

***You’re Invited!***

 **LOVEJOY INDEPENDENT SCHOOL DISTRICT**

 Est. 1917

June 1, 2018

As one of Lovejoy ISD’s preferred vendors, you are invited to participate in our
**Convocation Vendor Showcase**! The Showcase will take place alongside our **Lovejoy ISD Convocation**. A great kick-off to the **2018-2019** school year!

**More than 600 Lovejoy ISD employees will be on hand. *We hope you will join us!***

**Lovejoy ISD plans for the best experience possible for educators and sales representatives alike while attending our first Lovejoy Vendor Showcase!**  **Please read this packet thoroughly and review the enclosed requirements. Thank you!**

**WHO:** All **Lovejoy Vendors** wishing to participate.

**WHAT:** Educate staff on your products and services available from Lovejoy Approved Vendors. Participants will be allowed to draw attendees to their booth with demonstrations, samples or designed-for-fun contests such as wheel of fortune, putt for fun, pong toss, etc with promotional giveaways—These are not a requirement though!

**WHEN: Monday, August 13, 2018** from **8 – 10 am**

**WHERE: Lovejoy High School,** 2350 Estates Pkwy Lucas TX 75002

**DEADLINE:** Early Bird Registration Discount ends **July 13, 2018.**

***Space is limited to 50 individual booths in our Auxiliary Gym!***

NO REFUNDS – Please make arrangements for an alternate person to participate.

**EVENT DETAILS**

* Choose and reserve your booth location(s) online**.**
* Vendor set up time is from 6:30am to 7:45am on Monday, August 13**.**
* Please arrive promptly to unload and set-up.
* Lovejoy will incent staff with a ***Collect & Win!*** card to show that the cardholder visited at least a minimum number of vendor booths. Staff who complete their card & turn it in will be eligible for a drawing to be held during Convocation. One vendor may choose to sponsor this prize. ***Contact Tina Tomson, at tina\_tomson@lovejoyisd.net to be that sponsor!***

We hope that you will consider participating. This is your showcase, a wonderful opportunity to expose your business’ services and products to Lovejoy educators and staff. Attendance for Lovejoy Convocation is required for all staff. You are encouraged to provide incentives to draw staff to the Showcase & your booth!

Sincerely,

Tina Tomson

*Lovejoy Vendor Showcase Coordinator*

**Payment Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **8’ x 8’** **Space** **(Single Booth)**  | **8’ x 16’** **Space** **(Double Booth)**  | **Early** **Registration Discount**  | **Premium(Limited Number of****Premium Locations)**  |
|  | ***early / after July 13*** | ***early / after July 13*** | ***add after July 13*** | ***Includes Added Cost*** |
| **Example for****Row A, Booth 1**  | $250 / 350  | $400 / 600  | ($100)  | $50-100  |

**NO REFUNDS – Please make arrangements for an alternate person to participate.**

**VENDOR RULES & REQUIREMENTS**

**1.** Booth space is limited to 50 single booths which will be provided to Lovejoy ISD Approved Vendors on a first come, first served basis.

**2.** To secure your space, full payment must be made online with any required documentation. Send completed form (below) to Tina Tomson to provide information and details.

**3.** Register by July 13, 2018, to be eligible for the Early Registration Discount.

**4.** You must be set-up no later than 7:45am and remain set-up until 10:00am.

**5.** Your space will be a single 8’x8’ (with one 6’ folding table) or double 8’x16’ (with two 6’ folding tables) so plan and reserve accordingly to ensure your display and equipment dimensions will fit adequately.

**6.** Vendor may elect to provide prizes for game winners or by drawing. These winners are to be announced by 9:45am.

**7.** The northwest parking section is designated for vendor parking. Absolutely no vehicles will be allowed to drive on or off the grass. This will be enforced, no exceptions.

**8.** After unloading, all vehicles must be moved to the designated vendor parking section.

**9.** If you will be loading and unloading equipment on Lovejoy ISD property, proof of insurance may be required.

**10.** Available number of booths decreases as double booths are selected. (Lovejoy reserves the open the Competition Gym. This will occur only in the event that interest indicates filling both gyms.)

**11.** Electrical access is limited to Row A. Electricity may not be accessible to every booth. Participants will be required to provide their own extension cords, equipment and support.

**12.** If your company has special requirements regarding space or location, you must contact the Showcase Coordinator. Lovejoy cannot guarantee fulfillment of needs beyond packaged offer.

**DEADLINE FOR REGISTRATION –July 30, 2018**

**Lovejoy Vendor Showcase 2018**

**VENDOR INFORMATION FORM**

**After reserving your space online, please complete and email to Tina Tomson at** **tina\_tomson@lovejoyisd.net** **or fax to 469-742-8074.**

Reservation (Booth Space) Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Confirmation Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide detail of any games or attractions you will have at your booth:

If you are providing a door prize, please specify details: