

WELCOME TO THE MINORITY HEALTH FAIR VENDOR ORIENTATION



23rd Annual Minority Health Fair

STEERING COMMITTEE

Tony Sammons, Co-Chair Bill Ulmer, Co-Chair
Lucrecia Ramsey, Co-Chair Rodney Scott, Logistics Manager
Saundra Adams, Secretary
Dr. Willie Mae Hubbard
Adrienne Terry
Sabrina Sammons
Linda Thomas
Gene Settles
Rev. Dr. Adam McKee
Irvin Overton
Andre' Willis
Tina Perkins
Yancy Freeman
Dwan Thomas

Dates and Things to Remember:

- **Vendor Set Up – Friday , August 2, 3pm – 7:00pm UTC McKenzie Arena (the Round House), 720 E. 4th Street, Chattanooga, TN**
- **To unload vendor vehicle**, turn into driveway to the left of newly constructed entrance to arena on Mocs Alumni Drive (E. 5th Street). Proceed to end of driveway. (see map next slide)
- **Unload your materials and supplies quickly, then drive your vehicle to parking lot #32 adjacent to Blood Assurance on 4th Ave.**
Note: Handicap Parking – Lot 20
- **You cannot leave your vehicle in the driveway while you take your materials /supplies to your assigned area (table)!**
- At the conclusion of the event, take your materials to the same entrance you brought them in & then retrieve your vehicle.
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PARKING



If unable to setup Friday, you must contact us by Wed., July 31:

- Rodney Scott [615] 689-2750, Tony Sammons [423] 504-2750, Bill Ulmer [423] 503-6030, Lucrecia Ramsey [423] 309-1827.
- **Table assignment** - see Rodney Scott (Logistics Manager) [615] 689-2750.
- There will be no table assignments changes as the floor map with assignments has already been finalized.
- Adjustments must be approved by the Logistics Manager.
- If you have additional needs, please contact the Logistics Manager or Co-Chairs **no later than 4pm, Wednesday, July 31.**
- Day of Minority Health Fair (MHF) –**Sat. August 3, arrive no later than 8am. Brief check in meeting with all vendors at 8:30am. Gather on main floor around stage.**



Remember: All Vendor Fees must be paid by Wed. July 31

Vendor Fees are used for the following:

- Facilities
- Media
- Insurance
- Security
- Etc.

We Need Your Help:

- Please bring Door Prizes, Giveaways & Incentives to Set Up Friday between 3pm-7pm
- Give to Co-Chairs or Logistics Manager if you are able to provide
- Your agency will be recognized

Additional Important Things That Vendors Need To Do

- Each vendor is asked to track participants who visit your table. (MHF Staff will supply Participant Tally Form)
- Each vendor is asked to complete a Vendor Evaluation Form (QR Code). (MHF Staff will supply Evaluation Form)
- At conclusion of event, put all completed Vendor Evaluation Forms and Participant Tally Forms (Place in box on stage).

More Information:

- Vendor Registration includes 2 chairs, 1 six ft. table and snack for each vendor representative(2)
- Media will be present. By participating in the MHF, you have consented to be video taped
- Have your materials in Spanish for your table
- Spanish speaking interpreters will be present
- Products/Services **ARE NOT TO BE SOLD**
- If you requested electricity, you **will** need to bring your own extension cords





- ▶ Please do not dismantle your table before 1pm
- ▶ You are responsible for removing all items from your table at the conclusion of the event
- ▶ Put all trash and throw-a-way materials in trash cans spaced throughout the area

If you have questions or concerns, please contact:

- Rodney Scott (615) 689.2750
- Tony Sammons (423) 504.2750
- Lucrecia Ramsey (423) 309.1827
 - Bill Ulmer (423) 503.6030

Thank You For Your
Participation
and Support



