



July 15, 2015

Dear Vendor,

As Nelson Elementary embarks upon our 9th Annual Fall Festival & Vendor Marketplace, we invite you to participate as a vendor on **Friday, October 16th, 2015 from 5:30p – 9p.** The festival will be held on the school ground for the purposes of providing fun family entertainment (for 650+ attendees) all while raising money to support the PTA.

Register as early as possible in order to get premium space!

A table and two chairs are provided. There are limited spaces with access to an electrical outlet and those spaces are assigned on a first come first served basis. Vendor space will be limited and assigned in the order your application is received. We strongly encourage you to submit your information as soon as possible to reserve your space. Table space is set at: **\$75 per table for vendor booths** (defined as: Individual for Profit or Commercial Company Booth) and **\$50 for informational booths** (defined as: information only, no sales of products or services).

We look forward to your partnership in this year's Fall Festival & Vendor Marketplace. Your vendor application and fee are **due: Friday, September 25, 2015** to avoid a late fee. Early registration will also ensure that your company is included in all advertising publications. The Fall Festival & Vendor Marketplace will be publicized in the Denton-Record Chronicles, Dallas paper, Nelson's website, Nelson's PTA Website, social media sites--such as Facebook, Twitter--and various event sites such as DFW Craft Shows. Flyers/signs will be distributed and posted throughout community.

Sincerely,

A handwritten signature in cursive script that reads "Lacie Hester".

Lacie Hester
Fall Festival Chairperson
L.A. Nelson Elementary PTA
817-808-4327



L.A. Nelson's Parent Teacher Association

presents:

9th Annual Nelson Fall Festival & Vendor Marketplace

Vendor Agreement/Registration Form

(Please fill out and return with your payment by Friday, September 25th)



Vendor Agreement:

1. Vendor must be set up no later than 5:00pm. Vendors also need to make sure that their area is cleaned up at the end of the festival. You will be set up from 5:00pm-8:30pm.
2. **Nelson PTA** has exclusive rights to sell all food items such as: Hot Dogs, Corn Dogs, Hamburgers, Brisket Sandwiches, Nachos, Cotton Candy, Shaved Ice, French Fries, Funnel Cakes, Soda, Water, Juice, Chips, and Gourment Popcorn.
3. You are not allowed to play music at your booth. We will have a DJ playing music at all times.
4. Vendors sales are limited to your booth area. Sales may not take place outside of your assigned vendor booth area.

Vendor Signature: _____

Date: _____

Registration Form

Business Name: _____

Address (Street/City/State/Zip): _____

Contact Number: *circle one*(C / H / W) _____ - _____ - _____

Email (*please write legibly*): _____

Please check your booth type (please be sure your company falls within the definition of vendor/information as listed in the vendor letter):

_____ Informational Booth: \$50.00

_____ Vendor Booth: \$75.00

Please list the item(s) you will be selling:

Office Use Only:

PTA President Signature: _____

Please remit payment to:
 L.A. Nelson PTA
 Attn: Fall Festival Committee
 3909 Teasley Lane
 Denton, Texas 76210
 Tax ID# 74-3214163

Email:
 Lacie Hester
 Fall Festival Chairperson
 L.A. Nelson PTA
 lanelsonfallfestival@gmail.com