



5th Annual Fall Fun Festival 2015 Sponsorship Information

Dear Prospective Sponsor,

We are excited to share with you information about our Fifth Annual Leander Fire Department's Fall Fun Festival to be held on two Saturdays, October 17th and 24th.

Our purpose for this event is to provide Leander and its surrounding communities a safe, fun, and low-cost event, and to raise money for the LFD Health and Safety Program and the Benevolent Fund. Our event features free admission, free parking, carnival games, and ghoulish tours of our two-story Tower of Terror for only five dollars a person. Carnival tickets are 50 cents each and some activities cost as little as one ticket!

In order to successfully provide this wonderful fundraising event for our community, we are seeking to partner with businesses such as yours!

Event Dates/Times: Saturdays, October 17th and October 24th 5:30 p.m. to 10:00 p.m.

SPONSORSHIPS AVAILABLE:

- ☐ **Event Sponsor (\$5,000):**
 - Corporate name & logo displayed on treat/ticket bags to be given out to customers
 - Receive recognition through our advertisement and Social Media
 - Corporate sign or banner (provided by you) displayed on the fence in front of the Fire Tower
 - Free booth space(s) to display your products and/or promote your business both nights of the event
- ☐ **Major Sponsorship (\$1,000):**
 - Receive recognition through our advertisement and Social Media
 - Corporate sign or banner (provided by you) displayed on the fence in front of the Fire Tower
 - Free booth space(s) to display your products and/or promote your business both nights of the event
- ☐ **Room Sponsorship (\$500):**
 - Receive recognition through our advertisement and Social Media
 - Corporate sign or banner (provided by you) displayed on the fence in front of the Fire Tower
- ☐ **Corporate Sponsorship (\$350):**
 - Receive recognition through our advertisement and Social Media
- ☐ **Vendor Booth (\$50 +Silent Auction Item):**
 - Set up a Vendor Booth as defined in the Booth Application
- ☐ **Donations In-Kind**
 - Donations of materials, refreshments, bottled water, canned sodas, volunteer meals, decorations, props, tickets, large auction prizes, gift certificates, and silent auction items are gladly accepted. **If the fair market value of donations exceeds \$350 you will be considered a Corporate Sponsor.**
- ☐ **Game Booths (FREE)**
 - Host a Game booth. Prizes and game provided! You just need to provide the game helpers for the night, but you can also give out flyers and advertise, just no selling!

Got Questions? Contact Jill Nalley, 512-528-2886 or jnalley@leandertx.gov



5th LFD Fall Fun Festival Application for Vendor Booth 2015

Deliver to: Jill Nalley (jnalley@leandertx.gov)
101 E Sonny Drive • Leander Fire Administration

Application Type:
☐ Promotional/Vendor
☐ Food

Vendor's Name:	
Vendor's Contact:	
Vendor's Cell Number:	
Vendor's E-mail:	

Description of Merchandise/Brand/Types of Food to be sold – BASIS OF APPROVAL
List N/A if only advertising

By signing below, I agree to the following terms and conditions:

- I will receive one booth space up to 10' x 10' in a concrete parking lot; **I will buy another booth space if I need more room.** Booth is not reserved until fee and Silent auction item is turned in with form!
 - This non-refundable payment of \$50.00 includes both nights. I can pay by credit card here: <https://squareup.com/market/lfd> and select Fall Fun Fest Vendor Booth.
 - I will also provide one or more item(s) donated to LVFD for use in the silent auction
 - Approximate retail value to be at least \$20, to accompany booth fee payment to make registration complete. [Donate items of at least \\$350 in value and receive the "Corporate Sponsorship" Level!](#)
 - Set-up time can be as early as 12:00 p.m. with **no vehicle access after 4:30 p.m.** Food Vendors must be set up by 4:00 p.m. and be ready to serve food at 5:30 p.m. This will be enforced.
 - I will provide candy at my booth for kids to trick-or-treat at in order to create more people flow through the entire vendor area. (This will not apply to food vendors.)
 - Clean up and set up of booth spaces is the responsibility of booth participants.
 - Tear down of booths will begin no earlier than 10:00 p.m.**
 - No electrical hookup provided (may bring vendor provided generator, but your location will be on the perimeter of the event due to the noise level.)
 - Set up subject to inspection and approval of the Fire Marshal's office. Food Vendors will receive additional set-up info upon submission of application.
 - LVFD, City of Leander, and LFD are not responsible for loss, damage, or injury to participants.
 - If bringing food, I will abide by Temporary Food Establishment Requirements (TFE).
 - If bringing food I will display a Williamson County TFE Permit.
 - For more info go to:
http://www.wcchd.org/services/food_and_restaurant/docs/TFE_Form_Application2014_JMorgan.pdf
- We need to know the following:**
- I will bring a canopy. ☐ YES ☐ NO
 - I will bring a generator. ☐ YES ☐ NO
 - While supplies last each vendor will receive ONE Fall Fun Fest T-shirt, select size:
☐ Adult S ☐ Adult M ☐ Adult L ☐ Adult XL ☐ Adult XXL

Above Contact's Signature: _____ Date: _____

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