



To: Harlem School District #122 Board Members
Dr. Terrell Yarbough, Superintendent
Josh Aurand, Assistant Superintendent for Business and Operations

From: Patti Lawrence, CTE Coordinator
Dr. Michelle Erb, Assistant Superintendent for Curriculum and Instruction

RE: Midwest Events

Date: April 23, 2024

Harlem High School will be sponsoring a Career/Job Fair for 8th grade students on April 23, 2024 at Harlem High School from 9:00 AM -3:00 PM in the Auxiliary Gym. In order to accommodate the needs for this event, we will need to rent chairs, tables, booths, and linens for use at the job fair and lunch for vendors. Lunch will be provided for volunteers, businesses, and presenters.

This quote includes the necessary equipment (Drapes, Tables, Chairs, and tablecloths) to provide 36 Job Fair/Career Fair booths. The remaining tables and chairs will be used to set up for lunch in the auxiliary gym for vendors.

Funding

Quantity	Description	Total Cost
40	6' x 30" Banquet Table**	\$400.00
80	Beige Folding Chair (Indoor Use Only)	\$156.00
40	Black Poly Knit Table Skirt 29' x 14'	\$400.00
38	Pipe and Drape Banjo Booth up to 10'x 10'	\$1,900.00
	Lunch for volunteers, businesses, and presenters (pasta, bread, and a salad)	\$650
	Damage Waiver	\$285.60
	Delivery and Pick-Up Charge	\$320.00
	Table & Chair Setup/Breakdown*	\$280.00
Product & Service Total		\$4391.60

The total cost is \$4,391.60, which includes rental items (\$2,856.00) as well as Damage/Waiver/Delivery (\$885.60) and Pick-up charges, which will be funded through Title IV, and lunch (\$650), which will be paid for from local funds.

*Harlem cannot set up or break-down tables & chairs; Midwest Tents & Events requires their staff to complete it.

**Extra tables will be used for vendors' lunch