

# 2014 SUMMER LEADERSHIP INSTITUTE

## HOUSTON INDEPENDENT SCHOOL DISTRICT

# VENDOR PACKET



### ONLINE PACKET

The **2014 Annual Summer Leadership Institute** will be held in the **Bayou City of Houston**, at **Reliant Stadium**, **June 17<sup>th</sup> thru June 19<sup>th</sup>**. This year's Leadership Institute will once again bring **Principals, as well as many other campus leaders** to this dynamic, **three day event** with over **2,000 attendees**.

### EVENT INFORMATION

During this 3-day event, Principals, Assistant Principals, Business Managers, Procurements Specialists and many other Campus Leaders will gather in breakout sessions to learn and discuss the importance of *various learning models* which impact everyone in the district; as well as our community.

**The 2014 Summer Leadership Institute will be held at Reliant Center, One Reliant Park, Houston, TX 77054; June 17-19, 2014.** We anticipate attendance upward of 2000+ attendees for this year's event.

We are excited to officially invite you to participate in the **2014 Summer Leadership Institute**. The Summer Leadership Institute offers vendors an opportunity to network with many of our district-wide staff that directly impacts your sales. We believe this is a great opportunity to promote your products and/or services to our Principals, Assistant Principals, as well as Business Managers, and Procurement Specialists.

### VENDOR APPLICATION PROCESS

Please find attached a **Vendor Application** for your participation in this year's event. All Vendor Applications are processed on a first-come, first-serve basis; pending an approval process. We have initiated an **'approval process'** in order to eliminate excessive duplication of primary products and/or services. We want to offer a variety of educational products and services to our attendees. However, products and/or services will be selected based upon those items that will **'best fit'** the overall theme of the event.

Please complete and return your application as soon as possible to the address indicated in order to secure your space. **Booth space sells out quickly!** We have a limited amount of space; so please respond promptly. Space will be available until either (1) the office deadline or (2) all booth space is sold out. Your organization will be contacted upon receipt and approval of your application packet. **Payment in the form of check or money order is due at the time of the application.** **The official deadline for all Vendor Applications is May 30, 2014; but space is limited so please return your application to our office as soon as possible.**

### VENDOR POLICIES AND PROCEDURES:

**No Vendor will have exclusive rights and/or privileges.** Competitor's products and/or services will be allowed. Therefore we strongly recommend mailing your complete Vendor Packet as soon as possible to ensure approval. Our team will **NOT** place vendors with identical products and/or services next to one another for the benefit of all vendor participants.

**Vendor Time:** Each approved vendor is expected to remain at the location from Tuesday, June 17<sup>th</sup> @8:00am thru Thursday, June 19<sup>th</sup> @ 5:00pm. All locations at the Institute will have excellent traffic flow. Therefore, the need to assess additional fees for corner booths will be unnecessary.

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However, booth space will be assigned on a first-come, first-serve basis, pending application approval. Upon approval, vendors will be notified of their assigned booth space, setup dates and time, as well as other pertinent information. Please note: vendor setup time is restricted to the assigned location and time. Vendors will not be allowed to enter through the main entrance.

**Security:** Security will be provided 24 hours each day at the Summer Leadership Institute. Every effort will be made to keep the grounds secure, your product and equipment safe during this event. Houston Independent School District is not responsible for any theft, damage, loss of product, etc. that may occur during this event and/or other related activities associated with this event. Therefore we ask that you cooperate with HISD dates, times, and instructions; as well as the same of Reliant Park staff and security; in order to ensure your items are secured.

**Vendor Sales:** All vendor sales are limited to the space designated by the Event Manager for each vendor. Vendors will not be permitted to walk around the event selling products and/or services.

**Sales Tax:** All vendors are required to pay their own sales tax (per county requirements) from any sale(s) made at the HISD Summer Leadership Institute. The Event Manager will provide an envelope for all vendors to document their sales and pay their affiliated sales tax. The current sales tax rate for Harris County is 8.25%. Please contact your County Sales Tax Representative for further assistance regarding reporting your local sales tax.

**Credit Card Sales:** Vendors must provide their own equipment in order to process credit card sales. We strongly recommend the use of wireless devices with your business Wi-Fi access point in order to process credit card payments on a secure network. This can be accomplished thru merchant card machines, wireless devices, phones, etc. Vendors must bring enough of their own funds to secure sufficient amounts for change. HISD will not provide monetary change and/or credit card machines to any vendor.

**Signage:** Vendor Signs will be provided along with booth space reservation. All signage will be identical as provided by HISD Leadership Development office. The cost of signage is included with your booth fee.

**Food Vendors:** Reliant Park Vending will provide all food and beverage sales. Therefore, we will not accept any applications for food and beverage sales.

**Craft and Material Vendors:** No water or drink sales may take place at your booth.

**Rights Reserved:** The Event Manager reserves the right to change guidelines and/or rules from time to time as deemed necessary to ensure the safety and security of all participants.



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### VENDOR APPLICATION

BUSINESS NAME: \_\_\_\_\_

BUSINESS OWNER/CONTACT: \_\_\_\_\_ Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ MAIN PHONE: (\_\_\_\_\_) \_\_\_\_\_

ALTERNATE PHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_\_) \_\_\_\_\_

PRIMARY EMAIL ADDRESS: \_\_\_\_\_

SECONDARY EMAIL ADDRESS: \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_ SALES TAX I.D.# \_\_\_\_\_

#### VENDOR FEES:

##### Option #1

☐ My Organization Prefers This Option

**10' X 10'** BOOTH SPACE W/Signage, Drapery, & Electricity Please Reserve \_\_\_\_ booth(s) @ \$500.00 each = \$ \_\_\_\_\_  
**Total Amount Due:** \$ \_\_\_\_\_

##### Option #2

☐ My Organization Prefers This Option

**10' X 20'** BOOTH SPACE W/Signage, Drapery, & Electricity Please Reserve \_\_\_\_ booth(s) @ \$600.00 each = \$ \_\_\_\_\_  
**Total Amount Due:** \$ \_\_\_\_\_

MAKE CHECKS PAYABLE TO: HISD-LEADERSHIP DEVELOPMENT DEPARTMENT (696)

MAIL COMPLETED PACKET TO: HISD-LEADERSHIP DEVELOPMENT DEPARTMENT  
ATTN: CRYSTAL WILLIAMS  
4001 HARDY STREET BLDG: C  
HOUSTON, TX 77009

PLEASE DIRECT ALL INQUIRIES TO: CRYSTAL WILLIAMS @ 713-696-0600 OR via email: [cwilli71@houstonisd.org](mailto:cwilli71@houstonisd.org)

**Vendor Items:** The following item(s) will be displayed and/or sold in the Exhibitors Hall during this event. ***Please attach a photo and/or website link describing product and/or service being offered.*** Please include a detailed description of the type of display, presentation, and items to be sold. Only items listed on this application will be allowed. Please be very specific. ***NO FOOD OR BEVERAGE SALES WILL BE ALLOWED.***

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### UPON APPROVAL OF APPLICATION FOR THE 2013 SUMMER LEADERSHIP INSTITUTE, I HEREBY AGREE:

- A. To hereby release and forever discharge HISD and all components of the district, all sponsoring organizations, and their directors, officers, employees, agents, and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the **2014 Summer Leadership Institute**. HISD and the Summer Leadership Institute will not be responsible for any injury sustained by participants, vendors, or guests while within space designated for the aforementioned; including the sale of all products and services occurring at designated booth space. I agree to pay for all damages that may have been caused as a result of the operation(s) of my booth, sale of my products and services; or any other actions at the **2014 Summer Leadership Institute**. I further agree to store my products, merchandise, etc. at my own risk without exception or limitations.
- B. To supply my own equipment, display stands, racks, and any other necessary equipment needed to properly market and sell my product and/or service.
- C. To comply with all representations of this application and with all of the conditions and deadlines set forth in the informational packet sent to me. I further agree that if I do not comply with such representations or conditions, nor meet all requirements, I may not be allowed to operate the day(s) of the event; and therefore forfeit all entry fees.
- D. To attach a certificate of insurance representing a minimum of \$1,000,000 liability **and** to complete an indemnity form releasing HISD and its affiliates; as well as Reliant Park and its affiliates of any liability claims.
- E. To leave my space as I found it, disposing of all trash and waste products within the components made available by Reliant Park Stadium, and removing all my equipment in a timely manner at the conclusion of the event. I agree to pay for any expense that HISD may have incurred as a result of my failure to fully cooperate with the Event Managers and/or organizers. **Minimum fee for non-compliance is \$1000.**
- F. To use my best efforts to present high quality products and services and to cooperate with event organizers in assuring the **2014 Summer Leadership Institute** will be the best possible.
- G. Should an Act of God/Terrorism/Mother Nature/or Community Disaster occur, HISD staff will make all decisions regarding the event based upon safety first. HISD cannot accept the risk of disaster for anyone. Each participant and vendor must accept the risk of his/her entry fee. HISD Leadership Development Department is liable for every supply, rental, and services for the event to take place, regardless of outcome. Therefore, there will be NO REFUNDS provided should such acts occur. These costs include but are not limited to expenses for marketing, entertainment, permits, event staff, venue, offices, technology, and other administrative costs all year.

**I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL RULES AND GUIDELINES AS OUTLINED IN THIS APPLICATION.**

\_\_\_\_\_  
APPLICANT'S NAME (Please Print)

\_\_\_\_\_  
BUSINESS NAME (Please Print)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRIMARY BUSINESS PHONE #

#### FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_

☐ Approved

☐ Disapproved

Received By: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Space Assignment: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Check # \_\_\_\_\_

Confirmation Sent? ☐ Yes ☐ No

Notes: \_\_\_\_\_

\_\_\_\_\_

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### INDEMNITY AGREEMENT

\_\_\_\_\_  
(Name of Business/Organization) shall hold **HISD** and its past and present and future trustees, officers and employees harmless and shall indemnify all such parties against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party, occurring or in any way incident to, arising out of, or in connection with any acts of \_\_\_\_\_ and its agents, employees, and subcontractors done in connection with this Contract.

Nothing in this Contract shall be construed to create a claim or cause of action against the District for which it is not otherwise liable, nor to waive any immunity or defense to which the District may be entitled nor to create an impermissible deficiency debt of the District.

**This Release has been read and fully understood by the undersigned.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed: \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Applicant's Signature) (Name of Business/Organization)

Printed Name: \_\_\_\_\_