



WTFSC-REGION 17 ESC NUTITION EXPO

Date: April 4, 2025

Region 17 ESC

1111 W. Loop 289, Lubbock, TX 79416

September 24, 2025

10:00AM - 1:00PM

To: Vendors Addressed

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

The Region 17 Education Service Center/West Texas Food Service Cooperative is pleased to host the Nutrition Expo on September 24, 2025.

This year, our theme is **"Building A Better Plate "**.

The venue includes exhibits for school food service in the areas of commercial, commodity processing and equipment items.

The attached flyer (page 2) provides detailed information regarding the Nutrition Expo. Please review this information carefully and make plans to join us for this special event.

The Nutrition Expo booths will be limited and allocated based on confirmation from the WTFSC. Due to lack of space, we ask limiting vendors to one booth each. In order for WTFSC to confirm these booth allocations, vendors must submit the completed Expo Agreement (Attachment 2a-b) and Booth Reservation Request (page 5) by June 6, 2025. WTFSC will review all returned documents and send out booth confirmations along with payment request by June 30, 2025.

No payments will be accepted prior to WTFSC sending out booth confirmation. Payment will then be due by August 30, 2025. If not received by then booth space will be given to vendor(s) on the waiting list.

Thank you for your support of West Texas area schools. Region 17 ESC recognizes the time, effort, and resources vendors put into exhibiting for the Nutrition Expo. Your participation 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.

If you have any questions regarding the Nutrition Expo, please contact us at wtfsc@esc17.net. We look forward to seeing you in September.

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 Nutrition Expo. The Nutrition Expo is scheduled for September 24, 2025, 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 \$450.00 per booth space (approximately 8' x 8'). Fees must be received by WTFSC /Region 17 ESC by August 30, 2025.

Statement of Liability: By signing this Agreement, the Vendor assumes full responsibility of all items brought to the Nutrition 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 Nutrition 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 Nutrition Expo, nor is Region 17 ESC in a position to discriminate against any vendor merchandising wares marketable to clientele targeted at the Nutrition Expo. Vendors agree to exhibit such marketable merchandise via invitation. SALE OF PRODUCTS DURING THE NUTRITION 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 worktable and electrical will be provided by the Region 17 ESC. Vendors must request the number of exhibition spaces to be reserved and make reservations by June 6, 2025, on the Booth Reservation Request "Attachment 3." Vendors may assemble their exhibits on Monday, September 22, 2025, from 1:00 p.m. - 4:00 p.m. Tuesday, September 23, 2025 from 10:00 a.m. - 4:00 p.m. Wednesday, September 24, 2025 from 7:00a.m. - 9:45 a.m.

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 5, 2025. 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 5, 2025.

Region 17 ESC reserves the right to cancel this Agreement for any reason. If Region 17 ESC cancels the Nutrition 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 term 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



GENERAL INFORMATION

Booth Set-up:

Monday, September 22
1:00p.m.-4:00p.m.

Tuesday, September 23
10:00AM - 4:00PM

Wednesday, September 24
7:00AM - 9 :45 AM

Viewing Times:

Wednesday, September 24
10:00AM - 1:00PM

REGISTRATION INFORMATION

The fee for each booth is \$450.00. Vendor booths confirmations will be sent to vendors by June 30, 2025.

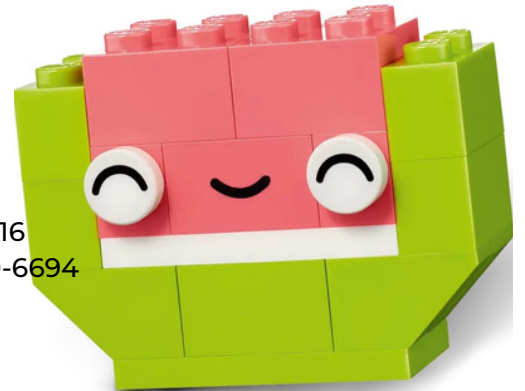
Each booth is approximately 8' x 8' and includes one topped & skirted front table and one worktable , two chairs plus all electrical needs.

All displays are for product sampling/information only. **No product sales allowed. Vendors may only display 5 items per booth.** Giveaway items are allowed at booths.

The South Conference catering kitchen will be unavailable. Vendors will be allowed a “make-shift” kitchen in the North Conference Main Hall. Form for electrical needs will be provided at a later date..



Return completed forms to:
wtfsc@esc17.net or
Region 17 ESC, WTFSC EXPO
1111 W. Loop 289 Lubbock, TX 79416
Phone: (806) 281-5710 | Fax: (806) 780-6694



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THE WTFSC-REGION 17 ESC NUTRITION EXPO BOOTH RESERVATION REQUEST

Return signed Expo Agreement (Attachment 2a-b). Complete and return Booth Reservation Request by June 6, 2025.

Exhibitor/Manufacturer Name:

Telephone #:

Booths will be confirmed by June 30, 2025

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

Vendor/Broker Name (if applicable):

Telephone #:

Estimated booth fees:

\$450.00 x _____ (# of booths) = \$ _____ (Only one booth per vendor)

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



wtfsc@esc17.net or mail to: Region 17 ESC, WTFSC EXPO, 1111 W. Loop 289, Lubbock, TX 79416
Phone: (806) 281-5710 | Fax: (806) 780-6694

If splitting booth between multiple
manufacturers, enter both on same line

#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9		
#10		
#11		
#12		
#13		
#14		
#15		



West Texas Food Service Cooperative

Growing Successful Partnerships