

## Houston Black Expo 2008

### FREQUENTLY ASKED QUESTIONS & HELPFUL TIPS

#### GENERAL EVENT INFORMATION:

- 1) **What are the dates of the 2008 Houston Black Expo?**  
Saturday, May 17 – Sunday, May 18, 2008
- 2) **Where is the Expo being held?**  
George R. Brown Convention Center, Hall C
- 3) **What is the address of the George R. Brown Convention Center?**  
1001 Avenida De Las Americas, Houston, TX 77010
- 4) **How much is admission to the event for Expo attendees?**  
Free admission before 1 PM daily with official voucher, and \$10 per person before 4 pm.
- 5) **What does the cost of admission include?**  
Any of the events that take place on that particular day, including the evening concert.
- 6) **Where can I get a voucher for free admission?**  
Any local area HEB Grocery Store or Frenchy's Chicken
- 7) **What time do the Expo doors open each day?**  
12:00 PM on Saturday, May 17<sup>th</sup> and 12 PM on Sunday, May 18<sup>th</sup>
- 8) **How do I get tickets to the private Celebrity Fashion & After Party featuring J Anthony Brown on Friday, May 16<sup>th</sup> (\$50/person)?** Call 832-200-0540

#### VENDOR INFORMATION:

- 1) **When is vendor-booth set-up and check-in for exhibitors?**  
Friday, May 16<sup>th</sup>, 1:00 – 5:30 PM in Exhibit Hall C
- 2) **When is move out after the Expo weekend?**  
Sunday May 18<sup>th</sup>, 8 PM– 12 midnight
- 3) **If I do not move in on Friday, can I just move in on Saturday when the Expo doors open?**  
Moving in heavy props or equipment on Saturday morning is highly discouraged, as the only entry you will have to the hall is through the front hall doors. Exhibitors will have access to Hall C on Saturday morning from 9:00 AM – 11:30 AM to complete their final set up. We ask that no exhibitors enter through the front doors with set up materials once the doors have officially opened.
- 4) **Can I switch booths after my booth number has been assigned?**  
Yes, for an additional \$50. Contact the Expo office for more information.
- 5) **How many people may I have working my booth?**  
As many as you like! However, we only provide 4 vendor badges, and additional badges are \$15.
- 6) **Where do I go to get my badges and tickets?**  
They will be handed out when you register at the Vendor Check-In booth on Friday, May 16<sup>th</sup>.
- 7) **How do I get electricity for my booth?**  
Call Smart City, (888) 446-6911. Vendors are responsible for payments for their own electricity.
- 8) **How do I get a phone line in my booth (for credit card transactions, Internet, etc.)?**  
Call Smart City, (888) 446-6911. Vendors are responsible for payments for their own phone line.
- 9) **Are there any things that I am forbidden from selling?**  
Food, drugs, alcohol, fire arms, explosives, sexually explicit items.
- 10) **Are there any decorating or other restrictions?**  
Yes. **HELIUM BALOONS MAY NOT** be brought into the Expo hall, and your set-up should not be disruptive to neighboring exhibitors in any way (music, loud noises, etc.).
- 11) **Are there any vendor preparation classes available?** Yes, on Saturday, May 3<sup>rd</sup>, 2008 from 10 AM – 12 PM at the Houston Black Expo office. The cost of the seminar is FREE. Contact (832) 200-0540 for more information or to register.
- 12) **What will I learn at this seminar?**  
How to have a booth that attracts thousands, how to accomplish your marketing goals at the Expo, increasing foot and traffic for your business after people leave the Expo, how to make your booth the “buzz” of the Expo, and more!



## 2008 Show Changes and Notices

- Absolutely no personal checks will be accepted after May 1, 2008.
- There will be **NO FREE PARKING** available, not even on check in. Please be prepared to pay \$7 per day for parking. We apologize for this inconvenience, however this is a policy of the George R. Brown, not the Houston Black Expo.
- Absolutely **NO HELIUM BALOONS** will be allowed in the expo hall.
- Expo doors cannot open until all of the aisles are free and clear of debris. All booth set up must be complete by 11:30 am on Saturday May 17th. *Any vendor with debris in the aisles after 11:30 will be assessed a \$100 penalty fee.* This includes, but is not limited to: boxes, dollies, clothing racks, etc.
- **BEWARE**: As a vendor you have invested a lot of time and money in participating in the expo. However, there are people that were not willing to make the same investment as you, but want to receive the same benefits. These individuals will stand in front of your booth and hand out business cards, flyers, and other marketing materials. We do our best to stop from occurring, but *we need your HELP!* If you witness an individual handing out or distributing marketing material illegally, please let one of our staff, volunteers, or security know immediately. Thanks for your cooperation.
- If you want to hand out any type of food or beverage you must get approval from ARAMARK, and receive a temporary health permit from the City. This permit must be clearly displayed, if not your booth will be SHUT DOWN. Please take appropriate steps prior to expo day.
- **Each vendor needs to have a valid Texas Sales Tax ID number. In previous years the state comptrollers office has attended the expo to verify ID numbers and attempt to collect unpaid sales and franchise tax. Should you have a balance with the comptroller we strongly urge you to make arrangements with them prior to the expo.**

**The Houston Black Expo office will be closed on Friday May 16<sup>th</sup>, 2008. Please call (832) 200-0540 before Friday, May 16<sup>th</sup>, 2008 with any questions or concerns regarding the event or your exhibitor booth space.**

**See you at the Houston Black Expo!**