

Dear Local Merchant/Business Owner,

We are thrilled to announce our 8<sup>h</sup> Annual Spring Carnival being held on April 7<sup>th</sup> 2017 from 5:00-8:00pm. We would like to invite you and your business to purchase a vendor space today. This is a great opportunity to promote your business and increase sales!

A vendor booth will allow you the opportunity to offer your products to the families of Centennial Elementary. We currently have over 850 students enrolled.

Vendor booths are being sold for \$35.00 for a standard space and \$50.00 for a premium booth. A gift basket item (minimum value of \$25.00) is also required that will be raffled at the event. If you are interested in donating a larger item (weekend getaway, electronic item, etc) to be raffled off we are happy to accommodate your business and work with you on a package sponsorship.

Registration will be accepted as follows:

02/21/17 Registration opens to current Centennial Families & ASPIRE Members

03/03/17 Registration opens to the public

**Registration will close at 3pm on March 31st.**

By agreeing to the contract you understand that the items you are listing will be the only items you should have in your booth. Anything NOT listed or approved will be asked to be removed for the fairness of all our vendors.

Please see the contract that follows and upon completion, please submit your completed for to: [centennialpto.president@gmail.com](mailto:centennialpto.president@gmail.com) and submit payment through our website at: [www.centennialpto.com](http://www.centennialpto.com). You may bring your completed application and payment to the Centennial front office (Note: the office will be closed 03/13-24/17) for Spring Break.

We appreciate your support and partnership between our local schools and businesses!  
We look forward to working with you!

Sincerely,

Centennial Elementary PTO

## Centennial Elementary Spring Carnival 2017 Vendor Contract

**In General:** Centennial Elementary PTO reserves the right to provide vendor space for no more than 2 businesses involved in the sale of particular product type for this event; however multiple tables will not be sold to more than one representative from the same company. Vendors will have access to the venue at the time to be announced which will allow sufficient opportunity to set-up and each vendor is required to have their table/space set up no later than thirty minutes prior to the event start time.

**Fee Detail:** By signing this contract, vendor agrees to pay a registration fee for approximately 8x10 space. Vendor is also required to provide a raffle item valued at \$25.00 minimum. Vendors are responsible for providing their own table and chairs and all the hardware you may need for your display. Pop-Up Tent spots will only be allowed for the Premium Spots.

**Payments & Registration Information:** Complete the registration/contract and submit it with your payment. Payment must be received at the time the contract is turned in.

Payment options are:

- 1) Submit your payment in person payable to Gilbert Centennial PTO and the front desk will date/time stamp it for the PTO
- 2) Submit your payment via our website at [www.centennialpto.com](http://www.centennialpto.com) under the "Event" tab and email your application to [centennialpto.president@gmail.com](mailto:centennialpto.president@gmail.com). Your spot will not be held until both the payment and application have been received.

**Success and Attendance Clause:** Centennial Elementary PTO greatly appreciates your participation in this event however, if your business does not achieve the desired results from participating in this event, you agree to not hold Centennial Elementary PTO liable, financially or otherwise.

**General Liability:** Centennial Elementary PTO assumes no liability due to damages or injuries incurred as a result of fire, flood, power outage, weather conditions, lighting, natural disasters, and/or any unforeseen incidents, occurrences, activities or episodes. This Agreement constitutes the entire understanding between the Parties relating to the event and supersedes all prior representations, negotiations or understandings with respect to the event. Neither Party shall be liable for failure to perform any obligation under this Agreement if the failure is caused by any circumstances beyond its reasonable control.

Centennial Elementary PTO Spring Carnival 2017 Registration

Name of Business: \_\_\_\_\_

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

Business Type: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Detailed Description of items to be sold:

Detailed Description of Raffle items including value:

Vendor Space Options:

\_\_\_\_\_ Premium Booth space--cost \$50.00  
8x10 space which allows space for Pop-Up Tent and near main Carnival area, not to be located on the grass.

\_\_\_\_\_ Standard Booth space—cost \$35.00  
8x10 space-no Pop-Up Tent allowed, located in courtyard of school

Any vendors interested in being ON the soccer field needs to contact Kim at centennialpto.president@gmail.com after submitting registration form for approval. If you would like a spot on the field, a percentage of product sales the night of the carnival will go back to Centennial. Field space is limited to product/service sales such as food, toys, face painting, etc.

Vendors need to bring their own tables and no electrical will be available. Please note that by signing this registration form, the vendor acknowledges reading the registration contract and agrees to abide by the terms and conditions. Please note that the Spring Carnival is set for April 7<sup>h</sup>, 2017 and there are NO REFUNDS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Centennial PTO