

EXECUTIVE SUMMARY

Below is an executive summary of the Agreement between The School Board of Broward County, Florida and EXPO Convention Contractors, Inc.

Program	2016 BCPS College Fair – Decorator Services
Status	Request approval of the agreement with EXPO Convention Contractors, Inc.
Funds Requested	Initial Deposit of \$4,999.00, with additional costs above and beyond the 100 booth minimum. Colleges will pay \$150 and vendors will pay \$500-\$1,000 per booth via the Business Support Center’s online payment system, which will cover the costs of this contract.
Financial Impact Statement	There is no financial impact to the District as the revenue generated from the registrations will cover the full cost of the contract.
Schools Included	The Fair is free and open to the public. Students from all schools are encouraged to attend the Fair
Managing Department/School	School Counseling Department, Division of Instruction and Intervention
Source of Additional Information	School Counseling, BRACE, & Academic Advisement Department
Program Description	EXPO will provide set up and break down of all decorations at the NSU University Center for the 2016 College Fair, including booths, tables, chairs, wastebaskets, pipes/drapes, and table cloths. Additional items will be purchased, as needed (e.g., additional signs)
Evaluation Plan	Participant feedback worksheets will be collected to determine the overall quality of the Fair and to make alternative arrangements for the following year’s Fair.
Research Methodology	Informal evaluation worksheet from participants.