



July 6, 2010

Home & Community Based Services Providers:

A Providers Fair has been scheduled for Friday, July 30, 2010, at The Power Center; 12401 South Post Oak Road, Houston, Texas 77045. A map is enclosed for your convenience. Provider setup will begin at 7:00 a.m. on Friday, July 30th and unloading and setup must be completed by 9:30 a.m. The hours for the families to attend the Fair are 10:00 a.m. – 4:00 p.m., therefore, any provider coming in after 9:30 a.m. on Friday, July 30, 2010 will not be allowed to setup and registration fees will not be returned. Booths will be assigned on a first-come, first-served basis at the time of setup.

The purpose of the Providers Fair is to allow the consumer and the consumer's family member or legally authorized representative the opportunity gain knowledge of the various providers in Harris County. Only organizations that appear on the Department of Aging and Disability Services (DADS) certified list of Home and Community Based Services providers will be permitted to participate in the Fair. Space will be allocated on a first-come first-served basis. Once capacity has been reached, additional providers will not be allowed to participate in the Fair and will not have their registration fee returned.

It is anticipated that Harris County will receive names from the statewide interest list to enroll approximately 322 consumers into the HCS program during FY 2010. Therefore, the next 350 consumers on the HCS Interest List have been invited to attend this Fair. However, MHMRA of Harris County cannot guarantee the number of attendees.

A fee of \$75 is being charged to each provider to cover expenses. Payment is due by Monday, July 26, 2010. **Checks must be made payable to: MHMRA – HCS Providers Fair and returned with the signed Agreement and Registration forms that are enclosed.**

If you should have any questions, please contact Dee Hall at 713-970-3466.

Sincerely,

Kenneth W. Collins, LMSW, Deputy Director
Mental Retardation Services Division
Mental Health and Mental Retardation Authority of Harris County

KWC:dh
Enclosures

CC: Barbara Davis, MSW, Assistant Deputy Director, MR Authority Services

HCS Providers Fair

REGISTRATION FORM

**Sponsored by:
MHMRA of Harris County**

FAIR DATE: Friday, July 30, 2010
FAIR TIMES: Provider Set-up 7:00 a.m. Provider Take Down: 4:30 p.m.
Hours of Fair: 10:00 a.m. – 4:00 p.m.
LOCATION: The Power Center
12401 South Post Oak Road
Houston, Texas 77045

MHMRA of Harris County is sponsoring an Home and Community Based Services (HCS) Providers Fair. This will be an opportunity for consumers, family members and guardians to meet and talk with available HCS providers and to assist them in selecting the provider of their choice.

*Make checks payable to: **MHMRA – HCS Providers Fair.** Mail the completed Registration Form, Agreement Form and the Registration Fee of \$75.00 to:*

Dee Hall – HCS Providers Fair
Mental Retardation Services Division
MHMRA of Harris County
P. O. Box 25381
Houston, Texas 77265-5381

To reserve a space payment must be received no later than Monday, July 26, 2010

For additional information, please contact Dee Hall at 713-970-3466.

Please Print Clearly:

Organization Name: _____

Contact Person: _____

Address: _____
_____ Zip _____

Phone: _____ Fax: _____

E-Mail: _____

To be officially registered for the Fair, this form must be accompanied by the payment of the \$75 Registration Fee and the HCS Providers Fair Agreement Form.

MHMRA of Harris County

MENTAL RETARDATION SERVICES DIVISION

HCS Providers Fair Agreement

This Agreement must be signed and returned with the Registration Form & Registration Fee

Provider and its representatives agree to adhere to the following Agreement for the safety of our consumers and their family members and in fairness to other exhibitors. Providers participating in the Providers Fair must be in good standing with the Department of Aging and Disability Services (DADS).

1. The purpose of the Providers Fair is to allow the consumer or the consumer's family member or legally authorized representative the opportunity to gain knowledge of the various providers in Harris County. Only organizations who appear on the Department of Aging and Disability Services (DADS) certified list of Home and Community Based Service (HCS) providers will be permitted to participate in the Fair. Space will be allocated on a first come first served basis. Once capacity has been reached, additional providers will not be allowed to participate in the Fair and will not have their registration fee returned.
2. There will be only one booth per provider. Registration fee is \$75.00 for one booth. All booths will consist of one table 6' x 30", and two chairs. The table and two chairs will be provided. Providers will be responsible for supplying their own table covers.
3. Additional tables, chairs, or other furnishings will not be permitted in the display area.
4. Chairs provided must be kept out of the designated walkways in the display area for the safety of consumers and families.
5. All walkways within the display area must be kept free and clear at all times.
6. All displays must fit into the designated booth area.
7. Important, please note: The Power Center does not allow any food (including candy, cookies, etc.) or drinks (including bottled water) within the Center. Any food or beverages for lunches, breaks, etc. by providers and staff must remain outside. Please plan accordingly.
8. Parking is free.
9. At no time will more than five people per provider (including the provider's designated parent representative and/or translator) be allowed in the display area.
10. All representatives of providers must wear nametags with the name of the person and the name of the provider organization clearly visible.
11. During the Providers Fair, providers or their representatives may not approach consumers, their family members or legally authorized representatives outside their designated booth area. This specifically includes the parking lots, lobbies and restrooms.
12. No monetary gifts shall be offered by a provider or a provider's representative to a consumer or to a consumer's family member or legally authorized representative.

13. No promotional items over \$5.00 each in value will be given to a consumer or to a consumer's family member or legally authorized representative. Small advertising promotional items, (i.e., business cards, pencils, pens, key chains, magnets, etc. with the provider's name, address, phone number, etc.), are acceptable. The definition of "small" shall be at the determination of MHMRA staff. Items deemed inappropriate by MHMRA staff shall be removed immediately from the premises by the provider.
14. For the safety of our consumers, no candles, incense or pets will be allowed in the display area.
15. No drawings or "give aways" will be offered by providers or their representatives.
16. No radios, television sets or music will be allowed in the display area unless the television and/or music are a part of a video presentation.
17. TV/VCR setups for promotional messages will be possible in those booths that are near an electrical outlet. Please see enclosed diagram. The volume on all such displays must be kept low in consideration of the consumers and families seeking information from other providers.
18. Those providers who have chosen a booth against a wall, near an electrical outlet, must provide their own heavy-duty UL approved extension cords. Extension cords may not be run across any area designated as a walkway in the display area. Cords must be safely secured with electrical duct tape.
19. No Smoking. The Power Center is designated as a smoke-free facility and no smoking shall be permitted on the premises.
20. Setup will begin at 7:00 a.m. on Friday, July 30, 2010. UNLOADING AND SETUP MUST BE COMPLETED BY 9:30 a.m. Anyone coming in after 9:30 a.m. on Friday, July 30, 2010 will not be allowed to setup and registration fees will not be returned.
21. Providers will be responsible for moving all their own display items from the unloading area into the display area and setting them up.
22. Providers agree not to begin packing or leaving until after 4:00 p.m. on Friday, July 30, 2010 when the Providers Fair closes.
23. ALL PACKING MUST BE ACCOMPLISHED BY 4:30 p.m. on Friday, July 30, 2010 and the premises vacated.
24. Providers will be required to be at their booth before the opening of the Providers Fair and to have their booth attended at all times during the Fair.
25. Cancellations must be received prior to Wednesday, July 28, 2010.
26. Registration fees are not refundable, other than exceptions stated in this agreement.
27. Items such as table top displays (modular panel displays, easels, flip charts, etc.), to promote your organization, and small, attractive displays of balloons, artificial flowers, etc. are encouraged in the display area. Live flower or plant arrangements are not permitted

by The Power Center because of problems with breakage and spillage in the display area, posing possible safety hazards and property damage.

28. MHMRA of Harris County will maintain a Registration and Information Booth in the lobby of The Power Center for the purpose of answering consumer and family member questions regarding Home and Community Based Services, the Texas Home Living Waiver and providing brochures developed by the Intellectual and Developmental Disabilities Planning Advisory Council to assist consumers and families in choosing a provider.
29. Mental Retardation Services Division staff will be available on the floor of the display area to assist consumers, family members and providers throughout the Providers Fair.

The provider assumes entire responsibility and hereby agrees to protect, indemnify and defend Mental Health Mental Retardation Authority of Harris County and its agents, harmless against all claims, losses and damages to person or property, governmental charges or fines, and attorney's fees arising out of or caused by the provider's installations, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition the provider acknowledges the Mental Health Mental Retardation Authority of Harris County does not maintain insurance covering the provider's property and that it is the sole responsibility of the provider to obtain business interruption and property damage insurance covering such losses by provider.

It is our mission to keep the Providers Fair as safe, informative and beneficial for everyone as possible.

I agree to and my organization will abide by the Agreement as listed above.

Signature of Provider or Duly Authorized Representative

Date

Please Print Clearly:

Printed Name of Provider or
Duly Authorized Representative: _____

Printed Name of Organization: _____

Printed Address of Organization: _____

Printed Phone Number of Organization: _____

Organizational E-mail Address: _____

IMPORTANT: Return this original, signed agreement, and the registration form along with your payment to: Dee Hall – HCS Providers Fair, Mental Retardation Services, MHMRA of Harris County, P.O. Box 25381, Houston, Texas 77265-5381. *Please retain a copy for your use.*

Jesse H. Jones Conference Center

