



WEATHERFORD INDEPENDENT SCHOOL DISTRICT Communications Department

The mission of the Weatherford ISD is to teach, challenge, and inspire each student in a safe, nurturing environment to succeed in the global community.

June 15, 2016

As we prepare to kick-off the 2016-2017 school year, Weatherford ISD is offering an opportunity for vendors to showcase products and services to approximately 1,000 WISD employees prior to our annual Convocation-event. Businesses are encouraged to offer door prizes, drawings, and/or breakfast foods for employees.

***Weatherford ISD Vendor Fair
Wednesday, August 10, 2016
7:15 a.m. – 8:45 a.m.
Weatherford High School***

Reserving your space is easy! Just complete the enclosed Vendor Fair Form and return it with your payment on or before **Friday, August 5, 2016**. ***Tables will only be reserved when payment is received.***

Questions? Please contact Charlotte LaGrone, Executive Director of Organizational Culture at 817-598-2956 or by email at clagrone@weatherfordisd.com.

Space is limited...make your reservation today!

The Weatherford ISD Vendor Fair is open to exhibitors offering products, services, real estate, 403B advisors, financial institutions, civic organizations, school support organizations and more.

- BOOTH RENTAL FEE includes 6' table with 2 chairs - \$25 per booth space
- EXHIBITOR WILL BE RESPONSIBLE FOR SETTING UP THEIR DISPLAY AND FOR REMOVING ALL ITEMS AT THE CLOSE OF THE FAIR. The high school will be open for booth set-up at 6:15 a.m. Booths must be completely set-up by 7:15 a.m. Exhibits will be open to WISD staff at 7:15 a.m. and will close at 8:45 a.m. Please plan to have a representative on site at all times.
- **Vendors hosting a door prize drawing will need to provide a container for entries, entry forms, and pens.** Please draw for prizes at the end of the fair and bring your item(s), along with the entry form(s) drawn, to the cafeteria. The winners of all door prizes will be Tweeted to WISD staff throughout the day.
- Due to staff limitations, unloading and loading assistance will not be available on the day of the event. Vendors are encouraged to bring their own carts as these will not be available onsite.
- Electrical outlets are limited and may be requested for an additional fee of \$25.
- Please note that vendors cannot sell the following insurances due to WISD non-compete contracts: life, medical, dental, health, disability, vision, cancer care, identity theft, Legal Shield, critical illness, GAP Plan, and accident.
- Only one booth rental per home-based business will be allowed. Priority will be given to vendors participating in the 2015 WISD Vendor Fair or filled on a first-come, first-served basis.
- Weatherford Independent School District reserves the right to refuse any exhibitor determined to be in violation of GKD Local.

Weatherford ISD Vendor Fair Registration Form

Weatherford High School
2121 Bethel Road
Weatherford, TX 76087
August 10, 2016
7:15 a.m. – 8:45 a.m.

To be completed by vendor/exhibitor:

Company/Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Cell Phone: _____

*Type of Organization/Business: _____

Exhibit Booth will include approximate 6' table with 2 chairs.

_____ number of tables needed @ \$25 each \$ _____

_____ electricity (limited) - \$25 additional fee \$ _____

Total Enclosed \$ _____

_____ I will be providing a door prize

of item(s) to be provided: _____

Description of item:

Please make checks payable to Weatherford ISD and mail to:

Weatherford ISD
c/o Charlotte LaGrone
1100 Longhorn Drive
Weatherford, TX 76086

For Weatherford ISD Use:

Date received: _____ Amount: \$ _____ Check #: _____ Cash: _____

Table Assignment: _____

Electricity Y / N