



4400 West Broward Blvd, Plantation FL, 33317  
Samantha L. Sookraj, CEO Tele: 754-551-4722  
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Greetings,

I hope this letter finds you well. On behalf of South Florida Caribbean Conference, I am delighted to extend an invitation to you and your esteemed company to participate as a vendor at our upcoming event, Humanitarian Expo, scheduled to take place on August 19th, 2024 at Lauderhill Performance Art Center, 3800 NW 11th Place, Lauderhill, FL.

The Humanitarian Expo promises to be a remarkable gathering, bringing together industry leaders, professionals, and enthusiasts alike. With an anticipated attendance of 150 business/organizations/entrepreneur attendees, this event provides an exceptional platform for vendors to showcase their products and services to a diverse and engaged audience.

We believe that your company/organization would be a great interest to our attendees and would contribute significantly to the overall success of the event. Your participation as a vendor would not only offer valuable exposure to your brand but also provide an excellent opportunity to network with potential clients and partners.

Enclosed with this letter, you will find further details, regarding vendor guidelines, booth allocation, and event logistics. Please review the information carefully and let us know if you have any questions or require additional assistance.

In order to confirm your participation, we kindly request that you complete the attached vendor registration form and submit the vendor fee of \$200. This fee covers the cost of your booth space and event participation. Fee waivers are available for companies facing financial difficulties that still wish to participate. Please email request to [sfccinfocomm@gmail.com](mailto:sfccinfocomm@gmail.com), subject line: Humanitarian Expo Vendor Fee waiver request. Availability is limited.

We are confident that your presence at the Humanitarian Expo will be mutually beneficial and look forward to welcoming you as a valued vendor. Thank you for considering our invitation, and we eagerly await your response.

Should you have any queries or require further information, please do not hesitate to contact us at 754-551-4722 or [sfccinfocomm@gmail.com](mailto:sfccinfocomm@gmail.com).

Thank you for your attention, and we look forward to a successful collaboration.

Warmest Regards,

Samantha L. Sookraj, CEO  
South Florida Caribbean Conference



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**VENDOR REGISTRATION FORM**  
**Humanitarian Expo**  
**LPAC: 1400 N State Rd 7, Lauderdale, FL 33313**  
**SATURDAY MARCH 23, 2024 Time: 10am-3pm**  
**PLEASE RETURN BY MONDAY MARCH 11, 2024**

Welcome Vendors! To confirm your attendance and secured space please complete this Vendor Registration Form and return via email to [sfccinfocomm@gmail.com](mailto:sfccinfocomm@gmail.com). If you have any questions, special requests, concerns or need more information please contact Samantha Sookraj at (954) 459-1473 or [sfccinfocomm@gmail.com](mailto:sfccinfocomm@gmail.com).

<b>*BUSINESS/ORGANIZATION:</b>		
<b>*ADDRESS:</b>		
<b>*CITY:</b>	<b>*STATE:</b>	<b>*ZIP CODE:</b>
<b>*CONTACT PERSON:</b>		
<b>*TITLE:</b>		
<b>*PHONE:</b>	<b>FAX:</b>	
<b>*EMAIL:</b>		
<b>*WHAT TYPES OF SERVICES WILL YOU PROVIDE?</b>		
<b>*SIGNATURE:</b>		<b>*DATE:</b>

Vendors must provide and bring their own equipment (for example: canopies, chairs, tables, tablecloths etc.). Vendors are asked to utilize tablecloths with company name / logo visibly displayed (plain black or white is also acceptable). NO plastic tablecloths will be permitted at the event.

We kindly request that vendors arrive at least 1 hour prior and ask that vendor booths to be set up, fully staffed and ready to operate 15 minutes before the start of the event. Vendors are responsible for cleaning their area before leaving. All vendor booths and spaces are assigned on a first come first serve basis. Please note, we will make every effort to accommodate any requests; however, cannot make any guarantees.

By signing this Vendor Registration Form, you are hereby granting permission to South Florida Caribbean Conference, LLC., and affiliates the use of photography, video recording and/or digital images for use in promotional materials including but limited to brochures, invitations, advertisement, websites, social media and other marketing platforms and materials.

South Florida Caribbean Conference, LLC, or affiliates will not be held responsible for any liability, lost or stolen property, damaged merchandise, or any injury occurrences during the event.



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TIME	Workshops	DESCRIPTIONS
10AM	Registration /Exhibitors/Welcome/Keynote Speaker	Registration/Visit Exhibitors/Light Breakfast from 9am-9:30  9:30-10am Welcome & Keynote Speaker
11am	Workshop 1: Affordable Housing	Many Families struggle to find affordable and safe housing, leading to housing instability and homelessness.
11am	Workshop 2: Food Security	Some Families face food insecurity and rely on food banks, soup kitchen, and government assistance program to meet their nutritional needs.
12PM	Workshop 3: Access to Healthcare	Affordable healthcare services, including medical, dental, and mental health care, are essential for families' well-being.
12PM	Workshop 4: Empowering Justice	Financial: Economic hardships, including unemployment, low wages, and unexpected expenses, can create financial stress on families, necessitating assistance with bills.  Legal Assistance: Some families may require legal assistance with issues such as immigration, domestic violence, housing disputes, or access to government benefits.
1:00 PM	Lunch/Exhibitors	Lunch/ Exhibitors
2 pm	Workshop 6: Community Support Services	Access to community support services, such as affordable housing, food assistance, health care, financial and legal assistance can help families navigate challenges and build resilience.
3pm	Summary/Implantation/Exhibitors	Summary/Implantation/Exhibitors