

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

Thank you for your consideration and participation in the Barbara Bush Elementary International Festival and Fundraiser! Our mission is to provide a safe, fun, and family friendly environment where our school, families, and the local surrounding community can get together to shop, eat, have fun, and enjoy entertainment within a dynamic, multicultural experience and while raising much needed funds for the school. This will be a truly spectacular event and your participation assures this event will be successful and enjoyable for all!

Did you know?

- Bush is the 29th top 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, 1 of the fastest growing communities nationwide

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 or logo: on banners within the festival, on 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
- Have a special Bush Elementary "Spirit Day" at your business with our support

This is sure to be a fun-filled community event for a great cause, and a great chance for you to meet us and the local community - so **join us!**

We look forward to having you at the International Festival and Fundraiser.

Thank you in advance for your participation and support!

**Next: Exhibitor Registration Forms pgs. 2-5, Underwriting Form pg. 6, Food/ Festival Sponsorship Form pg. 7, Tax ID information pg.8*

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

Exhibitor - Information/ Registration Form:

Please review the rules & information provided and complete and return agreement with your payment ASAP (no later **than March 29, 2014**) to the school, 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. No sit down meals please, we want to encourage everyone to sample your product. We suggest \$1.00-\$3.00 per item
2. No drink sales of any kind or concessions of: hotdogs, popcorn, pizza or candy. The PTO will be sponsoring these basics, 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 serve basis. Please allow plenty of time and review the area prior to the event. Gates will open for vendors at 10:30am. 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 10:30am. All Vendors are expected to be set-up and ready by 12:45 pm, gates open to the festival promptly at 1:00pm. Vendors will use the track and field side gate entrance for unloading their merchandise and then must immediately move their vehicle 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 12:15pm, forfeiting booth space and donation.

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

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 serve 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 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 serve basis.

Exhibitor Booth Breakdown

Vendors breakdown between 4:15p- 5:15 pm, exiting before 5:30pm. 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 the 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 serve basis within the event.

Mandatory Raffle Participation

Booth Exhibitors / Vendors will be asked to donate 1 item for PTO for the raffle

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

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)

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - March 28, 2014

2. 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:

Company name Multi - vendor banner at event
Online advertisement

_____ \$ Other: TBD

Top Chef Dessert Contest Participation: Y/N _____

Table Needed: Y/N _____ (Qtys: 1-2)

CHAIRS: Y/N _____ (Qtys: 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

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

UNDERWRITING DONATION FORM:

A. Donation:

_____ will donate \$ _____
(Company name)

_____ will provide _____ items/ product to donate to event
(Company name)

Enter amount or items to donate Note: "Item Donations needed" included next page

_____ will donate a Raffle item with retail value of \$ _____
(Company name)

B. 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

I would like my company name/ banner as a sponsor in front of the following:

_____ Games/Activities

_____ Concessions

_____ Entertainment

_____ Cultural Area

_____ General

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

FESTIVAL-DONATION FORM:

\$ _____ 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

Entertainment:

\$ _____ DJ/Stage -\$1300

\$ _____ Cultural Presentations - \$500

\$ _____ Bouncy & Fun Houses- \$1300

CONCESSION:

_____ 800 popsicles (assorted)

_____ 300 juice boxes (assorted)

_____ 800 bottles of water

_____ 300 Hot Dogs

_____ 400 cans of Coke

_____ 300 Hot Dog Buns

_____ 300 cans of Sprite

_____ 300 Candy assorted (Skittles, Laffy Taffy, Ring Pops, and M&M's etc.)

_____ 200 cans of Diet Coke

_____ 10 Bags Ice

_____ 300 cans of Dr Pepper

_____ 800 each- Paper Products: Plates 600, Napkins, Hot Dog Holders, and Cups

_____ 200 Can Lemonade (i.e. Minute Maid)

_____ Cleaning supplies: Paper towels 10 rolls, cleaning liquid -4 solutions

\$ _____ PIZZA: 30: 16", 8 slice \$ 200

Other:

\$ _____ 500 pcs: Novelties: (Glow sticks, cultural items, fun stuff) \$200

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, Rhedonda Cox, Karen Mills

Bush PTO: phone # 281-741-3224, Email bushptohouston@gmail.com, www.houstonisd.org/bushelem

Exhibitor Information, Contract, and Donation Form: Due Friday - *March 28, 2014*

Return completed pgs. 4, 5, 6, & 7 along with your donation by Friday, March 28, 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 at least one week prior to the event (except Pizza), please see your sponsor for details

Questions or suggestions: Phone #281-741-23224 or Bushptohouston@gmail.com

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

Bush PTO Vendor Coordinators/Sponsors: Sonya Vivek, Shibani Gupta

Rhedonda Cox, Karen Mills

*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!

