



March 6, 2017

## Disability Services Expo Vendor Interest Letter

M-NCPPC Therapeutic Recreation and Inclusion Services will be hosting a ***“Disability Services Expo”*** on ***Saturday, May 13, 2017 located at Kentland Community Center, 2413 Pinebrook Ave, Landover, MD 20785 from 10am-2pm***. This event will be a one stop resource event for the Disability Community, families, caregivers, advocates and professionals. Vendor space and tables are **FREE**, so reserve your spot with us today. We are looking vendors to provide and support the following;

- Possibilities & Solutions
- Information & Resources
- Programs & Services
- Demonstrations
- Assistive Technology
- Accessible Transportation
- Health Care
- Employment/Volunteer Opportunities
- Service Animals
- Pet Therapy
- And more!

### Event Program Schedule

Time	Event Name
9:00am-10:00am	Vendor Set-up
10:00am	Event Doors Open
10:15am	Opening Remarks
10:25am-1:45pm	Demonstration and Exhibitors
1:45pm-2:00pm	Closing Remarks
2:00pm	Event Doors Close



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
*Department of Parks and Recreation - Special Programs Division – Disability Services*  
7833 Walker Drive, Suite 110, Greenbelt, MD 20770

**Vendor Registration Form**

Organization/Agency Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Day of Expo Contact Person Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Brief description about the services that you provide: \_\_\_\_\_

\_\_\_\_\_

Number of Staff attending: \_\_\_\_\_

Please check off which of the following you will require:

6 foot table \_\_\_\_\_ 2 chairs \_\_\_\_\_ Inside/outdoor space \_\_\_\_\_

Power Outlet \_\_\_\_\_ Table cloth \_\_\_\_\_

WIFI is available at Kentland Community Center provided by M-NCPPC.

Vendors will be provided a complimentary continental breakfast and lunch.

Please note any Dietary Restrictions: \_\_\_\_\_

Will you need a Disability Accommodation: \_\_\_\_\_

Submit completed vendor registrations form via mail, fax or e-mail by **Friday April 7, 2017** to:

**Disability Services Expo**  
Special Programs Division  
7833 Walker Drive, Suite 110  
Greenbelt, MD 20770  
(301) 446-3400/ TTY 301-699-2255 or Fax 301-446-3401  
Sandra.Kellstrom@pgparks.com/ Tamika.Jones@pgparks.com