

# Bush Elementary PTO: International Festival & Fundraiser

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**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](mailto:bushptohouston@gmail.com), [www.houstonisd.org/bushelem](http://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**

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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 29<sup>th</sup> 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**

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## 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).

-Bush 2014-2015 Directory placement

##### \_\_\_\_\_ \$500+: Silver Sponsorship:

-Company name/ logo on exclusive Festival T- shirt. Company name/ banner at event. Online sponsorship.

-Bush 2014-2015 Directory placement

##### \_\_\_\_\_ \$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

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## **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](mailto:bushptohouston@gmail.com), [www.houstonisd.org/bushelem](http://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  
\_\_\_\_\_  
\_\_\_\_\_

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## **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](mailto: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.

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## **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 3<sup>rd</sup>. Postponement will be online at the school Website by 3pm Friday April 25<sup>th</sup>. 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.

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## 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 Beauty & Spa Basket                    | - Ultimate Family Cultural Fun Basket  |
| - Ultimate Car Care Basket       | - Int'l Festival Restaurant / Gourmet Food Basket | - Ultimate Home and Fashionista Basket |
| - Ultimate Pet Care 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)

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**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](mailto:Bushptohouston@gmail.com)

Website: <http://www.houstonisd.org/bushelem>

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\*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!

Barbara Bush Elementary  
International Festival & Fundraiser  
April 26, 2014



A World of Opportunities – Join Us!