

Monaco Elementary PTO  
presents:



# FALL FEST

Friday, October 25, 2019 5:00pm-  
7:30pm

We are accepting sponsorships and booth  
rentals until Friday, October 18, 2019.

This is a first come first serve basis so  
please return your reservation as soon as  
possible. Details are enclosed in this  
packet.



**Monaco Elementary School PTO  
2019 Fall Fest Sponsorship Contract**

**Gold (\$500+)**- Booth at vendor fair portion of event (optional), business cards/flyers/menus/coupons to sponsor distributed in 300 grab bags, recognition in PTO newsletter, event flyers, and on social media (Facebook, Twitter), business logo listed on single sponsored activity

**Silver (\$250)**- Recognition in PTO newsletter, event flyers, and on social media (Facebook, Twitter)

**Bronze (\$100)**- Recognition in PTO newsletter and on social media (Facebook, Twitter)

*If you don't see an amount that fits your budget, or would like to donate more, that's okay! We are grateful to you for any amount you are able to give. \$ \_\_\_\_\_*

\_\_\_\_\_  
Name/Company

\_\_\_\_\_  
Address/City/State

\_\_\_\_\_  
Telephone/Email address

\_\_\_\_\_  
Level of Sponsorship

Please make checks payable to Monaco Elementary PTO and return to:

Monaco Elementary School  
Attn: PTO- Fall Fest  
9350 Cape Cod Blvd  
Providence Village, Texas 76227

Or you may drop off your sponsorship at the front office at Monaco Elementary School.

***Thank you for supporting Monaco Elementary School!***

## Vendor Application/Booth Rental

Dear Vendors/Community Members,

On behalf of Monaco Elementary School (Providence Village, TX), the Monaco PTO would like to invite you to participate in our **Fall Fest** fundraiser to be held on **Friday, October 25, 2019** from **5:00pm to 7:30pm** at Monaco Elementary School. Our Fall Fest is designed to bring students, parents, teachers, and community members together for an evening of games, activities, food, raffles, and fun while supporting Monaco Elementary School PTO. We are currently taking applications for vendors at our event. The cost for a booth space rental (8' x 8') is \$25. If you need electricity for your booth, you will need to provide your own. Spaces will be rented on a first come first serve basis. Set-up must be completed between 4:00pm and 5:00pm on Friday, October 25<sup>th</sup>, and taken down by 8:00pm on Friday, October 25<sup>th</sup>. In order to reserve a space, both the rental fee and rental agreement form must be postmarked by Friday, October 18<sup>th</sup>. Any and all profits will go directly to the vendor. In order to provide participating vendors with an optimum sales opportunity, we reserve the right to limit the number of similar booths. If you are interested in joining us for this year's Fall Fest, please complete and return the enclosed/attached Booth Rental Agreement along with your check or money order to the address below. Remember, this is a first come first serve basis so please return your reservation as soon as possible!

Once received and approved, you will receive a confirmation letter by email. In order to help ensure participating vendors have an optimum sales opportunity, please be detailed when filling out the type of item you are selling on the registration form. If this is not filled out in detail, it is difficult to control having too many of one type of vendor.

Lastly, we do ask that you donate an item to our raffle and have something to hand out to parents and/or kids (candy, small give away) as well. You may provide a business card with your donated item as well. We appreciate your donation and will collect all donations by Friday, October 18<sup>th</sup>. We are looking forward to seeing you at our Fall Fest. We truly appreciate your support for Monaco Elementary PTO.

Please make checks and money orders to: Monaco Elementary PTO

Mail to: Monaco Elementary School  
Attn: PTO-Fall Fest  
9350 Cape Cod Blvd  
Providence Village, TX 76227

Please direct questions to: [ptomonaco@gmail.com](mailto:ptomonaco@gmail.com)

\_\_\_\_\_  
Venue Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Venue Address/City/State

\_\_\_\_\_  
Phone/Email

\_\_\_\_\_  
Item Selling

## Booth Rental Agreement

I, \_\_\_\_\_, Owner or Authorized Representative of \_\_\_\_\_ (Business name), do hereby agree to abide by the following terms and conditions pertaining to renting a booth space during the Monaco Fall Fest 2019 on Friday, October 25, 2019 from 5:00pm to 7:30pm at Monaco Elementary School, 9350 Cape Cod Blvd, Providence Village, TX 76227, (940)668-0000.

1. We will bring our on table, sign, and handouts to give to families attending Fall Fest. We will set up our booth space prior to 5:00pm on Friday, October 25, 2019 and remove all contents of the booth after closing of Fall Fest at 7:30pm on Friday, October 25, 2019.
2. We understand the Fall Fest hours are Friday, October 25, 2019 from 5:00pm to 7:30pm and agree to occupy our booth the entire time. Refunds will not be given for any reason.
3. Fall Fest Event Chair shall provide a number for booth space prior to set up on Friday, October 25, 2019.
4. We will provide our own electricity if needed.
5. We will keep the area within and in front of our booth clean at all times.
6. Monaco Elementary School/PTO/Aubrey ISD/Event Chair shall not be responsible for any loss, damage, and/or injury.
7. All food vendors must follow Health County District guidelines at all times.
8. We will clean up all trash and property from our booth prior to leaving the Fall Fest event in order to avoid a \$50 penalty.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number