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Superintendent of Schools
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***Every student, every day,
in every classroom!***



Robinson Camacho

Director of Family & Community Partnerships
355 High Street, Unit B
Willimantic, CT 06226
860-465-2546
rcamacho@windham.k12.ct.us

Dear Community Member,

The Windham Public School Family Liaisons will be hosting the **Sixth Annual Family & Community EXPO** at Jillson Square in **Willimantic from 11:00 am-3:00 pm, Saturday, June 1, 2019**. The **Community EXPO** has been an excellent way to share information with community residents and local businesses, as well as with numerous organizations. It is a fun day filled with music, student performances, networking opportunities and door prizes for families. In addition, there are many exciting activities for children such as crafts, face painting, the Touch a Truck event – and much more.

During the past five years, the **EXPO** has grown tremendously. During our first year we had a couple dozen families and fifteen vendors. Through the years we have grown to have over 900 attendees and more than 80 providers. On the day of the event, vendors are given a space which they can use to set up a table with information and/or items celebrating their business, agency, school, or program. There will also be a space where information on vendors that are not able to attend will be placed. Many vendors have generously donated door prizes to the event in the past and families are eager to see what this year brings!

Please review and fill out the attached packet and return it to Maria Nazario via fax, email, or in person. Please do not hesitate to contact me with any other questions.

I sincerely hope your organization will be participating.

Best regards,

Maria Nazario
WHS Family Liaison
355 High Street
Willimantic, CT 06226
mnazario@windham.k12.ct.us
Phone: 860-465-2472
Fax: 860-465-2463



REGISTRATION FORM

- Yes, please reserve our organization a space at the Expo on **Saturday, June 1, 2019**
 No, I am not interested this year but please keep me on the mailing list.

Organization/Business Name: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

REQUIRED - This section must be completed, briefly identify the services your organization/ business offers to families and children.

Special requests:

(We will try to accommodate special requests to the best of our ability.)

REGISTRANTS ARE RESPONSIBLE FOR PROVIDING THEIR OWN TABLES AND CHAIRS

Send registration form, list of services your organization/business offers by May 15, 2019.

To: Maria Nazario
WHS Family Liaison
355 High Street
Willimantic, CT 06226
mnazario@windham.k12.ct.us
Phone: 860-465-2472 ~ Fax: 860-465-2463



DOOR PRIZE ENTRY FORM

Increase your exposure by donating a door prize for distribution at the Windham Public Schools Family & Community Expo. We'll generate buzz and excitement among guests by promoting your door prize prior to the event in our advertising and giving your door prize away at the event! Give away gift certificates, gift baskets or any product or service to drive people back into your business.

Please complete and return this form no later than Wednesday, May 15, 2019 in order to be included in our event door Prize promotion.

Exhibitor Name: _____

Contact Name: _____

Telephone: _____ Fax: _____

Email: _____

Door Prize Item: (Please include description and value)

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TOUCH A TRUCK VEHICLE FORM

- **This event will be held on Saturday, June 1, 2019 from 11 AM – 3 PM at 1 Jillson Square, Willimantic, CT**
- **All vehicles must be on-site at Jillson Square no later than 10:00 AM, Saturday, June 1, 2019**
- **Due to safety reasons, all vehicles must remain on the premises until 3:00 PM.**
- **If unable to attend after commitment has been made, you must contact us immediately so that advertising can be updated to avoid disappointed children.**
- **The owner/operator of the vehicle must remain with the vehicle at all times during the event.**
- **This event will be held rain or shine.**
- **Your signature confirms your commitment to participate in the Family & Community Expo on May 19, 2018.**
- **Please e-mail a picture of your vehicle to mnazario@windham.k12.ct.us so we can advertise.**

Business Name: _____ Contact Person: _____

Street Address: _____ City, State, and Zip: _____

Telephone: _____ Email: _____

Types of Vehicle(s)	Description of Vehicle (include height, width, and length)
_____	_____
_____	_____
_____	_____

For additional questions or concerns, please contact Maria Nazario at (860) 465-2472.

X _____

Date: _____

Signature (required)

Return Completed form by Wednesday, May 15, 2019 to:

WHS Family Liaison Attn: Maria Nazario, 355 High Street, Willimantic, CT 06226

Thank you for your support of this event!



CERTIFICATE OF INSURANCE INSTRUCTIONS

CERTIFICATE OF INSURANCE REQUIRED FOR ALL FAMILY & COMMUNITY EXPO EXHIBITORS

We want you to have a successful and safe experience at the Family & Community Expo. A Certificate of Liability Insurance is required from all exhibitors for your protection. This requirement is detailed in your Family & Community Expo contract official Terms and Conditions. All you need to do is contact your insurance agent or broker and have it faxed, mailed or emailed to Attention: Maria Nazario (contact numbers listed below). This document needs to be received no later than **Wednesday, May 15, 2019**. Please provide the following paragraph in the box below to your insurance company.

IMPORTANT:

Exhibitor agrees to submit to Windham Public Schools Family Liaison prior to Family & Community Expo and no later than Wednesday, May 15, 2019, a certificate of insurance evidencing its Workers' Compensation insurance coverage with statutory limits and General Liability insurance coverage including Products Liability, coverage on an occurrence form and combined single limit not than a \$1,000,000 combined single limit. Such certificate must name Town of Windham, subsidiaries and affiliates, their directors, officers, employees and agents as additional insured under the General Liability policy, as required by written contract with the named insured, subject to terms and conditions of the policy for event date, 06/01/2019. These dates include Exhibitor move-in, general public admittance and Exhibitor move out date.

Thank you again for your cooperation and we'll see you at the Family & Community Expo!

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PERFORMER APPLICATION

**We are looking for musicians, singer-songwriters, dance acts, and more!
We want to feature a variety of entertainment for our stage performances.
We love local artists and performers.**

Interested in performing at the 2019 Family & Community Expo:

- **Acts and performers MUST be family-friendly, G-rated and appropriate for children.**
- Completed application form **MUST** be received by May 15, 2019
- Each act must submitted a completed form

Type of Act (dance, acting, singing etc.)	
Name of Act (how you want to be presented?)	
Song Name	
Artist	
Name of student(s) involved(if applicable)	
Organization Name	
Contact Name	
Phone Number (Mandatory)	Email Address
Type of Performance	
How long is your set?	Number of performers in group:
Special Needs (PA System, Microphone, Music Stand, etc.)	
Any Special Accommodations you require?	
How long do you need for set up?	

WINDHAM PUBLIC SCHOOLS PRESENTS

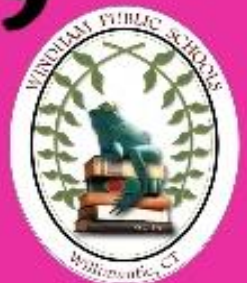
SAVE THE DATE 6TH ANNUAL FAMILY & COMMUNITY EXPO



**SATURDAY JUNE 1, 2019
11-3**

JILLSON SQUARE

(CORNER OF MAIN & JACKSON STREET



**The Expo will bring together a variety of organizations,
services, and products for families.**

**Education - Nutrition - Health - Food - Trucks - Information
Games - Music - Entertainment & Much More**

FOR MORE INFORMATION CALL 860-465-2472