



# Annual Business Expo

# Appointment

# Guidelines

## ONE-ON-ONE APPOINTMENTS

**The following are guidelines for One-on-One Appointments.**

**By signing up for the One-on-Ones, you are agreeing to the following:**

- Select appointments with companies that have requested your particular product or service.
- Arrive at least 10 minutes prior to your appointment.
- Limit the number of appointments with the same company to one (1).
- Maximum appointments per MBE is three (3).
- Note that appointments may be cancelled if your registration exceeds the maximum of three (3).
- If you arrive late, your appointment will not be honored.
- Missed appointments with no prior notice will not be honored.
- If you need to reschedule an appointment at the event, it will be at the discretion of the scheduler and the buyer's availability.
- We suggest that you bring samples, brochures and other information about your company.
- If possible, research the company or government agency before the appointment to learn more about its needs.
- Be respectful of the other interviews taking place around you.
- Upon completion of your interview(s), please exit the area.

## FREE BUSINESS COACHING

**The following are guidelines for Business Coaching Sessions.**

**By signing up for the Business Coaching Sessions, you are agreeing to the following:**

- Arrive at least 10 minutes prior to your appointment.
- Limit the number of appointments with experts to two (2).
- Note that appointments may be administratively cancelled if your registration exceeds the maximum of two (2).
- If you arrive late, your appointment will not be honored.
- Missed appointments with no prior notice will not be honored.
- If you need to reschedule an appointment at the event, it will be at the discretion of the scheduler and the expert's availability.
- We suggest that you bring any written information or samples related to your company that may be helpful to the expert assisting you.
- Be respectful of the other sessions taking place around you.
- Upon completion of your consultation(s), please exit the area.
- Experts will provide consulting sessions for 30 minutes from 2:00 PM to 5:00 PM.

**For more information, please visit [www.fsmsdc.org](http://www.fsmsdc.org) or call 305-762-6151**