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**NUTRITION NETWORKING SYMPOSIUM**

**Vendor Request Information**

**Overview and Guidelines**

In addition to learning sessions, the Nutrition Networking Symposium will showcase a variety of nutrition/food is medicine-focused vendors. The vendor area will consist of federal, state and community nutrition programs and services including health-focused food companies and others. Attendees will visit vendor tables of food & nutrition organizations to connect with key program staff and gather information about nutrition-focused programs, services and internship opportunities.

**Who will attend:** food, nutrition, health professionals, nutrition-focused community stakeholders, nutrition advocates and dietetic and public health students.

**Vendors will include:**

• Healthy food companies focusing on nutrition.

• Healthcare organizations that provide innovative nutrition services.

• Community organizations that provide food is medicine and nutrition programs for the public including healthy food demonstrations.

• Government food and nutrition programs.

• Academic institutions with dietetic & public health programs.

• Organizations seeking to recruit food and nutrition professionals, interns and volunteers.

**Not permitted:**

* Organizations seeking to fundraise for other causes.
* Organizations seeking to solicite for other conferences, symposiums or events.

**Vendor Requirements & General Information:**

**Vendor tables are reserved for the following organizations:**

* Organizations who will provide information about their nutrition/food is medicine focused programs or services.
* Food companies promoting healthy nutrition.
* Employers seeking to recruit food & nutrition staff, interns, and volunteers.
* Sponsors

**All vendors must have the following:**

* A table cover with your agency's logo.
* Signage
* Information to hand out to attendees including any give aways.

**The vendor table:**

There is no charge for vendor tables. Each vendor table will be assigned by FANN. Each vendor table will be 6ft. in length and will come with 2 chairs for staff. All staff must wear a Nutrition Networking Symposium badge which you will receive up check-in at the registration tables. FANN staff will guide you to your table in the morning.

**Vendor materials to bring:**

Please showcase your organization’s marketing and educational materials. This should include nutrition-health literature such as handouts, flyers and other materials about your nutrition programs and services, please also bring give aways like pens, clips, note pads and other similar items if you have them. Healthy food items if you are a nutrition-focused food company, healthy foods and snacks if you are providing a healthy food demonstration.

**Vendor set-up time:**

Vendors will be able to set up the day before the event on Wednesday, September 18th starting at 4pm up to 6pm. Vendors will also be able to set up as early as 7:30am on the day of the Symposium, September 19th. Vendors should be set up by 8:30am on September 19th. FANN staff will be at the Symposium conference center to guide you to your vendor table(s).

**Vendor break-down:**

Vendors will be able to breakdown their tables starting at 3:45pm once the final sessions begin. Please take all materials with you, leaving the table(s) empty.

**Food for staff:**

Since staff will be manning your agency’s vendor table all day or in shifts, food, coffee and water will be availble the day of the Nutrition Networking Symposium for vendors and presenters.

**Staffing of vendor table:**

All vendor tables must be staff during peak times. Peak times are listed on the Vendor Information document. During non-peak times we encourage vendor staff to attend the learning sessions.

**Request a vendor table:**

If you would like to be a vendor that showcases your nutrition-focused programs or services, please send us an email to: [info@fanntx.org](mailto:info@fanntx.org). Include ‘Vendor Request” in the subject line. Include your organization name, company website and your signature line with your official title.

**Event location:**

Harris County Department of Education

5th Floor Conference Center (above the garage)

1600 Irvington Blvd.

Houston, Texas 77022

**Parking:**

Free parking is located in the garage and across the street in the gated parking lot.