

# Exhibitors Preparation Materials

---

Congratulations again on your decision to participate in the EXPO 2009 Business Opportunity Marketplace...the premiere event of the year for minority business development. We are committed to working with you to make EXPO 2009 our most successful ever.

The intent of EXPO 2009 is to help you source for MBEs capable of meeting your product and service needs. From the MBE perspective, EXPO provides a forum whereby minority-owned businesses can identify current business opportunities and processes among major corporations and key governmental agencies, and where they can be exposed to resources and people available to assist them. Please come prepared to provide the information and assistance necessary to help spur increased business opportunities and business growth for minority-owned firms.

We hope the following information and the materials included in this section will be helpful to you. For further information contact Richard A. Huebner, President, Houston Minority Supplier Development Council, Three Riverway, Suite 555, Houston, Texas 77056. Telephone: (713) 271-7805. Fax: (713) 271-9770. Email: [richard.huebner@hmbc.org](mailto:richard.huebner@hmbc.org).

## **IMPORTANT DEADLINES!!!!**

- |                  |  |
|------------------|--|
| <b>August 10</b> | <b>Deadline for EXPO Program Copy and camera-ready ads for the EXPO Program Book</b> |
| <b>August 14</b> | <b>Last day for exhibitors to register for One-to-One sessions</b>                   |
| <b>August 18</b> | <b>Last day to take advantage of Freeman's advance order discount rates</b>          |
| <b>August 21</b> | <b>Deadline for pre-registration of your representatives</b>                         |

## **EXHIBITOR PREPARATION MEETINGS**

Learn all the details for EXPO 2009, 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 Houston Minority Supplier Development Council offices Three Riverway, Suite 555, from 11:00-1:00 pm on July 29 and August 19. RSVP to Dale via phone at (713) 271-7805.