wireless internet will be available at each table and multiple electric outlet sources will be available in the hall, it is the responsibility of each vendor to bring extension cords to connect to the electric outlets.
6. **No Sharing:** There will be only one (1) vendor per space (No sharing of spaces).
7. **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 their 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 Expo Hall must be cleared by 6 p.m.
8. **Vendors May Not Sell:** Alcohol, perishable food, beverages, water, soda, drinks of any kind, or any illegal products. **Beverages are sold exclusively by the organizers.**
9. **Sales Tax:** Sales tax must be included on all items sold. It is your responsibility to collect and pay this tax. Only items listed on the vendor application or communicated in writing, and approved may be sold. Vendors caught breaching this mandate will be removed.
10. **Waste Disposal:** It is the sole responsibility of each vendor to keep his/her booth and their surrounding area clean. Vendors will be shown the nearest garbage/receptacle at the beginning of the expo.
11. **Rain Policy:** The Marketplace will be held rain or shine and no refunds will be granted due to weather.
12. **Pre-printed signs:** Pre-printed space and menu signs are required. No hand written signage is allowed.
13. **Product/Service Exclusivity:** Product/service exclusivity is not guaranteed through this reservation, including brand exclusivity.
14. **Cancellation and Moving of Venue:** AfriPRO Houston and ABC of Texas reserve the right to cancel this event at any time prior to the date of the event with refund of all amounts paid by participants to AfriPRO Houston and ABC of Texas. Otherwise, all payments are non-refundable. AfriPRO Houston and ABC of Texas reserve the right to move the event's location at any time up to 1 week prior to the event with communication to all involved parties.



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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:	Booth: (includes 2 vendor passes, 1 table, & 2 chairs) 1 Standard Rate Table 1 Member Rate Table (Verification Required) 1 Non-Profit Rate Table (Verification Required)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$200 \$100 \$75
Would you like to become an AfriPRO Houston and/or ABC Of Texas member?	Additional Services/Equipment: Gift Bag Marketing (promotional item in conference attendee bags) Additional Tables Quantity x \$50 Additional HABE Vendor Passes Quantity x \$10	<input type="checkbox"/> = =	\$50
GRAND TOTAL			

**Please return application and payment by July 30th.
 Payments made after this date will incur a \$50 late fee.**

Remit application and payment to:
 AfriPRO Houston
 Attn: HABE
 P.O. Box 88002
 Houston, TX 77288

For more information or if you have any questions or concerns, please contact vendor coordinators:

Okechukwu Ofili	281-773-6300	president@afriprohouston.org
Victor Ike	412-901-0084	HABE@afriprohouston.org
Eghosa Edebor	713-498-5983	eedebor@africanvillage.com

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