



Hispanic Wellness Coalition
 Vendor Form
 Overview

Thank you for your interest in assisting the *Hispanic Wellness Coalition* to help achieve our mission of providing opportunities for access to health care and information through our programs designed to increase awareness of all forms of healthcare and healthy living opportunities available and to build relationships with health practitioners and wellness providers attending one or more of our upcoming programs.

<u>Event</u>	<u>Event Date</u>	<u>Registration Deadline</u>	<u>Location</u>
North Texas Wellness Fair	August 5, 2017	June 30, 2017	Region 11 Education Service Center: 1451 S. Cherry Lane, White Settlement, TX 76108
Carnaval De Salud	October 7, 2017	September 1, 2017	Tarrant County College - Trinity River Campus: 300 Trinity Campus Cir, Fort Worth, TX 76102

Sponsorship/Exhibitor Level Pricing:

Level	Carnaval De Salud	North Texas Wellness Fair	Both Events ¹
Title	\$ 10,000	\$ 15,000	\$ 21,250
Gold	6,500	10,000	14,025
Silver	3,500	5,000	7,225
Bronze	2,000	2,500	3,825
Friend	1,000	1,000	1,800
For Profit	300	500	720
Non Profit ⁴	100	100	180

Benefits Per Event:

Business Recognition ²	Location	Tables	T-Shirt ³	Breakfast/lunch tickets
√	Prime	2	6	30
√	Prime	1	4	20
√	Priority	1	2	15
√	Priority	1	1	10
√	Secondary	1	1	5
	As available	1	0	2
	As available	1	0	2

Footnotes:

1 - If you are participating in both events and would like to receive the level discount, the total payment for both events is due by June 30, 2017.

2 - Business Recognition:

	<u>Presenting Sponsor</u>	<u>Marketing</u>	<u>Directory Ad</u>	<u>Logo on Website</u>
Title	√	Signs and Press Releases	1 - page	√
Gold		Signs and Press Releases	1/2 - page	√
Silver		Signs and Press Releases	1/4 - page	√
Bronze		Signs and Press Releases		√
Friend		Signs and Press Releases		√

3 - T-shirts (Carnaval De Salud Only) are available for purchase, please complete the form on page 4 and submit with payment. T-Shirts will be distributed at exhibitor registration. We ask that exhibitors not wear their T-Shirt during the event to not cause confusion on who Carnaval De Salud volunteers are.

4 - Please send non-profit status letter with registration.

Item	Carnaval De Salud Fee	North Texas Wellness Fair Fee	Total Item Fee
Sponsorship/Exhibitor Fee ¹ :	\$	\$	\$
Additional Breakfast Tickets: (\$8 per ticket)		\$	\$
Additional Lunch Tickets: (\$10 per ticket)	\$		\$
Advertising ² :		\$	\$
T-Shirts: (\$15 per shirt / Please note size)	\$		\$
Late Fee ³ :	\$	\$	\$
TOTAL FEE			\$

Vendor information:

Company/Organization Name: _____

Mailing Address: _____

City: _____ Zip: _____

Executive Contact Name: _____

Contact Number: _____

E-Mail: _____

Exhibit show Contact Name: _____

Work Number: _____

Cell: _____ E-Mail: _____

Services and/or entertainment to be provided⁴: _____

Booth Requirements - please answer all questions:

(Privacy booths are provided for those who are providing screening or health services. For other services, there will be an additional fee of \$75.00)

Will you require a Privacy Booth? Yes No If yes, how many: _____

Will you require electricity? Yes No If yes, why: _____

Will you require bilingual (Spanish/English) Interpreters? Yes No If yes, how many: _____

Will you require bilingual (Spanish/English) Volunteers? Yes No If yes, how many: _____

Demonstrations: (The wellness coordinator will contact you to discuss times, etc.)

Type of demonstration circle one: Cooking Exercise Sport Other

Description of services for directory (NTWF Only): _____

How long will your demonstration be: _____

What will you need to provide a demo? _____

Footnotes:

1 - Disclaimer: Exhibitors who offer entertainment must show proof of liability.

2 - Additional Advertising (NTWF Only):

Cost	Space
\$50	1/8 page ad - 2.25" w x 2.0" h
\$100	1/4 page ad - 2.25" w x 3.75" h
\$200	1/2 page ad - 4.75" w x 4" h

Preferred file type:	Adobe Acrobat PDF
Resolution:	300 DPI
Color:	CMYK
Closing date for ad space:	June 2, 2017
Artwork due:	June 9, 2017

3 - Late Fee applied if registration is not received at least three (3) days prior to the event date.



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<u>Key Dates</u>	<u>Carnaval De Salud</u>	<u>North Texas Wellness Fair</u>
Logo Due:	August 18, 2017	May 26, 2017
Registration Due:	September 1, 2017	June 30, 2017
Exhibitor packets mailed:	September 11, 2017	July 10, 2017
Set-up Hours:	October 6: 4:00 p.m. to 6:00 p.m.	August 4: 12:00 p.m. to 6:00 p.m.
	October 7: 7:30 a.m. to 8:30 a.m.	August 5: 6:00 a.m. to 7:30 a.m.
Exhibit Hours	October 7: 9:00 a.m. to 1:00 p.m.	August 5: 8:00 a.m. to 1:00 p.m.

DOOR PRIZES if you would like to donate any items to be used as a raffle prize for either fair (i.e., Carnaval De Salud, North Texas Wellness Fair), please describe the items, quantity donating and the **estimated value**. Door prizes are used for those attendees who submit a survey. All donors will be listed on signage; raffle takes place throughout the day.

PAYMENT INFORMATION

Completed agreement and payment must be received within 3 business days of the event. Registration forms may be mailed or emailed to the following contact along with questions or you can fill out the registration form and pay on-line at www.hispanicwellnesscoalition.org:

Hispanic Wellness Coalition
Attn: Hispanic Wellness Coalition
3500 Camp Bowie Blvd. Ste. 748
Fort Worth, TX 76107
Phone: 817.735.2784 or Email: info@hispanicwellnesscoalition.org
Please make checks payable to:
Hispanic Wellness Coalition
Hispanic Wellness Coalition is a 501©3 nonprofit organization

We, order to confirm this agreement:

1. Have attached a check or money order made payable to Hispanic wellness coalition for the TOTAL FEE stated on page 2
2. Understand, agree to and will abide by the regulations

Representative Contact: _____

Date: _____

Participation in the North Texas Wellness Fair and/or the Carnaval de Salud is open to organizations committed to the health and well-being of the underserved populations in Tarrant County and other surrounding counties. Organizations wishing to participate in the Fair(s) may demonstrate their commitment to this objective through the provision of preventive or clinical health services during the Fair(s). Participants in the Fair(s) may not do the following:

- Offer any product or service for sale during the Fair(s). The distribution of generic information about a product or service is permitted but may not identify or advocate for a particular product or service,
- Advocate for any candidate for a governmental or quasi-governmental position for which election or selection occurs at any jurisdictional level, or
- Advocate for any political issue being considered at any jurisdictional level.
- Advocate for any political party or organization which takes position on political issues.

Decisions regarding participation in the Fair are made by the Board of the Hispanic Wellness Coalition at a regular meeting based on information collected by the Board or provided by the requesting organization.

Please read the Exhibitor regulations carefully:

1. Size: Each booth will be 8 ft. by 8 ft. with one 6 ft. skirted table, one sign and two chairs. Additional tables and chairs are available for rent thru AVU Expo. All booths and equipment must comply with the Fire Department Safety Codes.
2. Booth Location and Set-up: Booth packets will be mailed a month prior to the event. The packet will include booth location, directions to facility and ordering form for additional tables, chairs.
3. Exhibitor- No selling of merchandise is allowed. All activity is to be conducted in YOUR booth, please do not block the aisle or walk around distributing your information. If you have a Mascot, we ask for safety reasons, that you please NOT have them stand in the aisles. All booths MUST be set up and operational 15 minutes before the event start time. Exhibit space not occupied 5 minutes before the event will revert back to HWC for uses as they see fit. Exhibits must remain fully intact until the show closing time.
4. Announcements- will only be made for the following: lost child or lost parent;
5. Teardown: Exhibitors will be given 2 hours to take down their booths after the event ends. Please clean up the area around your booth.
6. Participant Responsibility: Exhibitors will be solely responsible for any personal property placed in the booth(s) as well as any damage to the facility as a result of neglect.
7. Parking maps and information will be provided within your Exhibitor packet
8. Trash: If you anticipate the need to discard of bio-hazardous waste materials, you MUST provide an appropriately labeled receptacle.
9. Screenings: Testing machines and the technicians operating them must appear clean, neat and organized. The line of people to be tested must flow at a steady pace, without bottlenecks. Technicians conducting tests that include exposed blood (e.g. cholesterol tests) or other bodily fluids must wear gloves and cleanse the skin with alcohol before and after breaking the skin. Bio-hazardous waste receptacles must be provided by screeners.
10. Electricity/Dollies: No multiple plugs will be allowed. Please bring your own extension cord. Extension cords may not cross traffic areas, if so they will need to be taped down. Dollies will not be provided, so please bring your own.
11. Giveaways: The following items are not to be given away: gum, stickers, balloons, balls, or any type of noise makers.
12. Space Usage: The space applied for is to be used solely for the Exhibitor whose name appears on the application, and it is agreed that the applicant will not assign, sublet or sale their booth space.
13. Booth Assignment and Reservation Policy: All businesses are screened by the Hispanic Wellness Coalition (HWC) Board for healthy business practices. Booth locations are assigned by sponsorship level and on a first come, first serve basis. Every attempt will be made to accommodate requests. Booth requests cannot be guaranteed until Exhibitor contract is received with full payment.
HWC reserves the right to make necessary changes to the floor plan and booth relocations. Payment must accompany registration form unless other arrangements have been made to the Executive Director.
14. Good Neighbor Policy: Exhibitors are expected to minimize the noise level of sound amplifying, reproducing equipment. All unnecessary noise is prohibited. The use of loudspeakers, sound projection equipment and any other sound augmenting devices in exhibit booths will be permitted only with the understanding that the volume is kept at a reasonable level and is not objectionable to surrounding exhibitors.
15. Raffles may be conducted in your booth; announcements for winners will not be made.
16. Non-compliance with booth regulations will be grounds for dismantling booth, with no refund of fee(s) paid.

Questions please contact us at 817.735.2784 or by e-mail at info@hispanicwellnesscoalition.org