

September 1, 2013



Royal Oak PTA Council provides cooperation and collaboration between the local PTAs in Royal Oak. It also provides resources to improve parenting and family life in the community through presentations, workshops, and events. On November 9, 2013, we will be hosting the 2013 Royal Oak Parenting Fair at Royal Oak High School. The purpose of the fair is to educate, inform and provide resources and services for parents, families, and caregivers. We cordially invite you to participate as a vendor resource.

The vendor fair will be open to the public as well as to workshop attendees. The fair will be advertised heavily in Royal Oak and the surrounding communities, including through each PTA in Royal Oak, the Royal Oak Chamber of Commerce, and other participating organizations. Invitations will also be sent to PTAs in surrounding communities.

If you are interested in participating, the information you will need is listed below. Please fill out the adjoining form and return it no later than October 15, 2013. You may also email your information to kimajohnson3@sbcglobal.net, however your space will not be reserved and confirmation will not be sent until we receive payment.

- Royal Oak High School is located at 1500 Lexington Blvd., Royal Oak, MI 48073.
- Set up times will be available Friday, November 8th from 5:30 – 7:00 pm and Saturday, November 9th from 7:30 – 8:15 am.
- The fair will run from 8:30 am (registration begins) until 2:30 pm. Break down will be from 2:30 – 3:30 pm.
- The vendor participation fee is \$100. A 6 foot table will be provided for you.

We hope that you will join us in providing valuable resources to the families of the Royal Oak area.

Kim Johnson
Royal Oak Parenting Fair
Vendor Coordinator
kimajohnson@sbcglobal.net
248-506-0788

2013 Royal Oak Parenting Fair Vendor Application

Name of Organization: _____

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Web Address: _____

Topic(s) of Presentation and/or Services that will be provided:

Number of presenters at your table: _____ Will pamphlets/literature be available? _____

Will you need an additional table (\$25 per table)? _____

Do you need to be near an electrical outlet? _____ **please remember to bring extension cords*

I would like to purchase a box lunch (\$7 each – please indicate amounts):

Turkey _____ Roast Beef _____ Vegetarian _____

Vendor Fee: \$100

Additional Table(s) _____ x \$25.00: _____

Boxed Lunch(s) _____ x \$7.00: _____

Total Amount Enclosed: _____

Make checks payable to Royal Oak PTA Council

Please return form to:

Kim Johnson
Royal Oak Parenting Fair
Vendor Coordinator
5070 Elmhurst Ave.
Royal Oak, MI 48073