We’re having an **International Festival & Fundraiser** and we need you!

Thank you in advance for your consideration to sponsor the Barbara Bush Elementary **International Festival & Fundraiser**! Our mission is to provide a dynamic multicultural experience in a safe, fun, and family friendly environment. Our school, families, and the local Energy Corridor community can get together to shop, eat, learn about you, have fun, and enjoy entertainment while raising much needed funds for our school. In addition, a portion of the proceeds will go to the **Wounded Warrior Project**.

Did you know?
- Bush is the top 29th academically rated elementary school in the state of Texas!
- Nearly 800 students at Bush represent over 450 families and more than 37 languages
- We are in the heart of the Energy Corridor, one of the fastest growing communities nationwide
- In Texas, if a child is sick and misses school, the school is penalized: **Bush lost $70k last year**; these are good kids and great teachers
- Your sponsorship also helps **wounded soldiers** through the **Wounded Warrior Project**

Businesses can participate in the Festival in three ways: exhibit at the festival, underwrite, or sponsor with food/festival/raffle items. Participation includes:

- Opportunity to network with our school, parents, students, faculty and staff as well as the surrounding Energy Corridor community
- Sell products, cuisine, & services to a large potential new consumer base
- Provide festival attendees with coupons, menus, and/or information about your business to bring them back for more
- Your company name/logo on: Banners within the festival, an exclusive Festival T-shirt (dress code), and within next year’s coveted Bush Elementary Directory 2014-5
- Promote your business online with us: [www.houstonisd.org/bushelem](http://www.houstonisd.org/bushelem)
- Have a special Bush Elementary “Spirit Day” at your business with our support

This will be a truly spectacular event, and your participation assures this event will be successful and enjoyable for all—so **join us!**  

**Thank you in advance for your participation and support!**

**Next:**

* Underwriting /Raffle Form pg. 2, Food/ Festival Sponsorship Form pg. 3,

Exhibitor Registration Forms pgs. 4-7, Tax ID information pg.8
Bush Elementary PTO: International Festival & Fundraiser

When: Saturday April 26th, 12pm-3pm

Where: Bush Elementary, Track and Field Area, 13800 Westerloch Dr, Houston

Bush PTO Exhibitor/ Vendor Coordinators: Sonya Vivek, Shibani Gupta. Federal Tax identification is #1-76-0414615
Bush PTO: phone #281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

A portion of the proceeds will also benefit the Wounded Warriors Project

Exhibitor Information, Contract, and Donation Form: Due Friday - April 4, 2014

UNDERWRITING/ RAFFLE DONATION FORM:

A. Underwriting Donation:

__________________________ will donate $__________ to BUSH ELEMENTARY/Wounded Warriors Project

(Company name) Checks made out to Bush PTO

Check One:

_______ $1000+: Gold Sponsorship
-Exclusive Company or personal name/banner at event. Company name/logo on Festival T-shirt. Online sponsorship on school website as well as your business. Exclusive School appreciation plaque for your company display. Open house or spirit night event during the year (all venues).

_______ $500+: Silver Sponsorship:
-Company name/logo on exclusive Festival T-shirt. Company name/banner at event. Online sponsorship.

_______ $200+: Bronze Sponsorship:
Company name/banner at event, online sponsorship, Bush 2014-2015 Directory placement

B. Raffle Item

__________________________ will provide ____________ Items/products to donate to event

(Company name)

Enter amount or items to donate

__________________________ will donate a Raffle item with retail value of $__________

(Company name) Note: “Festival Item Donations needed”–next page

Current Raffle Baskets:

- Int’l Festival Restaurant / Gourmet Food Basket
- Ultimate Family Cultural Fun Basket
- Ultimate Home and Fashionista Basket
- Ultimate Gamer Fun Basket
- Ultimate Beauty and Spa Basket
- Ultimate Car Care Basket
- Ultimate Pet Care Basket
- Ultimate Beauty & Spa Basket
Bush Elementary PTO: International Festival & Fundraiser

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Exhibitor Information, Contract, and Donation Form: Due Friday - April 4, 2014

FESTIVAL-DONATION FORM:

A. EVENTS:

$ _______ Underwriting Donation _______ (name of Company) _______ Area to Sponsor (i.e. Concession, Games)

$ _______ Security/Sanitation- $500

$ _______ International Festival T-shirts (& screen printing, company name on back) $3000

$ _______ Games and Events -$500

Sack Race, 3 legged Race, Cultural Dress Parade, Cake Walk, Physical Fitness Events, etc...

$ _______ Medals, World Flags and Decorations, and giveaways (prizes for participation and winners)-$500

$_________ PIZZA: 30: 16”, 8 slice $ 200

B. ENTERTAINMENT:

$_______DJ/Stage -$1300

$_______ Bouncy & Fun Houses- $1300

$_______ Cultural Presentations - $500

C. CONCESSION:

_______ 800 popsicles (assorted)
_______ 800 bottles of water
_______ 400 cans of Coke
_______ 300 cans of Sprite
_______ 200 cans of Diet Coke
_______ 300 cans of Dr Pepper
_______ 200 cans Lemonade (e.g. Minute Maid)
_______ Cleaning supplies: Paper towels 10 rolls
_______ 300 Candy assorted (Skittles, Laffy Taffy, Ring Pops, and M&M’s )

_______ 300 juice boxes (assorted)
_______ 200 Nutritional Bars
_______ 300 Hot Dogs
_______ 300 Hot Dog Buns
_______ 10 Bags Ice
_______ 800 pcs Paper Products: Plates, Napkins, Forks, hotdog holders, cups
Bush Elementary PTO: International Festival and Fundraiser

When: Saturday April 26th, 1pm-4pm
Where: Bush Elementary, Track and Field Area, 13800 Westerloch Dr, Houston
PTO Coordinators/Sponsors: Sonya Vivek, Shibani Gupta
Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - April 4, 2014

1. EXHIBITOR REGISTRATION/ OPPORTUNITIES FORM:

Type of Business: Check one-

________ Food & Beverage        _______ Service
________ Merchandise            _______ Other

Exhibitor Sponsorship:

________ $1000: Gold Sponsorship
Exclusive Company type at event.
Exclusive company name/ banner at event.
Exclusive School appreciation plaque for your company display, open house or spirit night event during the year. Online advertisement on school website & your business. Company name/ logo on Festival T

________ $500: Silver Sponsorship:
Company name/ logo on Festival T. Company name/ banner at event. Online advertisement

________ $200: Bronze Sponsorship:
Co. name on multi-vendor banner at event
Online advertisement

________ $ Other: TBD

Top Chef Dessert Contest Participation: Y/N ______
Table Needed: Y/N ______ (Qty: 1-2)   CHAIRS: Y/N ______ (Qty: 2)

Exhibitor Information (Please Print):

° Contact/Title: ________________________________________________________________
° Home or Business Address: __________________________ City:__________ Zip Code: _____
° Contact#: Home/Business/Cell Phone: ___________________
° Email Address: _________________________________________________________________
° Web site Address: _____________________________________________________________
° Company or Business Name (as you would like it listed): ____________________________
° Cultural or Country of affiliation (i.e. India): _____________________________________
° Please briefly describe the products/ food/ service that will be offered:
____________________________________________________________________________
° Donation Raffle item(s) to be offered
____________________________________________________________________________$ Value _______
° Other valuable information about your business
Exhibitor - Information/ Registration Form:

Please review the rules & information provided and complete and return agreement with your payment ASAP (no later than April 4, 2014) to the school or to your PTO sponsor, or for pick up, please call or email 281-741-23224, Bushptohouston@gmail.com

1. Festival Exhibitors/ Sponsors- Information- Policy and Procedures:

Sales
Exhibitors selling products/food/services at the event will be able to sell their products and services for cash, check or credit at will. Any monies you receive at the festival are yours to keep. Your sponsorship is your donation for exhibit space. Any handouts/ coupons/ information you wish to pass out are also at your discretion.

Note - Food Exhibitors: 1. Provide Appetizers, finger foods, samplings, or desserts. We want to encourage everyone to sample your product no sit down meals please. 2. We suggest $1.00-$5.00 per item.

No drink sales of any kind or concessions of hotdogs, popcorn, pizza or candy. The PTO will be sponsoring these basics, and parents will also be making family favorites to try and test. These will be Bush ticketed items

Parking
Public Parking is available in and around the school, including the faculty & staff parking on a first come first served basis. Please allow plenty of time and review the area prior to the event. Gates will open for vendors at 9:30am. Vendors, if you need additional time, please contact your PTO sponsor for special arrangements.

Unloading /Booth Set Up
Vendors are responsible for their own set-up and clean up. Gates open to vendors and volunteers at 9:30am. All Vendors are expected to be set-up and ready by 11:30am; gates open to the festival promptly at 11:45am. Vendors will use the track and field side gate entrance for unloading their merchandise and then must immediately move their vehicles to a public parking space outside or around the school or in the faculty and staff area if available. Due to safety issues, since this is also the festival entrance, vendors will not be permitted after 11:15am, forfeiting booth space and donation.
Vendor/ Booth Area Assignments

Booth space will be assigned based on country of origin or in a general area with like businesses around the school Track and Field area. Assignments for space are on a first come first served basis as we receive your donation. Volunteers will meet you upon arrival and will take you to your designated area.

Self Sufficient Booths

Vendors need to be self-sufficient and must supply their own power and supplies. Please supply a table for condiments, display, or seating around your area. We also encourage you to bring soft music, decorations and anything fun that highlights your business and the culture it represents! There will be some tables and chairs available from the school on a limited basis (see registration form) and are on a first come first served basis.

Exhibitor Booth Breakdown

Vendors breakdown between 3:15p- 4:15 pm; exiting before 4:30pm. Vendors are expected to take all merchandise, props, trash, decorations, etc. with them upon leaving the event.

Refund Policy

Cancellations after 4/10/2014 will not be refunded. Please note: In the event that event is cancelled, the PTO will refund space donation fee in full to Vendors upon request. Rain date is scheduled for Saturday, May 3rd. Postponement will be online at the school Website by 3pm Friday April 25th. You can also call PTO Fundraising at 281-741-3224

Exclusivity

Vendors who sign up for a $1000 donation/ booth space, have completed the registration, and paid in full, will be offered exclusivity for their product/ restaurant on a first come first served basis within the event.
Exhibitor Information, Contract, and Donation Form: Due Friday - April 4, 2014

Mandatory Raffle Participation
Booth Exhibitors / Vendors will be asked to donate 1 item to the PTO for the raffle. (Circle 1 below)

$ ______ Donation _________________ Item Description _________ $ Total Value

- Ultimate Beauty and Spa Basket
- Ultimate Car Care Basket
- Ultimate Pet Care Basket
- Ultimate Beauty & Spa Basket
- Int’l Festival Restaurant / Gourmet Food Basket
- Ultimate Family Cultural Fun Basket
- Ultimate Home and Fashionista Basket
- Ultimate Gamer Fun Basket

Contest:
We know you want to show off! Participation comes with the opportunity to win the International Festival dessert cook off! We will be having an exclusive exhibitor dessert contest. If you would like to win top chef and receive a special prize to display at your restaurant, check on your registration form and you are in, compliments of the Bush PTO.

Additional Terms and Conditions
1. Indemnification: Vendors agree that Bush Elementary and the PTO will not be held liable for lost, stolen or damaged merchandise or property. Vendors will uphold good judgment and professionalism at all times.

2. Bush Elementary reserves the right to deny a vendor from participating in the event should the products be deemed inappropriate for an elementary school event. Vendors therefore will complete a description of the merchandise or service they will be selling on the form below.

Please sign and date to agree with terms and conditions set forth therein.

____________________________________________
(Company name)

____________________________________________
(Authorized signature and date)
When: Saturday April 26th, 1pm-4pm
Where: Bush Elementary, Track and Field Area, 13800 Westerloch Dr, Houston
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Exhibitor Information, Contract, and Donation Form: Due Friday - April 4, 2014

Return completed pgs. 2, 3, 4, & 7, as applicable, along with your donation by Friday, April 4, 2014 to:

Bush Elementary PTO, 13800 Westerloch Dr, Houston TX 77077
Or contact your PTO sponsor directly

Food or other donated products should be received by the school at least one week prior to the event (except Pizza). Please see your sponsor for details.

Questions, Donations, suggestions: Phone #281-741-23224 or Bushptohouston@gmail.com
Website: http://www.houstonisd.org/bushelem
Bush PTO Exhibitor/ Vendor Coordinators: Sonya Vivek, Shibani Gupta

*Barbara Bush PTO is a 501 (c) (3) organization and all donations are tax deductible;
Our Federal Tax identification is # 1-76-0414615

Thank you and Enjoy!