

2018**HMSDC
BUSINESS****EXPO****Connect, Lead and Network to
BUSINESS OPPORTUNITIES**GEORGE R. BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS | HOUSTON, TEXAS 77010**SEPTEMBER 19TH – 20TH**expo.hmsdc.org
713.271.7805

Connect, Lead and Network to Business Opportunities! EXPO 2018 Marketplace!

EXPO 2018 is almost here on September 19th – 20th we are excited! In order to maximize your experience, we are sharing additional information with you to ensure everything goes smoothly. We are making history this year with having the 1st African American Female Deputy Director of NASA Johnson Space Center as our Corporate Chair and adding Raytheon as our Prime Chair. We have made several changes to EXPO this year due to our anniversary. Thank you for adapting to the change and let's continue to work together to make this the BEST EXPO EVER!

Below you will find important dates for your review. We hope the following information will be helpful to you. For further information or questions, contact Constance Y Jones via phone (713) 271-7805 or Email: constance.jones@hmsdc.org. Remember, the EXPO website has a lot of great information to prepare you for EXPO!

IMPORTANT DATES & DEADLINES!!!!

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|---------------------|----------------------------------------------------------------------------------|
| September 5 | EXPO Preparation Seminar for exhibitors and general attendees (see below) |
| September 6 | Last Day for the HMSDC Room Block at the Hilton Hotel |
| September 7 | Deadline for pre-registration of your representatives |
| September 14 | Last day to register for the 45th Anniversary Soiree |

45th ANNIVERSARY SOIREE- SEPTEMBER 20TH

We are celebrating the rich history and tradition of minority business development in Houston and we want to do it with you! As we celebrate the *Carnival of Cultures*, we encourage you to bring your advocates, executives and families to celebrate with us as we continue to make history in minority communities. Visit the 45th anniversary website at <http://45thgala.hmsdc.org/>

BEST OF CLASS RECEPTION –SEPTEMBER 20TH

Houston's leading MBEs will host a special and fabulous VIP Reception at the EXPO 2018 Best of Class Reception from 5:30-6:30 pm on September 20th at the Ballroom at Bayou Place. The reception includes plenty of food and networking compliments of our MBE sponsors. This is an invitation only event. For our EXPO 2018 Sponsors, Best of Class Sponsors and 45th Anniversary Soiree Sponsors. If you have questions about the number of tickets you have for this event, please let us know.

DECORATOR PACKET

Use the Freeman Decorating Exhibitors Kit to order special needs for your exhibit booth like carpet, electricity and material handling. The [exhibitor kit](#) is available on our website.

EXHIBITOR BOOTH ASSIGNMENTS

We have started making booth assignments based on Platinum Sponsors, then Gold Sponsors, etc. and then the exhibitors that took advantage of the early registration. Once we have completed assigning sponsor booths, we will begin assigning government booths, resource booths and prime supplier booths based on the villages.

EXHIBITOR PREPARATION MEETING –SEPTEMBER 5TH

Learn all the details for EXPO, receive answers to your questions, receive training on the One-to-One sessions, learn what other exhibitors are planning, and find out what the MBEs are being told to expect. Attend an [Exhibitor Preparation Meeting](#) to be held at the HMSDC offices. More details to assist you in preparing your booth workers can be found under the exhibitor tab on the EXPO website. If you plan to attend the preparation seminar it is important to register so we do not cancel the event.

EXPO WEBSITE

The EXPO website at <http://expo.hmsdc.org> is designed to give you all the details to help you prepare for EXPO. Exhibitors will find the EXPO Rules & Regulations, Decorator Packet, PowerPoint presentation to help you prepare for success at EXPO, list of exhibitors, and much more. Just email or call HMSDC if you have any questions that are not answered on the website, or if you prefer to have our personal assistance in planning for EXPO.

INVITE YOUR MBEs!

Be sure to extend an invitation to your MBEs to attend EXPO. They may register on line at <http://expo.hmsdc.org>.

LIST OF EXHIBITORS

Please review the list of exhibitors to be sure we have your order and name correct. Email Constance Y Jones at constance.jones@hmsdc.org with any corrections.

PAYMENT DUE

Remember, you must pay for your booth prior to EXPO 2018!

POWER INDUSTRY LUNCHEON & RIGEL AWARDS LUNCHEON

Luncheon tables will begin to be assigned and sent to you with a floor diagram so your representatives will know exactly where to find your table(s). Based on your pre-registration form, we will attach your luncheon tickets to the name tags of your representatives to pick up at EXPO registration. Each exhibitor will receive the same number of Power Industry Luncheon tickets as the number of Rigel Awards Luncheon tickets. Additional tickets can be purchased through HMSDC for \$65.

PRE-REGISTER YOUR ATTENDEES –DUE SEPTEMBER 7TH

Please pre-register as many of your representatives as you can by September 16. Pre-registered exhibitors will have their nametags ready to pick up at the pre-registered exhibitor counters at EXPO. Those not pre-registered will have to stand in line to register on site. If you think someone may come, go ahead and pre-register them. You can send some names now and add more any time prior to September 7th. See the attached [Exhibitor Pre-Registration Form](#).

SOCIAL MEDIA

Be sure to post and or follow HMSDC on our social media websites to ensure you show your support for the event. Please feel free to contact Constance Y Jones, constance.jones@hmsdc.org to receive the images to post.

SENATOR BORRIS MILES SPOT BID FAIR

This year we are making history by having the 1st ever Senator Borris Miles Spot Bid Fair. We will have a focus on state agencies that are looking to do business with historically underutilized businesses (HUBs). With the inclusion of the Spot Bid Fair, we are providing opportunities for smaller entrepreneurs that are interested in doing business with state agencies to be considered for contracts. If you are a state agency and would like to participate in the Spot Bid Fair, please contact Constance Jones via email at constance.jones@hmsdc.org. All state bids will be compiled and posted on the EXPO website under Spot Bid.

VOLUNTEERS NEEDED

We need approximately 100 volunteers to conduct EXPO. Please see the [volunteer form](#) online. If you have any questions please contact Brenda Martinez at Brenda.martinez@hmsdc.org if anyone from your company is willing to volunteer to be a greeter, guide, registration, etc. at EXPO.

We look forward to experiencing a GREAT EXPO with you. Thank you again for your support and participation in this very important event!