

# 2018 NUTRITION EXPO

Region 17 ESC

1111 W. Loop 289, Lubbock, TX 79416

October 2, 2018

10:00AM – 1:00PM

Date: August 7, 2018

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 October 2, 2018. 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 2018 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 17, 2018. All expo documents can be obtained under “Vendor Page” on the WTFSC website ([wtfsc.esc17.net](http://wtfsc.esc17.net)).

The EXPO schedule allows for a viewing time for school administrators and food service directors from 10:00 am – 1:00 pm. 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 17. 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.

We have blocked rooms at the Hilton Garden Inn and the Embassy Suites in Lubbock. For more information concerning these rooms, please see the Hotel Information Sheet. If you have any questions regarding the EXPO, please call Hannah at (806) 281-5836 or me at (806) 281-5710. We look forward to seeing you in October.

*Dorothy Glenn*

Enclosures

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## GENERAL INFORMATION

### Booth Set-up:

*Monday, October 1, 2018*  
*1:00PM - 4:00PM*

*Tuesday, October 2, 2018*  
*7:00AM - 10:00AM*

### Products & Services to be Displayed:

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

### Viewing Times:

*Tuesday, October 2, 2018*  
*10:00AM - 1:00PM*

## REGISTRATION INFORMATION

The fee for each 10' x 10' booth is \$375.00.

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.**

Giveaway items are allowed at booths.

Please complete and return or electronically submit the following by **September 17, 2018**.

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 17, 2018 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: September 28th, 2018**

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.

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## 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 2018 Nutrition Exposition. The EXPO is scheduled for October 2, 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 \$375.00 per 10' x 10' booth space. Fees must be received by Region 17 ESC by September 28, 2018.

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 17, 2018 on the Booth Reservation Request "Attachment 3." Vendors may assemble their exhibits from 1:00 p.m. - 4:00 p.m., Monday, October 1, 2017 and 7:00 a.m. - 10:00 a.m. on Tuesday, October 2, 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 September 24, 2018. 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 September 24, 2018.

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.

[Type here]

*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

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Dr. Kyle Wargo  
Executive Director

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Email Address of Authorized Representative

\_\_\_\_\_  
Telephone

## The 2018 Nutrition Expo BOOTH RESERVATION REQUEST

- Return signed Expo Agreement (Attachment 2a-b)
- Electronically submit Vendor Name Badge Information.
- Electronically submit Food Product Display Information.
- Complete and return Booth Reservation Request (Attachment 3)
- Submit all information & documents by September 17, 2018
- Submit all payments by September 28, 2018

Exhibitor/Manufacturer Name:

Telephone #:

**Note: Maximum 1 booth per manufacturer.**

**There may be additional booth spaces available, however this is not guaranteed.**

**Brokers with multiple vendors, must fill out Attachment 3 for each vendor.**

Broker Name (if applicable):

Telephone #:

Payment enclosed for:

\$375.00 x \_\_\_\_\_ # booth(s) = \$ \_\_\_\_\_ (Checks Only)

***Make checks payable to: "Region 17 ESC". Payment is due by September 28, 2018.***

**Please note below if you would like to be on waiting list for additional booth spaces for this vendor. (\$375.00/booth)**

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.

If splitting booth between multiple manufacturers, make note in #2.

#1	
#2	

### Electrical Needs

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

Return by September 28, 2018 to:

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

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Attachment 4

Region 17 ESC

1111 W. Loop 289, Lubbock, TX 79416

October 2, 2018

10:00AM – 1:00PM

## Food Product Display Information

In an effort to streamline the process, the vendor product sheet may be found on our website ([wtfsc.esc17.net](http://wtfsc.esc17.net)) under the "Vendor" tab. You may also request it by emailing Hannah Soto ([hsoto@esc17.net](mailto:hsoto@esc17.net)). The product display form must be typed and returned electronically or mailed.

**Product information submitted after September 17, 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 Hannah Soto at (806) 281-5836 / [hsoto@esc17.net](mailto:hsoto@esc17.net)  
or Dorothy Glenn at (806) 281-5710 / [dglenn@esc17.net](mailto:dglenn@esc17.net)**

**RETURN FORM TO [hsoto@esc17.net](mailto:hsoto@esc17.net) or mail to:**

**Region 17 ESC**

**WTFSC EXPO**

**1111 West Loop 289**

**Lubbock, TX 79416**

[Type here]

## Vendor Name Badge Information

Name badge information will be entered into a Word Document. This document may be found on our website ([wfs.esc17.net](http://wfs.esc17.net)) under the "Vendor" tab. You may also request it by emailing Hannah Soto ([hsoto@esc17.net](mailto:hsoto@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 September 17, 2018 will not be included.  
We will have blank name badge cards available at the Help Desk if needed.**

**Contact Hannah Soto at (806) 281-5836 / [hsoto@esc17.net](mailto:hsoto@esc17.net)  
or Dorothy Glenn at (806) 281-5710 / [dglenn@esc17.net](mailto:dglenn@esc17.net)**

**RETURN FORM TO [hsoto@esc17.net](mailto:hsoto@esc17.net) or mail to:**

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

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## Hotel Information Sheet

We have reserved blocks of rooms at the following hotels:

**Hotel:** Hilton Garden Inn Lubbock

**Address:** 6027 45<sup>th</sup> Street, Lubbock, TX 79407

**Group Name:** West Texas Food Service Cooperative 2018

**Arrival Date:** September 30, 2018

**Departure Date:** October 2, 2018

**Rates:** From \$119.00 USD/Night

**Booking Link:**

[https://secure3.hilton.com/en\\_US/gi/reservation/book.htm?inputModule=HOTEL&ctyhocn=LBBLTGI&spec\\_plan=WTX&arrival=20180930&departure=20181001&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT](https://secure3.hilton.com/en_US/gi/reservation/book.htm?inputModule=HOTEL&ctyhocn=LBBLTGI&spec_plan=WTX&arrival=20180930&departure=20181001&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT)

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**Hotel:** Embassy Suites by Hilton Lubbock

**Address:** 5215 S. Loop 289, Lubbock, TX 79424

**Group Name:** W.TX. Food Service Cooperative

**Arrival Date:** September 30, 2018

**Departure Date:** October 2, 2018

**Rates:** From \$129.99 USD/Night

**Booking Link:** <http://embassysuites.hilton.com/en/es/groups/personalized/L/LBBESES-WFS-20180930/index.jhtml>