



Harrison Community Fall Fest
Saturday, November 14, 2009
Old City Park – Downtown Wylie
10:00 am – 4:00 pm

If you or your organization would like to rent a booth space or sponsor the event, please fill out the form and mail it back with the rental or sponsor fee by the deadline listed below. All booths will be assigned on a first come, first serve basis.

Bring your own tables. Plan to set up between 8:00 am - 9:45 am. You will be responsible for cleaning up your area at the end of the day. We ask that the concession trailers do not dump any liquids on the street. Tear down/clean up will be from 4:00 pm – 5:00 pm.

Name of Organization _____ Phone _____

Contact Name _____ Email _____

Address _____ City/State _____ Zip _____

Type of Booth/Merchandise Description:

Sponsorship

_____ \$ 250.00 – Includes a 12x12 booth & your business logo in all advertisements for the event. Your business logo will be printed on a large banner to advertise the event. This banner will be on display outside Harrison Intermediate School the week of the event and relocated to the park for the event. Advertisements will also include all newspaper ads promoting the event and thanking the sponsors, all promotional flyers distributed to a minimum of 5 Wylie ISD Schools and all promotional advertisements in the community. Deadline for sponsors is October 30th. An electronic copy of your business logo must be forwarded to b-swinney@ti.com.

Booth Selection:

12x12 @ \$40.00 each # of spaces _____ Total: \$ _____ Deadline for booth rental is November 6th.

*Make checks payable to: Harrison Intermediate School PTA. Mail vendor application and payments to the attention of HIS PTA, 1001 S. Ballard Ave., Wylie, TX 75098.

For more information, please contact Brian Swinney at 972-998-4644 or b-swinney@ti.com

Harrison Intermediate School PTA reserves the right to reject any booth or vendor deemed inappropriate for this event. Harrison Intermediate School, Harrison Intermediate School PTA, the show host, will not be responsible for any loss, damage, or injury that may occur to any exhibitor, their representatives, or property, before, during or after show hours. Exhibitors should insure themselves against such claims, and by signature on application, release the school and the host from any and all liability. Displays should remain intact until show closes. All merchandise & exhibits must conform to Collin County fire codes & ordinances & any regulations of the City of Wylie. Exhibitor agrees to abide by official show rules & regulations as set forth by the show director. Exhibitors are each responsible for the collection & payment of sales tax & obtaining of licenses or permits which may be required.

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Vendor Information

- Vendor forms and rental fees need to be returned to the Harrison Intermediate School PTA before the deadlines. Please see the application form for deadlines.
- Booths will be assigned on a first come, first serve basis.
- Please be specific as to the type of merchandise you will sell on your application form. The PTA will do its best to not have two vendors selling the same thing.
- Set up on the day of the festival will take place between 8:00 am – 9: 45 am. A PTA volunteer will be available to direct you to your assigned spot.
- Bring your own tables, chairs, etc.
- Please be courteous and respect the boundaries of the space you rent. Measure your table, canopy, etc to make sure that it will fit in the allotted space.
- Vendors are responsible for keeping their space clean and throwing away trash in the available cans.
- Tear down/clean up for all vendors will be from 4:00 pm – 5:00 pm. All spaces should be cleared shortly after 5:00 pm.
- Thank you in advance for making our 1st Community Fall Fest a success!!!!
- If you have any questions or concerns, please contact Brian Swinney at 972-998-4644 or b-swinney@ti.com