

2011 Sponsorship/Exhibitor Information Form



13th ANNUAL HISPANIC WELLNESS FAIR

August 6, 2011

Amon G. Carter Jr Exhibit Hall,
3400 Burnett Tandy Drive, Fort Worth, Texas 76107

Remit payment in full to:

Hispanic Wellness Coalition
Fort Worth Hispanic Chamber of Commerce
Attn: Gloria Martinez
1327 N. Main Street
Fort Worth, TX 76106

Set-up Hours: Friday, August 5th 4 p.m. to 6:30 p.m. (**please do not attempt to set-up before 4 p.m.**)
Saturday, August 6th 7 a.m. to 8:30 a.m.

Exhibit Hours: Saturday, August 6th 9 a.m. to 2 p.m.

Sponsorship Levels:

Benefits

- **Platinum** \$15,000 Recognition in publications: signs, ads, press releases, 1 full page ad in provider directory, logo on website, link to your company website, 1 year ad on website, logo on bag as platinum sponsor
- **Gold** \$10,000 Recognition in publications: signs, ads, press releases, 1/2 page ad in provider directory, logo on website, link to your company website, 3 month ad on website
- **Silver** \$5,000 Recognition in publications: signs, ads, press releases, 1/4 page ad in provider directory, logo on website, link to your company website
- **Bronze** \$2,500 Recognition in publications: signs, ads, press releases, 1/8 page ad in provider directory, listed on website
- **Friend** \$1,000 Recognition in publications: signs, ads, press releases, name in provider directory and 1 exhibitor booth
- **Exhibitor** \$300 1 Exhibitor booth and name in directory
- **Non-profit:** \$50.00 1 Exhibitor booth and name in directory

*Your logo will be displayed on TV Public Service Announcements as aired.

Additional Sponsorships

- **Bag** \$3500 Place your logo on beautiful conference bags that the attendees will be able to use for years. Your logo will be emblazoned on the outside of the bags, and you will be able to place your literature or gift within the bags.
- **Media** Recognition in publications as media sponsor: signs, ads, press releases, ad in provider directory, listed on website (*speak with our representative for media sponsorship options*)

(Booths are 10x10 with the following amenities: 8' draped back wall, 3' high draped side dividers, 7x44 sign, 1-6 ft. skirted table, 2 chairs)*****Booths may not be resold to any third parties and are only for sponsors providing a health service or health information

Policy on Hispanic Wellness Fair Participation

Participation in the Hispanic Wellness Fair is open to organizations committed to the health and well being of the Hispanic and other underserved populations in Tarrant County. Organizations wishing to participate in the Fair may demonstrate their commitment to this objective through the provision of preventive or clinical health services during the Fair or of a community health resource for individuals that the Fair is designed to serve.

Participants in the Fair may not do the following:

- Offer any product or service for sale during the Fair. 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 10 ft. by 10 ft. with one 6' skirted table, one sign and two chairs. Additional tables and chairs are available for rent thru Fun Factory Decorations. You will receive an exhibitor packet from Fun Factory that will also include booth number, location and map. All booths and equipment must comply with the Fire Department Safety Codes.
2. **Booth Location and Set-up:** Booth packets will be mailed and will come from Fun Factory Decorations. Packet will include booth location, directions to facility and ordering form for additional tables, chairs, etc Booths may set up as early as Friday, August, 5th, 20011, between 4 p.m. – 6:30 p.m., and beginning at 7 a.m. to 8:30 a.m. Saturday. **All booths MUST be set up and operational by 8:30 a.m., Saturday.** Please, make every attempt to arrive early.
3. **Teardown:** Exhibitors should begin taking down their booths at 2 p.m. and be finished by 4 p.m. Please clean up the area around your booth.
4. **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.
5. **Parking:** Please be considerate to the Wellness Fair's attendees and limit the number of vehicles at the event. You are also asked to please use the underground parking garage. Please be advised that this year there is a \$5 charge per vehicle to park at the event venue.
6. **Trash:** If you anticipate the need to discard of bio-hazardous waste materials, you **MUST** provide an appropriately labeled receptacle.
7. **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.
8. Smoking in the facility is not permitted.
9. No multiple plugs will be allowed. Please bring your own extension cord. Extension cords may not cross traffic areas. Dollies will not be provided, so please bring your own.
10. No helium balloons will be allowed and will be removed immediately.
11. Non-compliance with booth regulations will be grounds for dismantling booth, with no refund of fee(s) paid.



2011 Sponsorship/Exhibitor Registration Form

The information on this form will be used to prepare your company's listing that will appear in the Hispanic Wellness Coalition provider directory for the 2011 Hispanic Wellness Fair. We must receive this registration form by May 20, 2011 to guarantee recognition in all our promotional materials.

Sponsorship Level (check one):

Platinum (\$15,000) Gold (\$10,000) Silver (\$5,000) Bronze (\$2,500)

Friend (\$1,000) Exhibitor (\$300) Non-profit (\$50.00) Bag (\$3500) Media

Company Name: _____ Contact Person: _____

E-mail: _____ Phone # _____

Fax # _____ Cell # _____

Mailing Address: _____ City _____ Zip: _____

Alternate Contact: _____ Phone # _____

Type of Service providing: _____

Booth Requirements for Health Screen providers only: please circle one and fill in the blanks

Will you require Privacy Booths? YES NO If yes, how many: _____

Electricity access? YES NO If yes, 110V Grounded 110V

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: _____

We, in order to confirm this agreement:

1. Have attached a check or money order made payable to Hispanic Wellness Coalition.
2. Understand, agree to and abide by the regulations for the exhibitors listed.

Printed name: _____

Signature: _____

Date: _____

Mail to:
Hispanic Wellness Coalition, c/o Fort Worth Hispanic Chamber of Commerce,
ATTN: Gloria Martinez, 1327 N. Main Street, Fort Worth, TX 76106.

Questions about participation as an exhibitor should be directed to Gloria Martinez at 817-625-5411 or via E-mail at exhibitors@hispanicwellnessfair.org and for sponsorship questions contact Danny Garcia at 817-995-9687 or by E-mail at sponsors@hispanicwellnessfair.org.

Thank you for your support in encouraging a stronger, healthier community!

Office use only:

Payment received: _____ Check Number: _____ Booth # _____ Packet mailed: _____