

June 4, 2015

Greetings-

On behalf of Mayor Tony T. Yarber; City of Jackson, and United Way of the Capital Area, we would like to invite your organization to participate as a vendor in the **2015 Back-To-School Celebration!** The celebration will be held on **Saturday, July 25, 2015**, at the Jackson Convention Complex from 10 a.m. to 12 p.m.

This celebration caters to thousands of students and parents from the Jackson Public School District with entertainment, educational information, and school supply giveaways.

For only \$75 (non-refundable), each vendor will be provided with one (1) 3'x 6' foot long table and two (2) chairs. The deadline to participate as a vendor is **Friday, July 17, 2015**. Vendors must offer a service that caters specifically to children between the ages of 5 – 12. *(Note: The selling of any merchandise is prohibited at this event and will result in dismissal from participating.)*

We appreciate your consideration and hope to hear from you soon. If you have any questions, please contact Bridget Townsend (601) 960-6434.

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Please complete the information and follow these three steps.

- 1) email the information below to: [byoungtownsend@jacksonms.gov](mailto:byoungtownsend@jacksonms.gov) with "COJ Back to School 2014" in the subject line.
- 2) drop this form off at City Hall at the security desk Attn: Bridget Townsend
- 3) Contact Ms. Townsend at 601.291.3385 for pick up

Make check payable to: **United Way of the Capital Area** *and* write **"COJ Back to School 2015"** on the memo line. A form will be mailed to you acknowledging your donation to use for taxes.

**ORGANIZATION:**

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**CONTACT NAME:**

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**EMAIL:**

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**PHONE:**

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*NOTE: We do reserve the right to refuse any Vendor that does not comply with the aforementioned rules set forth.*

**TYPE OF ORGANIZATION:**  Health  Sports  After-School Program  Other



Mayor, Tony Yarber