

2010 REGIONAL PURCHASING & SMALL BUSINESS PROCUREMENT EXPO



Attendees of the Expo will benefit from the expertise and advice of the vendors and workshops. The goal of the Expo is to help facilitate small, minority and women-owned business growth in building relationships and securing contracts through private sector procurement and government contracting.

WEDNESDAY

SEPTEMBER 22, 2010

8:30AM TO 3:00PM

AT

COLLEGE OF SOUTHERN MARYLAND

LA PLATA CAMPUS

BI BUILDING

Please fill out the form on the following page.

Mail it with payment to the address provided. Any questions please contact Michelle Simonds at Tri County Council for Southern Maryland 301-274-1922 or via email msimonds@tccsmd.org.

GENERAL ADMISSION

General admission to the Expo is \$30 per person prior to September 3, 2010. Fee includes continental breakfast and lunch. Late registration and walk-in registration is taken from September 4, 2010, until the opening of the Expo for a fee of \$40 per person. On-site registration for attendees will begin at 8:00 a.m. Payment will not be taken at the door you will be invoiced.

Name	
Business Name	
Business Address	
Business Phone	Business Email
Business Web Site	
Names of additional people attending	
Number of attendees _____ x \$30= Total Payment Enclosed _____	

***Please make checks payable to Tri-County Council for Southern Maryland**

Please return this form with your payment to:

Michelle Simonds
Expo 2010
Tri-County Council for Southern Maryland
PO Box 745
Hughesville, MD 20637
Email: msimonds@tccsmd.org
Fax: 301-274-1924

DRAFT Agenda:

7:00 am – 8:00 am	Vendor Registration & Set Up
8:00 am – 8:30 am	On-site registration
8:30 am – 3:00 pm	Vendor trade fair open
8:30 am – 9:30 am	Workshop: Talk to the Expert Panel presentation on how to take advantage of small purchase and contracting opportunities offered by local government
9:45 am – 10:45 am	Workshop: What's the Bottom Line? Hands on clinic on how to understand your company's financial reports and financial health (Bring your financial statements if you want a personal review)
11:00 am – 12:00 pm	Workshop: To Lease or to Buy Gain a better understanding of the pro's and con's of commercial property acquisition. Learn the step by step analysis required in making this type of investment decision.
11:50 am	Seating for lunch begins
12:00 pm – 2:00 pm	Lunch
Keynote address - TBA 2010 Minority Business Awards Presentation	
2:00 pm – 3:00 pm	Workshop: Positioning your Business for Growth Growing your business today requires an in-depth understanding on how to use social media effectively, how to determine its impact on your bottom line, and how to reach customers who otherwise would not find you.
3:00 pm	Expo Closes Vendor exhibits begin break-down

Agenda Subject to change