

HOW TO

DO A

FAIR

**A step-by-step planning guide for a successful
child or elder care fair**

**Work and Family Program Center
Office of Workforce Relations
U.S. Office of Personnel Management**

September 1997

Introduction

Dependent care fairs are an excellent cost effective way for agencies to provide their employees with information about child care, parenting, elder care, aging issues, and community resources. A fair can put employees with dependent care needs directly in touch with appropriate services.

This guide is intended to make fair planning as easy and painless as possible. It provides step-by-step directions and includes sample letters and lists of child and elder care organizations to invite. Consult the lists of child and elder care organizations found in appendices A and B.

Keep the following tips in mind when planning a fair:

- ! Obtain agency permission before proceeding with any plans.
- ! Determine if and when employees can take work time to attend.
- ! Determine if the union should be consulted or involved.

! Organize and plan the fair at least eight weeks prior to the actual date.

! Stay organized.

! Use letters like the samples found in Appendix C.

! Consider how long the event will last (several hours or all day).

Should questions arise, contact the Work and Family Program Center (202) 606-5520 or workandfamily@opm.gov for assistance.

Good luck and enjoy the fair!!

Goals of the Fair

Before planning a fair, consider the goals, theme, and audience. Who is the audience? What information do they need? What topic(s) is being addressed? Be precise in defining the fair goals. For example, a child care fair can cover an array of issues from parenting, after-school care, and children’s health to the needs of teenagers and college-age young adults. The fair probably will not cover every facet of such a broad topic. As the fair organizer, define the topic whether it be narrow or broad in focus and plan accordingly.

CHECKLIST

- | | | | |
|--|---------|--------|-------------|
| Fair goals, theme, and audience are identified. | Yes [] | No [] | Pending [] |
| Fair theme is not too broad. | Yes [] | No [] | Pending [] |
| Audience’s needs are considered in the planning. | Yes [] | No [] | Pending [] |

NOTES

Select a Fair Date and Time

When selecting a fair date and time, consider the following: (1) Try to select a day in the middle of the week. The best days to achieve maximum employee attendance and vendor participation are Tuesday, Wednesday, or Thursday since Mondays and Fridays are popular days to schedule flex days off and vacation time. (2) Avoid weeks surrounding the holiday seasons such as Christmas and Thanksgiving. (3) Select a date that is amenable to the agency’s calendar of events. (4) Check with the office responsible for building services to determine open dates and availability of space. Do not select a day or week when another major agency event is scheduled.

CHECKLIST

- | | | | |
|--|---------|--------|-------------|
| A day in the middle of the week is selected. | Yes [] | No [] | Pending [] |
| Event is not scheduled around a major holiday. | Yes [] | No [] | Pending [] |
| No other agency events are scheduled that day. | Yes [] | No [] | Pending [] |
| The schedule request is approved by building services. | Yes [] | No [] | Pending [] |

NOTES

Secure Building Space/Notify Building Services

Contact building services (see sample letter on page 40) to ascertain the amount and location of floor space available for table set up. Ask to use an area of the building where employee traffic is heavy such as the lobby or near the cafeteria. It is important to work closely with building services in coordinating the event. Usually, a building services office must attend to safety and security matters for special building events. Keep them well informed and write down the name of the person responsible for the arrangements. Potential conflicts and problems can be avoided if you allow building services to do their job.

Building services also should be notified of other fair details including parking for vendors, unloading of vendor materials on the day of the fair, delivery of vendor tables, and request for vendor chairs if needed (see Appendix C).

CHECKLIST

- | | |
|--|----------------------------|
| The building space is approved by building services. | Yes [] No [] Pending [] |
| Space is accessible to employees with special needs. | Yes [] No [] Pending [] |
| A letter is sent to building services about the event. | Yes [] No [] Pending [] |
| Building services are informed of any changes in the schedule. | Yes [] No [] Pending [] |

NOTES

Make Security Arrangements

Notify security services in your building well in advance of the event. You may be unaware of security rules that might exist for special building events. It is best to meet with security personnel to determine their needs. Follow up the meeting with a formal letter (see Appendix C). Include specific details of the event (time, date, building space to be used, etc.) as well as security arrangements discussed at the meeting. For instance, special security arrangements may be necessary to facilitate vendor movement in and out of the building. If fair details change, notify the security office.

CHECKLIST

- | | | | |
|---|---------|--------|-------------|
| Building security is notified of all fair plans. | Yes [] | No [] | Pending [] |
| Meetings are held with building security to discuss their concerns. | Yes [] | No [] | Pending [] |
| Movement of vendors in and out of the building is addressed. | Yes [] | No [] | Pending [] |
| Building security continues to be informed of planning changes. | Yes [] | No [] | Pending [] |

NOTES

Vendors to be Invited

You are now ready to assemble a list of potential vendor participants. The number of organizations to invite depends upon the vendor space available in your building and the size and focus of the fair. Since some organizations will decline, invite more agencies than you expect will attend.

Consult the List of National Children’s Organizations (see Appendix A) or the List of National Aging Organizations (see Appendix B). These lists provide the names and addresses of national organizations in the fields of child and elder care. Most are located in Washington, DC; however, many national organizations have local chapters.

For those organizations with local chapters, invite representatives to attend your fair. If no local chapters exist, ask the organizations of interest to send copies of informative brochures, pamphlets, or books. You may be able to obtain bulk copies at a nominal cost or no cost.

Also, your vendor list should include local organizations that provide child and elder care services in your community. For instance, hospitals and universities often provide excellent information about children and the elderly. These organizations usually are willing to send representatives to a fair along with written materials.

CHECKLIST

- | | | | |
|--|---------|--------|-------------|
| A list of organizations to invite to the fair is prepared. | Yes [] | No [] | Pending [] |
| Fair themes are considered. | Yes [] | No [] | Pending [] |
| The list of organizations includes national and local groups. | Yes [] | No [] | Pending [] |
| The list includes extra organizations since some agencies will decline the invitation. | Yes [] | No [] | Pending [] |
| Available space for table set up is considered in constructing the list. | Yes [] | No [] | Pending [] |

NOTES

Contact Vendors

Your next step is contacting organizations. A single phone call can help pinpoint the appropriate organizational staff person responsible for community outreach and introduce your event to the organization. Most organizations will request a formal written invitation explaining the purpose of the fair and general logistical information such as time, date, and location. An organization will sometimes provisionally accept or decline the invitation by phone. However, many agencies will need time to check their schedules and staff work loads. Keep in mind that people and organizations are constantly in flux. Nothing is ever definitive until the day of the fair. Remember, if an agency declines, invite them to send materials instead.

CHECKLIST

- All organizations are invited by phone. Yes [] No [] Pending []
- A formal written invitation is mailed to all interested parties. Yes [] No [] Pending []
- Organizations that cannot attend are invited to send materials. Yes [] No [] Pending []

NOTES

Formal Invitations

Send a letter of invitation and a form of confirmation to interested vendors. Depending upon time constraints and personal preference, email, mail or fax the information. Following up the phone call with a written invitation and a response form encourages organizations to address your request in a timely manner. See Appendix C for a sample invitation letter and response form.

Letters should include the following: (1) the event name, date, time, and place; (2) the program objective and audience; (3) what is expected of the vendor, e.g., distributing literature and answering participant questions; and (4) a return date for completion of the confirmation form.

engaging a fair representative for a one day event can be difficult. Include an invitation to send materials if an organization cannot personally attend. Remember, most organization want to participate some way. Make it easy for them to do so. Also consider giving vendors the option to share table space. Some organizations may not have enough materials for an entire display.

In writing letters and forms, address any individual circumstances associated with the event.

CHECKLIST

A detailed letter and confirmation form are mailed to each organization. Yes [] No [] Pending []

Organizations are invited to send materials if they cannot personally attend. Yes [] No [] Pending []

The letter specifies a return date for the confirmation form. Yes [] No [] Pending []

NOTES

Organize

Organization is essential for successful fair planning. If working with 10+ vendors, it will be difficult to remember pertinent information about each one. Acceptances will be staggered. Organizations will call with questions or for assistance. Be prepared. As acceptances are received, keep careful track of the vendors and their individual needs and concerns. A sample tracking form is included in Appendix C which helps to record important information on the invited organizations. Include the contact person's name; organizational email address, fax and phone number; a vendor's desire to share a table or only send materials; the date, time, method, and delivery of materials; and any special requests.

<i>Organize</i>		<i>Organize</i>
	<i>Organize</i>	
<i>Organize</i>		<i>Organize</i>

CHECKLIST

A tracking form is used to record important information about the vendors. Yes [] No [] Pending []

NOTES

Vendor Floor Plan

Construct a floor plan for placement of vendor tables. Once you know where the tables will be set up, decide where each vendor will be placed. Remember to consider vendors who have requested shared table space. Place tables with only literature (no agency representatives) in the least desirable space. To generate maximum communication among vendors and participants, vendor representatives should be placed at tables where they are clearly visible to attendees.

It is not necessary to make the floor plan available to the vendors or fair attendees. Unless there is a large number of vendors, fair participants can easily find information by simply visiting each table. The fair staff can direct vendors to their assigned tables when they arrive.

ALZHEIMER'S ASSOCIATION	
HOSPICE	CHILD CARE AWARE
INFORMATION TABLE	
HEAD START	DELTA SOCIETY
CHILDREN'S FOUNDATION	BOYS CLUB

CHECKLIST

A floor plan is constructed, placing each organization at a particular table.

Yes [] No [] Pending []

The floor plan includes organizations that are sharing table space and sets aside tables for agencies who are sending materials.

Yes [] No [] Pending []

NOTES

Arrange for Vendor Tables

Order vendor tables and skirts from a contractor or from your agency. Consider the table size that the floor space can handle. Try to place an order at least six weeks before the fair. Because you may not know the precise number of vendors who will attend, estimate the number of tables needed. Develop delivery procedures that include: who will accept the materials; where the materials will be delivered; whom to call to verify delivery; how to label the materials; and the earliest/latest times that materials can be accepted.

Vendor Delivery and Arrival Instructions

Vendors should have the following information at least three weeks prior to the event: arrival time of the event, delivery options, and building security procedures. If options for delivery of materials are available, ask for a response no later than three days prior to the event (see Appendix C).

CHECKLIST

- | | | | |
|---|---------|--------|-------------|
| Tables and skirts are ordered from a contractor or my agency. | Yes [] | No [] | Pending [] |
| Each vendor is provided with logistical instruction. | Yes [] | No [] | Pending [] |
| A record of preferred delivery method and arrival time for each vendor is kept. | Yes [] | No [] | Pending [] |

NOTES

Advertise

Begin advertising the fair at least six weeks prior to the event. Contact your agency communications or public affairs office for assistance. Use all available means of employee communication in your agency such as:

- ! Employee Letter (circulate two weeks prior),
- ! Agency Newsletter,
- ! Internal Electronic Bulletin Board or email system,
- ! Agency Video Information System,
- ! Posters (display two weeks prior in heavy traffic areas such as lobbies, elevators, and cafeteria), and/or
- ! Flyers (display two weeks prior on employee bulletin boards, in the cafeteria, etc.)

CHECKLIST

The office of communications or public relations is contacted to advertise the event. Yes [] No [] Pending []

Posters and flyers are displayed/handed out. Yes [] No [] Pending []

All forms of communication are being utilized, including internal televisions, computer mail systems, and agency newsletters. Yes [] No [] Pending []

NOTES

Vendor Signs

Make vendor signs for the tables.



Vendor Directory

Develop a booklet of participating vendors to be distributed to fair attendees. The booklet should include address, phone number, website, and organizational description of each vendor, including those that only sent materials. This information should be taken from the completed vendor confirmation forms.

CHECKLIST

- | | |
|---|----------------------------|
| Organizational signs are made for each vendor attending. | Yes [] No [] Pending [] |
| A vendor booklet is written, providing important information on each vendor including name, address, phone number, website, and organizational description. | Yes [] No [] Pending [] |
| Booklets are displayed for fair participants. | Yes [] No [] Pending [] |

NOTES

Volunteers

Have volunteers available for assisting with “day before” and “day of ” tasks. Such as:

- ! arranging materials on tables that will not be staffed by a vendor representative;
- ! assisting vendors with the unloading of materials;
- ! directing vendors to their tables;
- ! familiarizing vendors with building logistics, such as the location of the cafeteria, bathrooms, and/or snack machines;
- ! addressing vendors’ individual needs (supplying stationary items, etc.);
- ! staffing an information table to answer general attendee questions;
- ! distributing vendor directories and complimentary materials to attendees; and
- ! general trouble shooting during the course of the event.

CHECKLIST

Volunteers agree to assist with “day before” and “day of” tasks. Yes [] No [] Pending []

An information table is included in the floor plan. Yes [] No [] Pending []

NOTES

Table Set Up

The tables should be delivered and set up according to the floor plan on the day before the event. Place any vendor materials already received under the appropriate table. Do not place literature on the tables until the event day. Fasten signs to the tables. Any decorative materials like balloons should be ordered two weeks before the event. If you have decided to supply participants with complimentary carry bags, place a handful at each table. Participants often will ask vendors for a bag to carry their materials in.

Thank You Notes

Write thank you notes to each vendor and internal personnel who assisted in the event planning, i.e., security, building services (see Appendix C).

CHECKLIST

- A layout of tables is designed. Yes [] No [] Pending []
- Literature is placed under the tables before the day of the fair. Yes [] No [] Pending []
- Table signs are fastened to appropriate tables. Yes [] No [] Pending []
- Vendors bags are placed on each table. Yes [] No [] Pending []
- Thank you notes are sent to vendors and support staff. Yes [] No [] Pending []

NOTES

APPENDIX A

A List of National Children's Organizations

Introduction

The organizations included in Appendix A provide services and information on a wide variety of child-related topics including finding quality child care, children's health issues, support groups, latch key kids, community assistance, college preparation, Head Start, and parenting a child with a disability. Try to offer the employees information on a broad representation of the child care and parenting fields.

Many of the national organizations have local chapters located throughout the United States and may agree to send a representative to the fair. Nationally based organizations should be contacted for materials. Check the organizational descriptions for titles of some available publications.

Availability and cost of materials will vary. Most of these organizations strive to educate

society about child-related issues, however, reproduction of printed materials is costly and organizations often must charge nominal fees for bulk orders. Request only the number of copies needed. If availability is limited or the cost is prohibitive, ask the organization if photocopying the publication for distribution is permitted.

The last section of this appendix lists types of locally based organizations that deal specifically with children's issues. Invite other organizations such as hospitals, universities, and libraries. They often will send representatives and can provide fair participants with a wealth of information on community child care services.

Should questions in regard to your fair planning arise, contact the Work and Family Program Center staff at (202) 606-5520 or workandfamily@opm.gov.

NATIONAL ORGANIZATIONS

Children's Issues

AMERICAN CAMPING ASSOCIATION

5000 State Roads 67 North
Martinsville, IN 46151-7902
(765) 342-8456

Offers guidance in selecting a summer camp for children.

*AMERICAN RED CROSS

8111 Gatehouse Rd.
Fall Church, VA 22042
(703) 737-8300

Offers seven child care education programs, including preventing childhood injuries, caring for ill children, and infant and child first aid.

ASSOCIATION OF JUNIOR LEAGUES

660 1st Avenue
New York, NY 10016
(212) 683-1515

Volunteer organization operating youth programs at home and abroad including parenting seminars, middle school improvement, and youth leadership training.

AU PAIR IN AMERICA

102 Greenwich Avenue
Greenwich, CT 06830
(203) 863-6127
Toll Free (800) 727-2437
Ext. 6127/6053

Matches young foreign "au pairs" with American parents seeking in-house child care.

BANK STREET COLLEGE OF EDUCATION

Work and Family Life Studies
610 West 112th Street
New York, NY 10025
(212) 875-4467

Conducts research on work and family issues, advises corporations, and conducts parenting workshops. Publishes a newsletter.

*BIG BROTHERS/BIG SISTERS OF AMERICA

230 N. 13th Street
Philadelphia, PA 19107
(215) 567-7000

Offers children of single parents a positive role model by pairing children with a same sex volunteer "big brother or sister" from the community.

*BOY SCOUTS OF AMERICA, INC.

1325 W. Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015
(972) 580-2000

Offers educational programs for boys and young men in order to develop character, citizenship, and mental and physical fitness.

*BOYS & GIRLS CLUBS OF AMERICA

3 West 35th Street, 9th Floor
New York, NY 10017
(212) 351-5480

Promotes health, social, and educational development for 1,100 youth clubs nationwide.

***BOYS AND GIRLS CAMP FIRE, INC.**
4601 Madison Avenue
Kansas City, MO 64112
(816) 756-1950

Teaches boys and girls up to 21 years old responsibility and creativity, decision-making skills, and how to develop a positive self-image.

CATALYST
250 Park Avenue South
New York, NY 10003
(212) 777-8900

Issues publications, technical assistance, and research on work and family issues.

CHILD CARE ACTION CAMPAIGN
330 7th Avenue, 17th Floor
New York, NY 10001
(212) 239-0138

Develops quality, affordable child care in the United States. Offers publications, newsletter, and media kit.

CHILD CARE AWARE
2116 Campus Dr., SE
Rochester, MN 55904
Toll Free (800) 424-2246

Refers parents to local child care referral agencies and educates parents about quality child care.

CHILD WELFARE LEAGUE OF AMERICA
440 First Street, NW
Washington, DC 20001-2085
(202) 638-2952

Provides information about child care issues.

THE CHILDREN'S FOUNDATION
725 15th Street, NW
Suite 505
Washington, DC 20005-2109
(202) 347-3300

Works to increase the availability of affordable quality child care.

DEPARTMENT OF EDUCATION
Office of Educational Research
and Improvement
555 New Jersey Avenue, NW
Washington, DC 20208-5570
(202) 219-1558

Publishes information on child development including ten "Help Your Child" brochures.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of Child Support Enforcement
370 L'Enfant Promenade, SW
Washington, DC 20447
(202) 401-9373

Helps States develop, manage, and operate their child support enforcement programs effectively. Issues publications.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Project Head Start
Administration for Children, Youth,
and Families
330 C St., SW
Washington, DC 20201
(202) 205-8572

Provides early childhood education to low-income preschool children.

EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)
Clearinghouse on Elementary and Early
Childhood Education
9 Children Research Center
51 Gerty Drive
Champaign, IL 61820
(217) 333-1386

A national information system which provides users with ready access to an extensive body of education-related literature. Provides users with a variety of reports of interest to parents.

GENERAL SERVICES ADMINISTRATION
18th and F Streets, NW
Room 6119
Washington, DC 20405
(202) 501-3965

Provides assistance to help agencies establish Federal child care centers in General Services Administration controlled space.

INTERNAL REVENUE SERVICE
1111 Constitution Avenue, NW
Washington, DC 20224
Toll Free numbers are listed in your local phone directory.

Provides free brochures about taxes and child care.

NATIONAL ADOPTION CENTER
1500 Walnut Street, Suite 701
Philadelphia, PA 19102
(215) 735-9988

Develops publications, research, and education to affect public policy on adoption. Publishes monthly newsletter.

NATIONAL ASSOCIATION FOR THE
EDUCATION OF YOUNG CHILDREN
(National Academy of Early Childhood
Programs)
1509 16th Street, NW
Washington, DC 20036
(202) 232-8777

Licenses and accredits child care centers.

NATIONAL BLACK CHILD
DEVELOPMENT INSTITUTE
1023 15th Street, NW
Suite 600
Washington, DC 20005
(202) 387-1281

Works to improve the quality of life of black children and youth.

NATIONAL CENTER FOR MISSING AND
EXPLOITED CHILDREN
Missing Children's Division
2101 Wilson Boulevard, Suite 550
Arlington, VA 22201
(703) 235-3900
Toll Free (800) 843-5678

Assists in locating and returning missing children.

NATIONAL COUNCIL FOR ADOPTION
1930 17th Street, NW
Washington, DC 20009
(202) 328-1200

Represents volunteer agencies, adoptive parents, adoptees, and birth parents.

NATIONAL COMMITTEE FOR
PREVENTION OF CHILD ABUSE
332 South Michigan Avenue
Suite 1600
Chicago, IL 60604
(312) 663-3520
Toll Free (800) 835-2671

Stimulates a greater public awareness of the incidence, origins, nature, and effects of child abuse.

NATIONAL EDUCATION ASSOCIATION
1201 16th Street, NW
Washington, DC 20036
(202) 822-7910

Provides a forum for organizations and unions of elementary and secondary school teachers, college professors, counselors, and principals.

HANSEL HEAD START
1820 South Michigan
South Bend, IN 46613
(219) 234-2150

Upgrades the quality and quantity of Head Start Programs.

NATIONAL INFORMATION CENTER FOR
CHILDREN & YOUTH WITH
DISABILITIES
P.O. Box 1492
Washington, DC 20013-1492
(202) 884-8200

Helps parents of children with special needs find child care. Provides "State Resource Sheet" of information at the State level.

OFFICE OF PERSONNEL MANAGEMENT
Work and Family Program Center, Rm. 7316
1900 E Street, NW
Washington, DC 20415
(202) 606-5520

Provides technical assistance to Federal agencies on work and family programs.

PARENTING PRESS
P.O. Box 80387
Seattle, WA 98108
(206) 364-2900

Provides practical publications for parents.

*PARENTS WITHOUT PARTNERS
401 N. Michigan Avenue
Chicago, IL 60611
(312) 644-6610
Toll Free (800) 637-7974

Local chapters offer single parents educational programs, parent support groups, social activities, and family programs.

*STEP FAMILY ASSOCIATION OF
AMERICA
650 J Street, Suite 205
Lincoln, NE 68508
(402) 477-7837
Toll Free (800) 735-0329

A national self-help organization provides support for couples with children from a previous marriage. Local chapters sponsor support groups.

SUMMER SOLUTIONS

Advisors on Camps & Trips

P.O. Box 9441

McLean, VA 22102

(703) 569-2616

Toll Free (800) 729-7295 (7090)

Matches children with an appropriate summer camp. This referral service is free of charge and can assist parents nationwide.

***YOUNG MEN'S CHRISTIAN
ASSOCIATION OF THE UNITED STATES
(YMCA)**

101 North Wacker Drive

Chicago, IL 60606

(312) 977-0031

A volunteer movement which develops youth leadership and promotes youth activities.

***YOUNG WOMEN'S CHRISTIAN
ASSOCIATION OF THE UNITED STATES
OF AMERICA (YWCA)**

726 Broadway

New York, NY 10003

(212) 614-2700

See YMCA description above.

Local Organizations & Agencies

There are many local organizations and resources which provide services, information, and/or special programs to children. Consult the local yellow pages to obtain telephone numbers for the types of organizations listed.

- , Boy Scouts
- , Girl Scouts
- , Child Psychologists
- , Churches and Synagogues
- , Colleges and Universities
- , Local and State Government Human Services Office
- , Day Care Centers
- , Family Social Workers
- , Health and Fitness Experts
- , Hospitals
- , Libraries
- , Nutritionists
- , Pediatricians
- , Summer Camp Organizations

APPENDIX B

**A List of
National
Aging
Organizations**

Introduction

The organizations included in Appendix B provide services and information on a wide variety of aging topics including health issues, support groups, community assistance, hospice care, housing, home care, and volunteerism. Try to offer the employees a broad representation of aging issues.

Many of the national organizations have local chapters located throughout the United States which may agree to send a representative to your fair. Nationally based organizations should be contacted for materials. Check the organizational descriptions for titles of some available publications.

Availability and cost of materials will vary. Keep in mind that most of these organizations strive to educate society about the aging field. However, reproduction of printed materials is costly. Organizations often must charge

nominal fees for bulk orders. Request only request the number of copies needed. If availability is limited or the cost is prohibitive, ask the organization if photocopying the publication for distribution is permitted.

The last section of this appendix lists types of locally based organizations that deal specifically with aging issues. Also, consider organizations such as hospitals, nursing homes, and libraries. They often will send representatives and can provide fair participants with a wealth of information on elder care services.

If any questions in regard to the fair planning arise, contact the Work and Family Program staff at (202) 606-5520 or workandfamily@opm.gov.

NATIONAL ORGANIZATIONS

Aging Issues

THE CORPORATION FOR THE NATIONAL SERVICE

1201 New York Ave., NW
Washington, DC 20525
(202) 606-5000
Toll Free (800) 942-2677
(Volunteers in Service to America)

An agency of the Federal Government that sponsors a number of volunteer programs conducted by older adults, including the Foster Grandparent and Retired Senior Volunteer Programs. Free publications are available on various volunteer programs.

AGING NETWORK SERVICES (ANS)

4400 East-West Highway
Suite 907
Bethesda, MD 20814
(301) 657-4329

A nationwide, for-profit network of private-practice geriatric social workers who serve as care managers for older parents who live apart from their children. Information is available on ANS programs and long-distance care giving.

*ALZHEIMER'S ASSOCIATION

919 North Michigan Avenue, Suite 1000
Chicago, IL 60611
(312) 335-8700
Information & Referral:
Toll Free (800) 272-3900

A volunteer organization that sponsors public education programs and offers supportive services to patients and families who are coping with Alzheimer's disease. A 24-hour, toll free

hotline provides information about Alzheimer's disease and links families with nearby chapters which are familiar with community resources.

ALZHEIMER'S DISEASE EDUCATION & REFERRAL CENTER

P.O. Box 8250
Silver Spring, MD 209078250
(301) 495-3311
Information Service:
Toll Free (800) 438-4380

A service of the National Institute on Aging that distributes information about Alzheimer's disease to health professionals, patients and their families, and the general public. The Center will provide information about the diagnosis and treatment of Alzheimer's disease, research, and services available to patients and family members.

AMERICAN ACADEMY OF OPHTHALMOLOGY

P.O. Box 7424
San Francisco, CA 94120-7424
(415) 561-8500
National Eye Care Project
Hotline: Toll Free (800) 222-3937

A professional group of doctors who specialize in diagnosing and treating eye disease. The toll free National Eye Care Project Helpline puts eligible callers in touch with a local ophthalmologist who has volunteered to provide medical eye care at no out-of-pocket expense. Must meet eligibility requirements. Provides information on the prevention and treatment of eye problems and the role of ophthalmologists in providing

eye care to the general public.

**AMERICAN ACADEMY OF
ORTHOPEDIC SURGEONS**

6300 North River Road
Rosemont, IL 60018
(847) 823-7186

A professional organization of doctors who specialize in treating the musculoskeletal system. Provides information about advances in implanting artificial joints, preventing osteoporosis, and relieving pain caused by bursitis and arthritis. Educational materials are available upon request.

**AMERICAN ASSOCIATION FOR
GERIATRIC PSYCHIATRY (AAGP)**

P.O. Box 376-A
Greenbelt, MD 20768
(301) 220-2580

A professional organization of psychiatrists who have a special interest in the mental health care of older people. The Association assists in locating geriatric psychiatrists. Agencies can request copies of the AAGP Membership Directory - a national listing of geriatric psychiatrists who are members of the AAGP.

**AMERICAN ASSOCIATION OF HOMES
FOR THE AGING (AAHA)**

Suite 500
901 E Street, NW
Washington, DC 20004-2011
(202) 783-2242

This national association of nonprofit organizations provides quality housing, health, community, and related services to older people. AAHA's mission is to represent and promote common interests of its members through leadership, advocacy, education, and other services in order to enhance members to

serve their constituencies. Free information on long-term care and housing for older people is available to the public.

***AMERICAN ASSOCIATION OF
RETIRED PERSONS (AARP)**

601 E Street, NW
Washington, DC 20049
(202) 434-2277

A nonprofit organization dedicated to helping older Americans achieve lives of independence, dignity, and purpose. Local chapters, which are listed in the telephone directory, sponsor educational programs on crime prevention, consumer protection, defensive driving, and income tax preparation. Publications are available on housing, health, exercise, retirement planning, money management, and a number of other topics. Agencies can place bulk orders for many AARP publications at minimal cost.

**AMERICAN BAR ASSOCIATION
COMMISSION ON THE LEGAL
PROBLEMS OF THE ELDERLY**

Second Floor, South Lobby
740 15th Street, NW
Suite 900
Washington, DC 20005-1022
(202) 662-1000

A program of the American Bar Association that analyzes and responds to the legal needs of older people in the United States. The Commission distributes information on legal issues of primary concern to older Americans.

*AMERICAN CANCER SOCIETY (ACS)
2200 Lake Blvd.
Atlanta, GA 30319
(404) 320-3333
Information Service:
Toll Free (800) 227-2345

A national, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives from cancer, and diminishing suffering from this disease, through research, education, and service. Local ACS units sponsor a wide range of services for cancer patients and their families and are listed in the telephone directory. The ACS offers free publications on specific types of cancer, as well as general information about cancer prevention, detection, and treatment. Contact the national office or the unit in your area.

AMERICAN COUNCIL OF THE BLIND
1155 15th Street, NW, Suite 720
Washington, DC 20005
(202) 467-5081
Information & Referral Service:
Toll Free (800) 424-8666

Seeks to improve the living conditions of people who are blind and those with visual impairments. A toll free information service (open weekdays 3:30 p.m. to 5:30 p.m. eastern time) distributes a variety of free educational materials.

*AMERICAN DIABETES ASSOCIATION (ADA)
1660 Duke Street
Alexandria, VA 22314
Information Service:
Toll Free (800) 232-3472

A voluntary organization that supports research to find a cure for diabetes and seeks to improve

the well-being of people with diabetes and their families. Local ADA chapters offer older patients and family members information, educational materials, support, and referrals to appropriate community agencies and services. Pamphlets available include: *Diabetes in the Family*, *Older Adults--Diabetes and You*, *The Other Diabetes*, and the *Family Cookbook*.

THE AMERICAN DIETETIC ASSOCIATION
216 West Jackson Boulevard
Suite 800
Chicago, IL 60606
(312) 899-0040

A professional society of dietitians who work in health care settings. A professional practice group made up of dietitians who work in Area Agencies on Aging, meals-on-wheels programs, home health agencies, and other health care facilities, focuses on the special nutritional needs of older people. Individuals can call the Association to locate a registered dietitian in their community. Publications available include: *Staying Healthy--A Guide for Elder Americans* and *Eat Healthy*, and *Stay Fit: Tips on Nutrition for the Mature Adult*.

AMERICAN FOUNDATION FOR THE BLIND
11 Penn Plaza
New York, NY 10001
Information Hotline:
Toll Free (800) 232-5463

A national, nonprofit organization that advocates, develops, and provides programs and services to help people who are blind and have visual impairments achieve independence in all sectors of society. A toll free hotline offers information on visual impairment and blindness and answers questions about the services and

products of the Foundation. Pamphlets available include: *Aging and Vision; Cataracts and Their Treatment; Diabetes, Vision Impairment, and Blindness; and Living With Glaucoma.*

AMERICAN HEALTH CARE
ASSOCIATION (AHCA)
1201 L Street, NW
Washington, DC 20005
(202) 842-4444

A professional organization that represents the interests of licensed nursing homes and long-term care facilities. AHAC will provide educational materials on long-term care to consumers. Publications on guardianship, choosing a nursing home, financing long-term care, and long-term care services are available to the public.

*AMERICAN HEART ASSOCIATION
7272 Greenville Avenue
Dallas, TX 75231
(214) 373-6300

A voluntary health organization that funds research and sponsors public education programs to reduce disability and death from cardiovascular diseases and stroke. Local Heart Associations can provide a number of pamphlets to consumers on various aging topics including: *Recovering From a Stroke, An Older Person's Guide to Cardiovascular Health, and Medicine Cabinet Warning Sign stickers.*

AMERICAN OCCUPATIONAL THERAPY
ASSOCIATION, INC.
P.O. Box 31220
4720 Montgomery Lane
Bethesda, MD 20824-1220
(301) 652-2682

An organization of professionals who help people with functional problems caused by illness, or other disability. Occupational therapists help patients maintain, increase, or restore their ability to perform daily living skills. Publications and posters are available to health professionals and the public.

AMERICAN OPTOMETRIC
ASSOCIATION
243 North Lindbergh Boulevard
St. Louis, MO 63141
(314) 991-4100

A professional organization of optometrists which provides free information to the public about vision and eye care, including *Driving Tips for Older Adults* and *Your Vision: The Second 50 Years.*

*AMERICAN PARKINSON'S DISEASE
ASSOCIATION
Suite-4B
1250 Hylan Blvd.
Staten Island, NY 10305
(718) 98(800) 1
Information Hotline:
Toll Free (800) 223-2732

A voluntary organization that funds research to find a cure for Parkinson's disease, educates the public about this illness, and offers assistance to patients and their families. Patient education materials are available on Parkinson's disease, speech therapy, exercise, and aids for daily living.

AMERICAN PSYCHOLOGICAL
ASSOCIATION (APA)
750 First Street, NE
Washington, DC 20002-4242
(202) 336-5500

A professional society of psychologists who counsel individuals with mental, emotional, or behavioral problems. Brochures about mental health are available to the public. Contact your State APA chapter or the national office.

*AMERICAN RED CROSS
430 17th St., NW
Washington, DC 20006
(202) 737-8300

Offers health education programs, health and blood services, and disaster relief. Local Red Cross chapters offer programs and pamphlets that are of special interest to older people. Local chapters are listed in the telephone directory.

AMERICAN SOCIETY OF INTERNAL
MEDICINE
2011 Pennsylvania Avenue, NW.
Suite 800
Washington, DC 20006
(202) 835-2746

A professional organization of internists who specialize in diagnosing and treating adult diseases. Free materials include: *Medicare: What I Will and Will Not Pay For*, *Choosing a Nursing Home*, and *Staying Healthy as You Get Older*.

AMERICAN SPEECH-LANGUAGE-
HEARING ASSOCIATION
10801 Rockville Pike
Rockville, MD 20852
(301) 897-8682
Helpline: Toll Free (800) 638-8255

A professional society that supports the study of communication and funds research to improve the treatment of communication disorders. The Helpline answers questions from the public about communication disorders and offers names of certified audiologists and speech pathologists. Fact sheets are available on the diagnosis, treatment, and rehabilitation of speech, language, and hearing disorders.

*ARTHRITIS FOUNDATION

1330 West Peachtree St.
Atlanta, GA 30309
(404) 872-7100
Information Service:
Toll Free (800) 283-7800

A nonprofit, voluntary organization that supports research to find a cure for and ways to prevent all forms of arthritis and distributes information to the public about arthritis and rheumatic diseases. Local chapters provide general information and referral services to people with arthritis, their families, and the general public. More than 100 brochures, booklets, videotapes, and other resources are available free or at minimal cost.

***CATHOLIC CHARITIES**

1731 King Street
Suite 200
Alexandria, VA 22314
(703) 549-1390

A social service organization that offers assistance to people of all ages. Extensive services are provided to older people. Each Catholic Diocese oversees local Catholic Charities program.

***CATHOLIC GOLDEN AGE**

430 Pennsylvania Avenue
Scranton, PA 18503
(717) 342-3294
Information Service:
Toll Free (800) 233-4697

Sponsors charitable work and offers religious worship opportunities for older people. Local chapters plan a wide range of activities for members including disease prevention and health promotion programs.

CENTER FOR THE STUDY OF AGING
706 Madison Avenue

Albany, NY 12208-3695
(518) 465-6927

A nonprofit organization that promotes research and training in the field of aging. Materials on aging, health, fitness, and wellness are available to the public.

**CENTER FOR THE STUDY OF
PHARMACY & THERAPEUTICS FOR
THE ELDERLY**

University of Maryland
School of Pharmacy
20 North Pine Street
Baltimore, MD 21201-1180
(410) 328-3011

Encourages rational, safe, and effective use of medication by older adults. Produces a variety of printed materials appropriate for professionals and consumers, including the *Caregiver's Guide to Medication Management*.

***CHILDREN OF AGING PARENTS (CAPS)**

1609 Woodbourne Road, Suite 302-A
Levittown, PA 19057
(215) 945-6900

A nonprofit, membership organization that provides information and emotional support to caregivers of older persons. CAPS serves as a national clearinghouse for information on resources and issues dealing with older people. Materials are available on starting a self-help group.

CONSUMER INFORMATION CENTER

P.O. Box 100
Pueblo, CO 81009
(719) 948-4000

A program of the General Services Administration that helps Federal Government agencies promote and distribute useful

information to the general public including publications on aging. The Consumer Information Catalog is available upon request.

CONSUMER PRODUCT SAFETY COMMISSION (CPSC)

Office of Information and Public Affairs
4330 East West Hwy.
Bethesda, MD 20814-5000
(301) 504-0580

Consumer Product Safety Hotline:
Toll Free (800) 638-2772

Develops safety standards to protect the public against injury from consumer products, helps consumers evaluate product safety, and promotes research into the causes and prevention of product-related injury. Limited quantities of *Home Safety Checklist for Older Consumers* are distributed free by the CPSC.

*COURAGE STROKE NETWORK

Courage Center
3915 Golden Valley Road
Golden Valley, MN 55422
(612) 588-0811
Information Service:
Toll Free (800) 553-6321

Links stroke survivors, their family members, and the professionals who serve them by providing a forum for sharing knowledge and experiences related to living with a stroke. The Network offers referrals to stroke support groups.

*DELTA SOCIETY

289 Perimeter Rd. East
Renton, WA 98055-1329
(206) 226-7357

A nonprofit, membership organization that promotes positive human-animal interactions and the benefits of animal-assisted therapy

programs. Local chapters recruit and train volunteers to participate in animal visitation programs in local institutions.

FOUNDATION FOR HOSPICE & HOMECARE

228 7th Street, SE
Washington, DC 20003
(202) 547-6586

Promotes hospice and home care, establishes responsible standards of care, develops programs that ensure the proper preparation of caregivers, educates the public, and conducts research on aging, health, and social policies. Consumer guides available include: *All About Homecare* and *All About Hospice: A Consumer's Guide*.

HEALTH CARE FINANCING ADMINISTRATION

7500 Security Boulevard
Baltimore, MD 21244
(410) 786-3000
Medigap Hotline:
Toll Free (800) 638-6833

Coordinates the Federal Government's participation in Medicare and Medicaid. The Medigap Hotline answers questions about Medigap insurance, health insurance to supplement medicare. The Medigap booklet is available from the Hotline.

HEALTH INSURANCE ASSOCIATION OF AMERICA

National Insurance Consumer Helpline:
Toll Free (800) 942-4242

Offers information to the public about all aspects of health and disability insurance including Medicare supplements and long-term care insurance. Single copies of the following

publications are free: *A Consumer's Guide to Consumer's Guide to Long-Term Care Insurance* and *A Consumer's Guide to Medicare Supplemental Insurance*.

***MAKE TODAY COUNT**
P.O. Box 6063
Kansas City, MO 66106-0063
(913) 362-2866

A nonprofit, self-help organization that provides emotional support to patients with life-threatening illnesses and their families. Chapters are located throughout the United States.

MEDIC ALERT FOUNDATION
P.O. Box 1009
Turlock, CA 95381
(209) 668-3333
Information Service:
Toll Free (800) ID-ALERT

A worldwide, nonprofit organization dedicated to providing personal medical information to protect and save lives. Emergency medical identification systems available include ID bracelets and necklaces, wallet cards, and a 24-hour answering service. Display materials and posters are available upon request.

NATIONAL ASSOCIATION FOR HUMAN DEVELOPMENT
1424 16th Street NW
Suite 102
Washington, DC 20036
(202) 328-2191

A private organization that develops health education materials for national, State, and local groups that work to maintain and improve the physical, mental, and social well-being of older people. The Association distributes *Active People Over Sixty*, *Join the Active People*

Over Sixty poster, *Health Protector* booklet, and exercise instructions.

NATIONAL CANCER INSTITUTE (NCI)
Office of Cancer Communications
Building 31, Room 10A16
9000 Rockville Pike
Bethesda, MD 20892
(301) 496-5583
Cancer Information Service:
Toll Free (800) 4-CANCER

The Federal Government's principal agency for funding cancer research and for distributing information about cancer to health professionals and the public. One of NCI's top priorities is cancer in older Americans. The toll free Cancer Information Service (CIS) can provide up-to-date information about cancer and cancer-related resources in local areas. CIS offers a variety of publications on cancer prevention, early detection, diagnosis, treatment, and survivorship.

NATIONAL COUNCIL ON THE AGING
409 Third Street SW, Suite 200
Washington, DC 20024
(202) 479-1200

A nonprofit, membership organization for professionals and volunteers. It serves as a national resource for information, technical assistance, training, and research relating to the field of aging. Brochures and publications on aging topics are available.

NATIONAL EYE INSTITUTE
Information Office
Building 31, Room 6A32
Bethesda, MD 20892
(301) 496-5248

The Federal Government's principal agency for

funding eye research and distributing information on the causes, prevention, diagnosis, and treatment of eye disorders. Free brochures are available on cataracts, glaucoma, age-related macular degeneration, and diabetic retinopathy.

NATIONAL HOSPICE ORGANIZATION

1901 North Moore Street

Suite 901

Arlington, VA 22209

(703) 243-5900

Hospice Helpline: Toll Free (800) 658-8898

Promotes quality care for terminally ill patients and provides information about hospice services available in the United States. Operates a toll free hospice referral line.

NATIONAL INFORMATION CENTER ON DEAFNESS

Gallaudet University

800 Florida Avenue, NE

Washington, DC 20002

(202) 651-5051

Collects and distributes information on deafness to the general public and health professionals. Fact sheets are available on hearing loss and aging, including *Homes and Housing for Aged Deaf Persons*, *Managing Hearing Loss in Later Life*, and *Aging and Hearing Loss: Some Commonly Asked Questions*.

NATIONAL INSTITUTE ON AGING

Public Information Office

9000 Rockville Pike

Building 31, Room 5C27

Bethesda, MD 20892

(301) 496-1752

Publication Service: Toll Free (800) 222-2225

The Federal Government's principal agency for conducting and supporting biomedical, social, and behavioral research related to aging

processes and the diseases and special problems of older people. Free publications are available on a variety of aging topics and include: *Age Pages* (fact sheets on topics of concern to older people), *What is your Aging IQ?*, and *Who? What? Where? Resources for Older Women's Health and Aging*.

*NATIONAL MEALS ON WHEELS FOUNDATION

901 E St., NW, Suite 500

Washington, DC 20004

Toll Free (800) 999-6262

Delivers nutritious meals to those who cannot prepare their own food. Call the 800 number above for a local Meals On Wheels number.

NATIONAL ORGANIZATION FOR VICTIM ASSISTANCE

1757 Park Road, NW

Washington, DC 20010

(202) 232-6682

A private, nonprofit group of criminal justice professionals, former crime victims, professionals who help witnesses of crimes and crime victims, and others committed to the recognition of victim rights. Pamphlets include *The Elderly Crime Victim* and material on victim assistance and victim rights.

NATIONAL OSTEOPOROSIS FOUNDATION

1150 17th Street, NW

Suite 500

Washington, DC 20036-4603

(202) 223-2226

A voluntary health agency dedicated to reducing the widespread incidence of osteoporosis, a condition seen most often in older women. *Osteoporosis: A Woman's Guide*, *An Older Person's Guide to Osteoporosis*, and other

publications are available to consumers.

*NATIONAL SHUT-IN SOCIETY, INC.
1925 North Lynn Street, Suite 500
Rosslyn, VA 22209

A private, nonprofit organization whose members work to bring cheer and comfort to people with chronic illnesses who are members of the Society. A list of local chapters is available on request.

OFFICE OF DISEASE PREVENTION &
HEALTH PROMOTION
200 Independence Ave., SW
Room 738-G
Washington, DC 20201
(202) 205-8611
National Health Information Center
Toll Free (800) 336-4797

Supports and coordinates Federal Government programs in health promotion and disease prevention. Has free publications on national health observances, Federal health information centers and clearinghouses, and toll free numbers for health information. Lists of materials are available from each of these programs.

OLDER WOMEN'S LEAGUE (OWL)
666 11th Street, NW
Suite 700
Washington, DC 20001
(202) 783-6686

Seeks to educate the public about the problems and issues of concern to middle-aged and older women. Local OWL chapters offer supportive services and mutual aid, especially to women who are alone. A number of publications are available on issues concerning older women.

PRESIDENT'S COUNCIL ON PHYSICAL

FITNESS & SPORTS
200 Independence Avenue, SW
Suite 738-H
Washington, DC 20201
(202) 690-9000

Encourages Americans to raise their fitness levels. The Council distributes information to the public about the health-related benefits of regular exercise, including *Pep Up Your Life*, a fitness book for older people.

*SOCIAL SECURITY ADMINISTRATION
Office of Public Inquiries
6401 Security Boulevard
Baltimore, MD 21235
(410) 965-1234
Information Service:
Toll Free (800) 772-1213

The Federal Government agency responsible for the Social Security retirement, survivors, and disability insurance program, as well as the Supplemental Security Income programs. Local offices are located in every State. Free publications, including *Understanding Social Security*, are available from local Social Security offices.

UNITED SENIORS HEALTH
COOPERATIVE
1331 H Street, NW
Suite 500
Washington, DC 20005
(202) 393-6222

A private, nonprofit membership organization that works to improve the quality and reduce the cost of health care and social services for older adults. Publications available address many aging topics including exercise, living wills and durable powers of attorney, stress, long-term care options, and senior housing options.

***VISITING NURSE ASSOCIATIONS OF AMERICA**

3801 East Florida, Suite 900
Denver, CO 80210
(303) 753-0218
Information Service:
Toll Free (800) 426-2547

Community-based and supported nonprofit home health care providers who offer a variety of home health care services to people, regardless of their ability to pay. A fact sheet about the Visiting Nurse Associations is available.

VOLUNTEERS OF AMERICA

110 South Union Street
2nd Floor
Alexandria, VA 22314
(703) 548-2288

A nonprofit organization that offers programs and services to meet the specific needs of a local community. Programs for older persons include home repair, homemaker assistance, meals-on-wheels, transportation, and foster grandparent and senior volunteer programs.

LOCAL ORGANIZATIONS & AGENCIES

There are local resources and organizations which provide services, information, and/or special programs to the elderly and their caregivers. Consult the Area Agency on Aging (AAA) or local yellow pages or to obtain telephone numbers for the types of organizations listed or resources below.

- , Adult Day Care Centers
- , Area Agencies on Aging
- , Case Management Agencies
- , Churches and Synagogues
- , Colleges and Universities
- , Home Health Care Agencies
- , Homemaker Health Aid Services

- , Hospice Care
- , Hospitals
- , Libraries
- , Medical Equipment Stores
- , Nursing Homes
- , Public Health Department
- , Respite Care
- , Retirement Communities
- , Senior Centers
- , Social Security Offices
- , State Long Term Care Ombudsmen
- , Visiting Nurse Association

The local AAA also is an excellent source for information. Located in approximately 300 communities throughout the United States, AAAs assist the older population and their caregivers in obtaining community services. In addition to participating in your agency fair, AAAs can suggest local organizations and agencies to invite. Call the Elder Care Locator (800) 667-1116 to obtain the phone numbers of the AAAs that service the areas where your employees live.

Because many of the employees may live far away from their parents, it is a good idea to have representatives from national and local organizations.

APPENDIX C

Sample Letters and Exhibitor Tracking Form

BUILDING LOGISTICS MEMO

Date

Memorandum to Jane Doe
Chief of Building Services

From: L.B. Smith
U.S. Government Agency

Subject: Building Logistics for Spring Elder Care Fair

This is to confirm our discussion regarding the building logistics for the Spring Elder Care Fair to be held on May 14, 1997, from 9:30 a.m. to 4:00 p.m. at the U.S. Government Agency. As discussed, tables will be set up on the main level of the building.

As we agreed, the 30 vendors participating in the Fair can unload their printed materials at the loading dock on May 13 from 3:00 to 5:00 p.m. The vendors will also be able to use the loading dock after the Fair and the next day (May 15) from 8:30 to 9:30 a.m to transport materials out of the building.

RMP Exhibit Services, Inc., will be delivering 30 tables to the U.S. Government Agency main level on May 13 from 3:00 to 4:00 p.m. Delivery and set up of the tables will take approximately two hours. As we discussed, the delivery truck will unload the tables on the ground level. The truck can remain there while the tables are being set up. The Security Office has been informed of the delivery and has the contact name for the RMP Exhibit Services.

If you have any questions or concerns, please call me at (202) XXX-XXXX. Thank you for your assistance.

cc: [Security Office]

BUILDING SECURITY MEMO

Date

Memorandum to Jim Doe
Chief of Security

From: L.B. Smith
U.S. Government Agency

Subject: Security Arrangements for Spring Elder Care Fair

This is to conform our discussion regarding the security procedures for the Spring Elder Care Fair to be held on May 14, 1997, from 9:30 a.m. to 4:00 p.m. at the U.S. Government Agency. The Fair will be held on the ground level of the Washington Federal Building and will feature approximately 30 exhibits.

The exhibitors will be bringing boxes of printed materials into the building for distribution at the Fair. As we discussed, all exhibitors and participants can gain access to the building by showing a picture I.D. and signing in at the guard's station. We also have agreed that exhibitors can unload their materials at the loading dock on May 13 from 3:00 to 5:00 p.m. and pick up materials after the event on May 15 from 8:30 to 9:30 a.m.

If you have any questions or concerns, please call me at (202) XXX-XXXX. Thank you for your assistance.

Attachment

VENDOR INVITATION LETTER

Dear Elder Care Organization:

I am writing to invite your agency to participate in the Spring Elder Care Fair sponsored by the U.S. Government Agency. The Fair will be held on May 14, 1997, from 9:30 a.m. to 4:00 p.m. at the Washington Federal Building, 1900 Government Avenue, NW., Washington, D.C.

The objective of the program is to provide practical information and resources to Federal agency representatives with responsibility for helping employees and caregivers balance their elder care needs. In addition to the exhibits, three seminars will be conducted on a variety of elder care topics. Enclosed is a program agenda.

We have arranged for a variety of national and local vendors to exhibit elder care resources and services in our building. As an exhibitor, we would like your agency to distribute literature and answer questions concerning your organization's resources and services. We anticipate 75-100 attendees and will provide each with a booklet identifying the Fair participants.

The U.S. Government Agency will provide skirted tables for displaying materials and can assist you with unloading your materials at the building delivery site. If you plan to bring a table or free-standing display, we will need to know how much display space you will require. Also, we need to know if you will require an electrical outlet. Unfortunately, we are unable to provide parking, but parking is available on the street. If you are unable to attend, please consider sending materials for display at the Fair.

If you agree to participate, please complete the attached form and fax it back to me at (202) XXX-XXXX by April 30, 1997. If you need additional information or cannot attend, please contact me at (202) XXX-XXXX. I will be in touch with you in the near future to provide additional details.

I look forward to working with you.

Sincerely,

L.B. Smith
Exhibit Coordinator

Enclosure

VENDOR RESPONSE FORM

SPRING ELDER CARE FAIR

May 14, 1997
9:30 a.m. to 4:00 p.m.

U.S. Government Agency
1900 Government Avenue, NW
Washington, DC

PARTICIPANT CONFIRMATION

Organization: _____

Address: _____

Phone Number: _____

Contact Person
and number: _____

Brief description of your organization's mission:

Check here if you would prefer to share space at a table with another organization. _____

Check here if you are unable to attend but will send materials. _____

Please fax this confirmation by April 30, 1997 to the attention of L.B. Smith.
The fax number is (202) XXX-XXXX.

VENDOR GUIDELINES MEMO

Memorandum to Exhibitor Participants at the Spring Elder Care Fair

From: L.B. Smith
Exhibit Coordinator

Subject: Exhibitor Participation Guidelines for the Spring Elder Care Fair

Thank you for agreeing to exhibit at the Spring Elder Care Fair on May 14, 1997, at the U.S. Government Agency. The Fair will be held on the main level of the Washington Federal Building located at 1900 Government Avenue, NW., Washington, D.C., from 9:30 a.m. to 4:00 p.m.

To facilitate the smooth set up of over 30 displays, we are offering exhibitors these options for delivering materials to the Fair:

(1) Exhibitors may deliver their materials before the fair by courier to the Washington Federal Building from April 10 to May 12, 1997, Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m. Materials should be sent to the following address: U.S. Government Agency, 1900 Government Avenue, NW., Work and Family Center, Attn.: L.B. Smith, Room 7316, Washington, D.C.

(2) Exhibitors may bring their materials on the day of the Fair, between 8:30 and 9:15 a.m. Arrangements have been made to use the loading dock on the ground level of the building for unloading and loading purposes.

All displays should be set up on the day of the event no later than 9:15 a.m. Each participant must sign in at the security guard's desk and present a government I.D. or driver's license to gain access into the building.

Please contact L.B. Smith at (202) XXX-XXXX by May 1, 1997 to indicate which option you prefer.

VENDOR THANK YOU LETTER

Dear Elder Care Organization:

Thank you for exhibiting at the U.S. Government Agency's Spring Elder Care Fair. Your organization's participation helped to disseminate valuable information on elder care and aging issues to employees and caregivers who have elder care concerns and to Federal representatives responsible for work and family programs throughout the Federal Government.

My staff and I received many positive comments from the attendees regarding the usefulness of the information distributed at the Fair. Many attendees also expressed appreciation for the time exhibitors spent answering questions and addressing their personal dependent care concerns.

The U.S. Government Agency is committed to offering its employees assistance in balancing work and family demands through programs such as the Spring Elder Care Fair. This could not be accomplished without the continued support of organizations that strive to make it easier for individuals to balance their work and family demands.

I hope that you found the experience to be both useful and informative for your organization. I look forward to working with you in the future. Thank you again for your time, assistance, and support.

Sincerely,

L.B. Smith
Exhibit Coordinator

EXHIBITOR TRACKING SHEET

Vendor Address Phone Fax Number Email	Contact Person	Sharing Table? Y/N	Display materials only? Y/N	Delivery of Materials (date/time/method)	Notes:

(Highlight vendor name to indicate acceptance of invitation.)

Disclaimer

The names of some non-U.S. Government organizations have been included in this booklet merely as an information service to the reader. The mention of an organization by name does not constitute official sanction or endorsement of the organization by the U.S. Office of Personnel Management or the U.S. Government.