



THE BLACK WOMEN'S EXPO

CELEBRATE STRENGTH

IMPORTANT EXHIBITOR INFORMATION – PLEASE REVIEW!!

Dear Black Women's Expo Exhibitor:

Welcome to the **24th Anniversary Celebration of The Black Women's Expo ("BWe")** in Chicago.

On Friday through Sunday, April 6th - 8th, 2018, thousands of women, men and children WILL make their way to the largest and most-respected African American event in the Chicagoland area! The **BWe**, which celebrates the aspirations and achievements of African American, will feature the best in...thought-provoking SEMINARS & PANEL DISCUSSIONS, exciting ENTERTAINMENT, and an impressive EXHIBITOR'S MARKETPLACE!

To access your copy of the **BWe EXHIBITOR MANUAL**, please go to **www.TheBlackWomensExpo.com**. The information contained is crucial to your efficient & cost-effective set-up and dismantling at the show.

In this package you will find information from:

- **Show Strategy, Inc. – our “official” exhibit contractor**
- **McCormick Place –**
 - **Internet and Telecommunications Service Ordering Guide and Facility Information**
 - **Exhibitor Bill of Rights**
 - **ASUV Program**
 - **Prime Electrical – Electrical Order Forms**
- **MGPG Events –**
 - **General Show Information & Schedule**
 - **Insurance Release Form**
 - **Order Form for Additional Exhibitor Badges**
 - **Official Hotel Info – Hyatt @ McCormick Place**
 - **Gala Ticket Information**

To address any questions or concerns you may have about the Expo, there will be an “Orientation Meeting” for all exhibitors and sponsors (with our exhibit company, Show Strategy, Inc., Prime Electrical and McCormick Place personnel) **on Tuesday, April 3rd, 2018 starting at 5:00 PM, located at Room 43, 1039 E. 43rd Street, Chicago, IL**. A complimentary light dinner buffet and soft drinks will be provided. Please plan on attending with all your questions and concerns.

You may fax or email all required information/forms to:

MGPG Events, Inc.
Fax – (312) 454-6101
Email – tbwe@mgpgevents.com

If you have any questions regarding the enclosed, please feel free to contact us at (312) 454-6100. Again, we appreciate your support and participation at **The Black Women's Expo**.

Sincerely,

Merry Green

Creator/Executive Producer