



The DC Chapter of the Maryland & District of Columbia Credit Union Association (MDDCCUA) Presents...

***“Dollars + Sense Expo” A Financial Empowerment Movement for OUR Community!”***

### **Call for Exhibitors!**

Saturday, March 6, 2010

10:00am – 3:00pm

Friendship Collegiate Academy, Washington, DC

Dear Community Partner,

We extend an invitation to your organization to be an exhibitor at the Inaugural “Dollars + Sense Expo” Community Event.

Due to our country’s economic status and strive for recovery, we expect exhibitor space to fill up quickly. So register now to reserve your space to take part in the “Dollars + Sense Expo” movement. What’s exciting is that we will be distributing a program to participant’s that will provide your organization with exposure to the communities in which we serve that will have a direct and long-term impact.

The “Dollars + Sense Expo” is a landmark opportunity for a broad set of partners to come together and provide services in an easily accessible location to working families. The “Dollars + Sense Expo” is targeted to DC, Maryland and Virginia residents and workers earning under \$42,000.

***Why is there a need for a Dollars + Sense Expo?*** Working families in the metro area are often unable to access traditional financial and housing services due to lack of information, child care issues, and varied work schedules. Families do not have a safe place where they can learn about some of the non-predatory resources available and begin to build their financial management skills. The Dollars + Sense Expo brings together all of the programs and services that affect working families in one place -- that is safe, fun, and accessible for the whole family.

### **Why Exhibit at the Dollars + Sense Expo?**

- Expose and provide participants with quality financial services such as financial planning, housing counseling, and credit counseling; and
- Increase awareness of financial issues and supportive services for low-income workers in metro area.

Take part by simply completing the registration form below **Friday, February 19, 2010** to secure a booth.

### **Dollars + Sense Expo Partners!**

- Agriculture Federal Credit Union
- Andrews Federal Credit Union
- Department of Commerce Federal Credit Union
- Department of Labor Federal Credit Union
- FedChoice Federal Credit Union
- HEW Federal Credit Union
- Maryland & District of Columbia Credit Union Association
- Signal Financial Federal Credit Union

### **Free services may include:**

- Public benefits screenings
- Receive a free credit report and get free credit counseling
- Free Tax Preparation for workers earning less than \$42,000 a year
- Understand the home buying maze
- Learn techniques to better manage your finances
- Learn ways to make a good first impression of your next job interview
- Learn the basics of saving and investing to start on your pathway to wealth
- Fun, educational activities for youth of all ages!

### **TWO (2) WAYS THAT A NON-PROFIT/GOVERNMENT CAN PARTICIPATE AS AN EXHIBITOR...**

- 1. Non-profit:** We are seeking organizations to provide on-site services and to distribute information and literature to attendees. All on-site services will be provided at no charge to participants. Exhibits must focus on information, opportunities, and services that can and will improve the financial literacy in the lives of children, youth and families in the metro area. **2010 Exhibitor FEE: \$75.00**
- 2. Corporations:** We are seeking businesses to provide on-site services and to distribute information, during the event. All on-site services will be provided at no charge to participants. Exhibits must focus on information, opportunities, and services that can and will improve the financial literacy in the lives of children, youth and families in metro area. **2010 Exhibitor FEE: \$150.00**

## **DOLLARS & SENSE EXPO SCHEDULE**

### **Booth Set-up:**

7:30 a.m. – 9:30 a.m. Saturday, March 6th

### **Event Hours:**

10:00 am – 3:00 p.m. Saturday, March 6th

### **Booth Breakdown:**

3:00 p.m. – 5:00 p.m. Saturday, March 6th

*(All booths must empty by 5:00 p.m.)*

## **EXHIBITORS**

- Booth space will be limited to approximately 40 spaces.
- Individual booth spaces are 8' deep x 10' wide (subject to change).
- If selected to participate, you will be required to keep your entire display within your booth space.
- If you need more room, please indicate so on your application.
- Sharing of booths is not permitted.
- Booth spaces will be assigned in application sequence, allowing for proper spacing between similar exhibits.

## **DISPLAY AND EQUIPMENT**

- All exhibit and vendor booths will be equipped with a table, 2 chairs, and a table cloth.
- Your booth and adjacent areas must be kept clean at all times.
- You are responsible for cleaning up your space during and after the event.
- Each booth should be decorated appropriately for the event and help to advertise its merchandise or information.
- All booths should display a sign or banner with your organization or business name.

## **ACCEPTANCE AND FEES**

- All parties interested in exhibiting or vending must submit an application by **4:00 p.m. on Friday, February 19, 2010**. First come, first served. Apply early.
- Submitting an application is not a guarantee of available booth space.
- Incomplete applications to exhibit or vend will not be considered.
- Acceptance notices will be emailed on or before **Friday, February 19, 2010**.  
NOTE: The booth fee must be paid in full by **Friday, February 26, 2010**.
- Applications not accepted will be notified on or before **Friday, February 19, 2010**
- Booth assignments will be emailed to the lead contact listed on the application on or before **Friday, February 26, 2010**.

## **CANCELLATION AND REFUNDS**

- Cancellation deadline for exhibitors is **Monday, February 15, 2010**. All cancellation requests must be in writing.
- Absolutely NO REFUNDS or TRANSFERS after the cancellation deadline.
- There is a \$25 cancellation fee for all approved refunds.
- Any approved refunds will be issued within 30 days following the Dollars + Sense Expo.

If you have any questions or need additional information, please contact Special Gathering, LLC at 410-685-7664 or via email at [dani@specialgathering.com](mailto:dani@specialgathering.com).

We look forward to having your organization take part in Dollars & Sense Expo 2010!

Visit [www.dollarsandsenseexpodc.org](http://www.dollarsandsenseexpodc.org) to learn more about this inaugural event and to spread the word.

## Application to Exhibit

### “Dollars + Sense Expo”

*Friendship Collegiate Academy  
Saturday, March 6, 2010*

#### Exhibitor Agreement

**This application is to (please check one option. See descriptions below)**

- Non-profit Community-based Organizations       Government  
 Corporation / National Trade Association or non-profit

Non-profit/Corporation Name: \_\_\_\_\_

Lead Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email (required) \_\_\_\_\_

Fax \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Organization website \_\_\_\_\_

Please check:

| Type of organization  | Description   | Fee   |
|---|---|-------|
| For-Profit /<br>Financial<br>Institution/National<br>Non-<br>profit/Association | Any for-profit company, credit union, other financial service provider, national non-profit, or statewide or national trade association | \$150 |
| Government  | Local, state or federal government agency   | \$75  |
| Non-profit<br>Community-based<br>organization                                   | Local community-based service provider or local coalition or association  | \$75  |

***Description of on-site services and information you will be providing for event participants:***

1. You will receive one 8' table and two chairs with linen drape on it at no extra cost to the exhibitor. **(Check here if you do not need a drape. \_\_\_\_)**. Exhibitors are responsible for setting up and taking down their exhibit.
2. Insurance on the exhibit is at the exhibitor's expense.
3. Exhibitor agrees not to post or fix signs, banners, or any other material to any wall, woodwork, floor, or other permanent portion of the exhibit space.
4. Exhibitor is responsible for any damage caused by them, their employees or agents resulting from handling or movement of exhibits. Maryland & District of Columbia Credit Union Association and its Partners is not responsible for fire, theft, damage, delay, mechanical failure or any cause whatsoever for Exhibitor's property or equipment.
5. Exhibitor agrees not to bring into the premises any material, substance, equipment, or object, which in the judgment of Maryland & District of Columbia Credit Union Association and its Partners, is likely to endanger the life of, or to cause bodily injury to any person on the premises or which is likely to constitute a hazard to any person on the premises. Offensive material is prohibited.
6. Exhibitor grants Maryland & District of Columbia Credit Union Association and its Partners the right to use exhibitor's name in promotional material and advertising for the Dollars + Sense Expo Event.

Please mail or fax your completed application and payment by **4:00pm on Friday, February 19, 2010 to:**

**Special Gathering LLC**  
503 East 36<sup>th</sup> Street  
Baltimore, MD 21218  
*Attn: Dani Johnson*  
*Fax: (443)927-7074*

***Please make checks and money orders payable to:***

**Maryland & District of Columbia Credit Union Association**

EIN#: 526050014

**Waiver and Conditions**

The undersigned releases and holds harmless Maryland & District of Columbia Credit Union Association and its Partners, Special Gathering, LLC, and the Friendship Collegiate Academy.

**I agree to the terms of this application.**

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_