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Plano ISD Council of PTAs
Plano, Texas

January 2010

Dear Vendor,

Plano ISD Council of PTAs is sponsoring its 16th annual Vendor and Program Fair on Saturday, April 2, 2011. This fair is for fundraising, service, and program vendors and is advertised to all the PTAs, PTOs, Booster Clubs, Scouting, sport, child care, and church organizations in the Plano area along with school districts in Allen, McKinney, Frisco, etc. Typically over 350 decision-making people attend the fair. It will again be held at Jasper High School, 6800 Archgate Drive, Plano, Texas 75024.

Exhibitors will have access to their spaces at 7:45 a.m., with fair hours from 9:00 a.m. to 1:00 p.m. Please plan to remain for the entire four hours, as attendees will be arriving at various times during the day. The Council will be providing coffee, water and a snack bag for vendors in the morning. You will have the option to purchase lunch before the fair.

The cost of an interior exhibitor space is \$115.00. A perimeter exhibitor space is \$130.00 with access to electricity an additional \$15.00. (*Only perimeter spaces have electrical access.*) Spaces are limited and will be assigned on a first-come, first-serve basis. The completed reservation form and full payment must be **received by March 4th, 2011.** A reservation is not confirmed until full payment is received. Any reservation postmarked after March 4th, 2011 will be charged an additional \$25.00 per space fee, provided space is still available. Confirmation of payment will be sent via email, so please enter that information on the application. (A second receipt copy will be found in your vendor folder the day of the fair)

Please fill in application form completely and mail with full payment by March 4th, 2011 to:

**Susie Learmont, 5241 Terrace View Lane, Plano, TX 75093 or
waysandmeans@planopta.org**

Plano Independent School District recommends, *but does not require* that fundraising vendors working with school organizations appear on the approved fundraiser list compiled by the Plano ISD purchasing department. Contact Raymond Weaver at (469) 752-8100 for more information. The application to become a Plano ISD approved fundraiser can be downloaded from the Plano ISD website at www.pisd.edu.

If you have any questions, please contact me at 972-931-1435 or email to waysandmeans@planopta.org. I hope you will be able to participate in this event, and I look forward to working with you. A quick email letting me know of your intent to participate would be helpful. The registration forms will be found on the Plano PTA Council website under *forms*. www.planopta.org/forms

Sincerely,

Susie Learmont
Vendor Fair Chairman