



“FOR THE LOVE OF MONEY”
Saturday, February 9, 2019
TIME: 10am – 2pm
St. Charles High School

2019 Exhibitor Registration Form

REGISTRATION CONFIRMATION: (Please check all that apply)

- Yes, we will exhibit at the February 9th, 2019 “For the Love of Money” Expo
 - Yes, we are interested in conducting a 45-minute workshop to participants;
 Selected topic: _____
 - Is electricity needed: Yes No
- No, we are unable to attend the event but can provide outreach materials to distribute at the event.
- Yes, we are able to provide giveaway items for the participant bags. It will be delivered no later than Friday, February 1st.

ORGANIZATION NAME	
DESCRIPTION OF SERVICES/ PRODUCTS AT THE EVENT	
CONTACT PERSON	
TITLE	
PHONE (WORK/CELL)	
EMAIL ADDRESS	
MAILING ADDRESS	
WEB ADDRESS (if applicable)	
OTHER COMMENTS	

Fax/Email Exhibitor Registration Forms to
 Southern Maryland CASH Coalition
somdcash@gmail.com



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PROVIDER/EXHIBITOR GUIDELINES

"FOR THE LOVE OF MONEY"

SATURDAY, FEBRUARY 9TH, 2019; TIME: 10am – 2pm

LOCATION: St. Charles High School

On behalf of the Southern Maryland CASH Coalition, we thank you for your participation in this event. Below you will find information that will assist in making your service/exhibit participation a success!

Please contact Terrie Horstkamp to inform of your intent to participate:
somdcash@gmail.com, 301-609-6844

NOTE: LUNCH WILL BE PROVIDED TO ALL PROVIDERS/EXHIBITORS.

SERVICE/EXHIBIT HOURS:

Organizations must set-up their display tables and/or service area on Saturday, February 9th, by 9:30am, unless otherwise approved in advance by the Planning Committee. Services are to be provided to participants on Saturday, February 9th from 10am – 2pm. Providers must staff their tables until **2pm**. Breakdown is until 2:45pm. Breakdown should not begin before the end of the event.

TABLE-TOP SPECIFICS:

Service providers will be provided with a 6' table and two to 4 chairs. A plastic table cloth will be provided. One table per service provider/exhibitor is provided with a company name sign. All materials displayed must be placed on the table. Additional materials maybe stored under the table.

EXHIBITOR SPECIFICS:

1. The expected number of attendees is 100 on the day of the event.
2. Electricity is limited to use for computers, instruments, printers or other equipment. Only those organizations that request electricity will receive this access. Wireless Internet is available throughout the facility.
3. There will be a maximum of two organization representatives for each table present at any given time (unless otherwise approved by the Planning Committee).
4. Service providers/exhibitors understand that the service/exhibit space will be assigned at the sole discretion of the Planning Committee, which is based on availability.

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5. Service providers/exhibitors maybe relocated to other exhibit space of comparable area should such relocation become necessary for causes beyond the control of the Planning Committee.
6. Any cancellations must be submitted via email to Terrie Horstkamp no later than Friday, February 1st.
7. Service provider/exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend, and hold harmless the members, agents, and representatives of Southern Maryland CASH Coalition, the Planning Committee, Charles County Public Schools, and their respective employees and agents against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of, or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit area or a part thereof.
8. Service provider/exhibitor acknowledges that members of the Planning Committee and their affiliated organizations do not maintain insurance covering service provider's/exhibitor's property and that it is the sole responsibility of the exhibitor to obtain insurance covering such losses.
9. Service providers/exhibitors agree to abide by the GUIDELINES AND REGULATIONS for services/exhibits set forth in this statement for the event. The returned statement serves as confirmation of participation effective upon acceptance and receipt by the Planning Committee and/or their designee.

Signature

Date