



NUTRITION EXPO 2017

“FOOD + FUTURE= YOU”

Region 17 ESC

1111 West Loop 289, Lubbock, TX

November 14, 2017

10:00 am-1:00pm

Date: August 2, 2017

To: Vendors Addressed

From: Dorothy Glenn, Lead Purchasing Specialist, West Texas Food Service Cooperative

The Region 17 Education Service Center is pleased to host our school Nutrition Expo on November 14, 2017. The venue includes exhibits for school food service in the areas of commercial, commodity processing and equipment items.

The attached flyer (Attachment 1) provides detailed information regarding the 2017 Nutrition Exposition. Please review this information carefully and make plans to join us for this special event. Note that all contracts and other information should be submitted by September 22, 2017. All expo documents can be obtained under “Food Service” the WTFSC website (wtfsc.esc17.net) under the “Vendor” tab.

The EXPO schedule allows for a private viewing time for school administrators and food service directors from 10:00 am – 12:00pm. All booths will be reserved on a first-come, first-served basis with the submission of the completed Expo Agreement (Attachment 2a-b), Booth Reservation Request (Attachment 3) and payment in full for all booths. The Food Product Display Information (Attachment 4) and the Vendor Name Badge Information (Attachment 5) are also due by September 22. If any additions/deletions occur following submittal, please let us know immediately.

Thank you for your support of West Texas area schools. Region 17 ESC recognizes the time, effort, and money vendors put into exhibiting for the EXPO. Your participation in the EXPO enables rural school district personnel to observe and test items that may otherwise be seen only through catalogs, point of sale literature, and/or word of mouth.

For your convenience, a map of the Lubbock area is enclosed. We have blocked rooms at the StayBridge Suites in Lubbock. For more information concerning these rooms, please see the StayBridge Suites Information sheet. If you have any questions regarding the EXPO, please call me at (806)281-5710. We look forward to seeing you in November.

Dorothy Glenn

Enclosures

GENERAL INFORMATION

Booth Set-up:

Monday, November 13, 2017
1:00 pm - 4:00 pm

Tuesday, November 14, 2017
7:00 am - 10:00 am

Products & Services to be displayed:

Commercial Food Items
Commodity Processed Items
Food Service Equipment & Smallwares
School Food Service Software

Viewing Times:

Director: 10:00 am – 12:00pm

Culinary Students: 12:00pm – 1:00pm

REGISTRATION INFORMATION

The fee for each 10' x 10' booth is \$350.00.

Each booth includes one topped & skirted front table and one work table, 2 chairs plus all electrical needs (electrical needs must be indicated on the Booth Registration Request.)

Vendor booths are available on a first-come/first-served basis with paid contract(s).

All displays are for product sampling/information only. - **No product sales allowed.**

The theme this year is "Food+Future=YOU". Vendors may wish to coordinate their booth "theme" with the overall theme of the Expo; however, this is voluntary.

Small giveaway items are allowed at booths.

Please complete and return or electronically submit the following by **September 22, 2017**.

Expo Agreement (Attachment 2a-b)

Booth Reservation Request (Attachment 3)

Food Product Display Information (attachment 4) (Submit electronically)

Vendor Name Badge Information (attachment 5) (Submit electronically)

Return completed forms by September 22, 2017
to:

Dorothy Glenn - Region 17 ESC
1111 W. Loop 289 | Lubbock, TX 79416
Phone: (806)281-5707 | FAX: (806)785-4829

ALL PAYMENTS ARE DUE BY: October 20th, 2017

This service (or product) is provided through the Texas Department of Agriculture's school nutrition education, and outreach program funded by the U. S. Department of Agriculture, Food and Nutrition Service. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. The workshops sponsored by Region 17 Education Service Center (ESC) are intended for education purposes only. The information provided and the views expressed by workshop presenters do not constitute or imply endorsement or recommendation by Region 17 ESC. Reference to any specific commercial product, process, trademark, or manufacturer by workshop presenters does not constitute or imply endorsement or recommendation by Region 17 ESC.

EXPO AGREEMENT
REGION 17 EDUCATION SERVICE CENTER

Attachment 2a

Terminology: Undersigned vendor ("Vendor") refers to the business entity reserving exhibition space and entering into this agreement ("Agreement"). Region 17 Education Service Center (Region 17 ESC) refers to the entity bearing the name.

Statement of Agreement: The Vendor of school food service commercial, commodity processed, & equipment items, and services hereby enters into this Agreement with Region 17 ESC for the purpose of guaranteeing an exhibition booth space at the 2014 Nutrition Exposition. The EXPO is scheduled for November 14, 2017 from 10:00 a.m. – 1:00 p.m. (Please see enclosed information for site details.) The Vendor agrees to pay the exhibitor fee in the amount of \$350.00 per 10' x 10' booth space. Fees must be received by Region 17 ESC by October 20, 2017.

Statement of Liability: By signing this Agreement, the Vendor assumes full responsibility of all items brought to the EXPO for exhibition. Region 17 ESC assumes no responsibility for lost, stolen, or damaged merchandise or equipment available for exhibition as a result of this Agreement, or for the operation of such equipment. Vendor agrees that it will not incorporate flammable, dangerous, or reckless items within their exhibitions. Vendor assumes full liability for any and all damage, both for property and bodily injury, resulting from any negligence relating to their exhibit, and Vendor agrees to hold ESC harmless for any claims made against Region 17 ESC attributable to Vendor's negligence.

Statement of Neutrality: The Vendor further understands that the EXPO is an effort to provide a forum through which needed merchandise is presented to school districts interested in purchasing the same. Region 17 ESC shall not endorse any vendor or product. Region 17 ESC is in no way responsible for the purchasing decisions of school districts attending the EXPO, nor is Region 17 ESC in a position to discriminate against any vendor merchandising wares marketable to clientele targeted at the EXPO. Vendors agree to exhibit such marketable merchandise via invitation. SALE OF PRODUCTS DURING THE EXPO IS STRICTLY PROHIBITED due to procurement regulations.

Exhibit Specifications: The Vendor is responsible for all items necessary to prepare the Vendor's exhibit, including, but not limited to, equipment, backdrops, and exhibit supports. Table skirt and topping for one display table and one work table and electrical will be provided by the Region 17 ESC. Booth space shall be allocated based on paid contract status on a first come, first served basis. Vendors must request the number of exhibition spaces to be reserved and make reservations by September 22, 2017 on the Booth Reservation Request "Attachment 3." Vendors may assemble their exhibits from 1:00 p.m. - 4:00 p.m., Monday, November 13, 2017 and 7:00 a.m. - 10:00 a.m. on Tuesday, November 14, 2017.

Cancellation/Termination of Agreement: Vendors who reserve an exhibition booth(s), but become unable to participate must contact Dorothy Glenn, Lead Purchasing Specialist, in writing by November 1, 2017. Upon timely receipt of written intent to cancel/terminate this Agreement, a refund of exhibit fees will be given to Vendor. Exhibit fees will be nonrefundable after November 1, 2017.

Region 17 ESC reserves the right to cancel this Agreement for any reason. If Region 17 ESC cancels the EXPO, all payments previously made by Vendor shall be refunded.

Offer Acceptance: I have read this Agreement and agree to assume all responsibility for complying with its terms and conditions.

Offered to:

Printed Name of Exhibiting Vendor

Region 17 Education Service Center
1111 W. Loop 289
Lubbock, TX 79416

Mailing Address - Street

Dr. Kyle Wargo
Executive Director

City, State, Zip

Printed Name of Authorized Representative

Signature of Authorized Representative

Email Address of Authorized Representative

Telephone

The 2017 Nutrition Expo BOOTH RESERVATION REQUEST

To reserve your spot at the 2017 Nutrition Expo:

- | | |
|---|---|
| <ul style="list-style-type: none"> n Return signed Expo Agreement (Attachment 2a-b) n electronically submit Vendor Name Badge Information. n electronically submit Food Product Display Information. | <ul style="list-style-type: none"> n Complete and return Booth Reservation Request (Attachment 3) n Submit all information & documents by September 22, 2017 n Submit all payments by October 20, 2017 |
|---|---|

(To be completed by vendor)

Exhibitor/Manufacturer Name: _

Telephone No.: _

(If there are multiple exhibitors, please list them by booth.)

Broker Name (if applicable):

Telephone No.: _

Payment enclosed for:

\$350.00 x _ # booth(s) = \$ _

Method of Payment: Check PO # _

Make checks payable to: Region 17 ESC = Payment due by October 20, 2017

If multiple booths, please identify each manufacturer represented.

Note: Exhibitors may show more than one manufacturer per booth space; however, total space per booth will not exceed 10 ft. x 10 ft. Booth includes one skirted 8 ft. front display table and one work table at the rear of booth, plus two chairs.

	Booth	# Tables	Booth	# Tables
#1			<u>#8</u>	
#2			<u>#9</u>	
#3			<u>#10</u>	
#4			<u>#11</u>	
#5			<u>#12</u>	
#6			<u>#13</u>	
#7			<u>#14</u>	

Electrical Needs

- 120 v. duplex-20 amp
 208 volt single phase
 208 volt three phase
 electrical cords
 power strips

Other: _____

Return by September 22, 2017 to:

Dorothy Glenn – Lead Purchasing Specialist Region 17 ESC 1111 W. Loop 289 Lubbock, TX 79416 (806) 281-5710 Fax: (806) 785-4829

Region 17 ESC

1111 West Loop 289, Lubbock, TX November 14, 2017 10:00 am – 1:00 pm

Food Product Display Information

In an effort to streamline the process, the vendor product sheet maybe found in the Vendor Packet on our website (wtfs.esc17.net) under the “Vendor” tab. You may also request it by emailing Dorothy Glenn @ dglenn@esc17.net. The product display form must be typed and returned electrically or mailed.

Product information submitted after October 20, 2017 will not be included.

Broker or Vendor will enter the following information into a Word Document:

Brand
Item Description
Labatt #
Code #
Commodity (Yes or No)
Smart Snack (Yes or No)
WTFSC Bid No if on bid

Contact Dorothy Glenn at 806.281.5710 or dglenn@esc17.net.

RETURN FORM TO dglenn@esc17.net or mail to:

**Region 17 ESC
WTFSC EXPO
1111 West Loop 289
Lubbock, TX 79416**

Vendor Name Badge Information

Name badge information will be entered into a Word Document. This document may be found in the Vendor Packet on our website (wtfs.esc17.net) under the "Vendor" tab. You may also request it by emailing Dorothy Glenn @ dglenn@esc17.net. The name badge document form must be typed and returned electronically or mailed.

Only the following information will be required for Name Badges:

- First Name
- Last Name
- Company Name

Name Badge information submitted after Oct 3, 2017 will not be included. We will have blank name badge cards available at the Info Desk if needed.

Contact Dorothy Glenn at 806.281.5710 or dglenn@esc17.net.

RETURN FORM TO dglenn@esc17.net or mail to:

Region 17 ESC

WTFSC EXPO

1111 West Loop 289

Lubbock, TX 79416



Staybridge Suites Lubbock South | 4801 S Loop 289, Lubbock, TX 79424 | 806.776.8800 | sales@staybridgelubbock.com

[West Texas Food Service Cooperative Expo](#)

Click on link above to book your room today! Rooms must be reserved no later than October 27th, 2018

HOME AWAY FROM HOME on the South Plains

Only Staybridge Suites delivers warm, welcoming modern comforts, a thoughtful experience created by a genuinely caring team and an authentic sense of community that makes Lubbock's upscale extended-stay guest feel completely at home.

COMPLIMENTARY AMENITIES


- Daily Breakfast Buffet with fresh-sliced fruit
- Evening Social every Monday through Wednesday featuring Texas brews and wines
- Wireless High-Speed Internet
- State-of-the-Art Full Fitness Center
- Business Center
- Guest Laundry
- On-Site Parking

HOTEL FEATURES

- Spacious Rooms | 120 King or Queen Suites with Kitchenettes (full fridge, tableware, dishwasher)
- Expansive Outdoor Patio | Secluded seating areas, fire-pit and grilling
- Restaurants Next Door | More than 60 beers on tap at BJ's, Red Robin, Chuy's, and LongHorn
- Pet Friendly
- Non-Smoking
- Meeting Room (900 sqft) with high-quality A/V
- The Pantry | Around-the-clock goodies or travel needs mini-store
- Sports Court to play basketball
- Putting Green to get a little practice in before tee-off
- The Den | Relaxing space with board games, books, and large television for kicking back
- Extended-Stay rates

MORE INFORMATION: Call Sales at 806.776.0581 or email sales@staybridgelubbock.com

Locally owned by Lubbock Sunny Dev, LLC and operated by TAJ Hospitality Management, LLC

Find us on  @StaybridgeSuitesLubbockSouth