



*A Texas Recognized School District*

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December 2004

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To whom it may concern:

Thank you for your interest in working with parent groups and booster clubs in Deer Park ISD. In anticipation of the 2005-06 school year, we have scheduled a special event, and we hope that you will be a part of it. On Thursday, March 3, 2005, DPISD will hold its first Vendor Fair.

For a small fee, the Vendor Fair offers an excellent opportunity for you to communicate directly with parents from every school in our district in one convenient location. Companies that participate in the fair will be included on a "Vendor Fair" list that will be shared with parent groups across the district. Although it is possible that a parent group might use a vendor that is not included on this list, it is much more likely that parents will focus on the vendors that took the time to participate in our fair. (When the district holds its Spring 2006 Vendor Fair, vendors will be required to attend in order to work with parent groups in our district.)

The Vendor Fair will take place from 1-5 p.m. in room 101 of the Wolters Administration Building, which is located at 204 Ivy Avenue in Deer Park. A table, chairs, and tablecloth will be provided for participating vendors, and table location in the room will be decided on a first come, first served basis. You may arrive to set up your table no earlier than 11:30 a.m.

If you would like to participate in our Vendor Fair, please RSVP by completing the attached form and returning it to DPISD Communications Dept., 203 Ivy Avenue, Deer Park, TX 77536 along with the \$50 participation fee. Forms must be received no later than Monday, February 28.

I hope that you will consider participating in this event. If you have any questions about the fair or have any special needs such as an electrical connection, please contact my office at 832-668-7030.

Sincerely,

Matt Lucas  
*Director of Communications*

**DEER PARK INDEPENDENT SCHOOL DISTRICT**  
**Communications Department**  
**203 Ivy Avenue**  
**Deer Park, Texas 77536**  
**Phone: 832-668-7030**

**VENDOR FAIR APPLICATION**

**Date:** \_\_\_\_\_

**Vendor's Name:**

\_\_\_\_\_

**Vendor's Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Website:** \_\_\_\_\_

**How Long in Present Business:** \_\_\_\_\_

**Contact Person:**

**Name** \_\_\_\_\_

**Official Capacity** \_\_\_\_\_

**Telephone (include area code)** \_\_\_\_\_

**Fax (include area code)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of product(s) or service(s) provided:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Method of Payment – \$50**

- Check included made out to Deer Park Independent School District
- Cashier's Check included

\_\_\_\_\_

**Print or Type Name and Title**

**Signature**