

# U.S. Taekwondo Center's Annual KICK-or-TREAT Halloween Party Vendor Agreement

EVENT DATE: Sat. Oct. 28, 2017 MAIN EVENT TIME: 2:00pm to 4:00pm

Vendors may have their tables out from 9am to 4pm\*

Vendor Agreement must be submitted by Saturday, Oct. 21st

**SELECT THE U.S. TAEKWONDO CENTER LOCATION(S) THAT YOUR BUSINESS WILL PARTICIPATE AT**

(circle all that apply):      MONUMENT      BRIARGATE      LEHMAN      STETSON HILLS      CITADEL



BUSINESS/VENDOR NAME	BUSINESS/VENDOR DESCRIPTION
BUSINESS/VENDOR CONTACT NAME	BUSINESS/VENDOR CONTACT PHONE(S)
BUSINESS/VENDOR CONTACT EMAIL	BUSINESS/VENDOR WEBSITE
NAME OF PERSON(S) MANAGING TABLE AT EVENT:	TABLE MANAGER'S CONTACT PHONE
FAMILY FRIENDLY PROMOTIONAL MATERIALS FOR TREAT BAGS <i>(200 items PER location. Choose 1 or ALL 5 locations)</i> YES NO DESCRIPTION: _____ _____ _____	VENDOR SPACE – INSIDE – APPROX. 8FT X 6FT YES NO OPTION: ADDITIONAL \$25-50 PRIZE MAY BE DONATED. LIST DONATED PRIZE(S) AND VALUE _____ VALUE:\$ _____ _____ VALUE:\$ _____ _____ VALUE:\$ _____ _____ VALUE:\$ _____
WILL YOU BE SELLING ITEMS? (Must be family friendly) YES NO DESCRIPTION: _____ _____ _____	_____ VALUE:\$ _____ _____ VALUE:\$ _____ _____ VALUE:\$ _____ _____ VALUE:\$ _____
VENDOR SPACE IS PROVIDED FOR A FEE OF \$50 RECEIVED: YES NO CASH: _____ CHECK: _____ CC: _____ BY: _____ DATE: _____	

1. \*VENDORS HAVE THE OPTION TO SET UP STARTING AT 9AM DURING REGULAR BUSINESS AND CLASS HOURS. SET UP MUST BE COMPLETE BY START OF THE MAIN EVENT (2PM).
2. \*VENDORS MUST REMAIN ACTIVE AT THEIR TABLE ONCE IT IS SET UP AND FOR THE ENTIRE EVENT. TEAR DOWN CANNOT BEGIN UNTIL EVENT ENDS.
3. Vendors must be respectful, courteous, and family friendly and allow patrons to approach their table at their own will. Please do not pressure patrons at your table.
4. Vendors must be respectful of other vendors and remain in their assigned space.
5. Vendor displays, promotional materials, and signage must be professional and printed.
6. Products can be sold with USTC approval only. Only items listed on the Vendor Agreement may be sold.
7. Vendors may hand out candy or treats. ***Any candy or treats handed out MUST BE PEANUT FREE!***
8. Vendors may distribute family appropriate promotional materials. ***ITEMS MUST BE DROPPED OFF AT 1 OF OUR LOCATIONS BY 12pm Saturday, Oct. 21<sup>st</sup> TO BE INCLUDED. NO EXCEPTIONS. 200 PER LOCATION OR 1000 FOR ALL 5 LOCATIONS.***
9. Vendor payment of \$50 ***must be received BY 12pm Saturday, Oct 21<sup>st</sup>.***
10. Vendors must dress professionally and family friendly. Please do not dress in gory, bloody, violent, or overly scary attire. This event is focused on young children.
11. ELECTRICITY IS PROVIDED (Extension cords/power strips will NOT be provided)
12. WIFI IS NOT PROVIDED
13. TABLE AND CHAIR(S) ARE NOT PROVIDED
14. The U.S. Taekwondo Center reserves the right to remove a vendor for failure to comply with the Vendor Agreement and event time and date are subject to change.



By signing this Vendor Agreement, I agree to the above terms and confirm my space for the event and at the locations listed. If I cannot participate as a vendor, I agree to contact the locations affected as soon as possible and with at least a 48 hour advance notice. Space location at the event is provided on a first come, first served basis. Vendor fee is non-refundable.

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
DATE

# U.S. Taekwondo Center's Annual KICK-or-TREAT Halloween Party Vendor Information Sheet



EVENT DATE: Saturday, Oct. 28<sup>th</sup>, 2017

MAIN EVENT TIME: 2:00pm – 4:00pm

VENDORS MAY HAVE THEIR TABLES OUT FROM 9AM TO 4PM\*

(See Vendor Agreement for more details)

## LOCATIONS & VENDOR AGREEMENT SUBMISSION OPTIONS:

You may drop off the agreement in person, fax it, or email it.

ATTENTION: MARKETING DEPT.

EXPECTED ATTENDANCE: 200+ per location

TARGET AGE: Children ages 4 and up

### EVENT DETAILS:

1. FREE and open to the public
2. All children will receive a trick-or-treat bag with sponsor logos and vendor inserts (1000 total)
3. Costume Contest
4. Food, candy, treats, etc.
5. Games
6. Safety Seminar
7. Local business vendors
8. Prizes
  - a. Raffle prize \$100 cash– Earn tickets for attending and extra tickets for bringing a friend
  - b. Costume contest prizes – vary by location
  - c. Prizes donated by vendors may be awarded by way of raffle, costume contest, or games.

### HOW THE EVENT IS PROMOTED:

1. Social media & website
2. Flyers distributed to the community, our students, and all of our business partners both digitally and in print.
3. Direct email blast to all 1200 U.S. Taekwondo Center students and their families.
4. Local organization event websites such as the Tri-Lakes Chamber, PeakRadar.com, and Colorado Springs Business Alliance.
5. Online ads on our other business partners.
6. Public and private schools

Monument – 16328 Jackson Creek Pkwy. Monument, CO 80132 – Office: 719-488-4321

Email: [monument@familyblackbelt.com](mailto:monument@familyblackbelt.com) or Fax: 719-488-4339

Briargate – 3478A Research Pkwy. Colorado Springs, CO 80920 – Office: 719-495-0909

Email: [briargate@familyblackbelt.com](mailto:briargate@familyblackbelt.com) or Fax: 719-495-2019

Lehman – 6217 Lehman Dr. Colorado Springs, CO 80918 – Office: 719-598-8000

Email: [lehman@familyblackbelt.com](mailto:lehman@familyblackbelt.com) or Fax: 719-598-0888

Stetson Hills – 5799 Stetson Hills Blvd. Colorado Springs, CO 80916 – Office: 719-424-4800

Email: [stetsonhills@familyblackbelt.com](mailto:stetsonhills@familyblackbelt.com) or Fax: 719-424-4804

Citadel – 1316 N. Academy Blvd. Colorado Springs, CO 80909 – Office: 719-574-8782

Email: [citadel@familyblackbelt.com](mailto:citadel@familyblackbelt.com) or Fax: 719-596-0866





## U.S. Taekwondo Center's Annual KICK-or-TREAT Halloween Party SPONSORSHIP FORM

EVENT DATE: Saturday, Oct. 28<sup>th</sup>, 2017

MAIN EVENT TIME: 2:00pm to 4:00pm

VENDORS MAY HAVE THEIR TABLES OUT FROM 9AM TO 4PM\*

(See Vendor Agreement for details)

### \$350 - KICK-or-TREAT BAG SPONSORSHIP

- Distribution: 1000 total
- Distribution locations: All 5 US Taekwondo Center Schools
- Kick-or-Treat bags are FREE to all children who attend
- Sponsors will get their logo on the outside of the reusable treat bag (single color)
- Sponsors will get to insert 1 promotional item in each bag (items supplied by business)
  - May put candy or treats in bag at one or ALL Locations (NO PEANUTS)
  - Limit of 4 Sponsors
  - Please provide logo in JPEG or PNG format 300 Dpi



Example bag

FOR MORE INFORMATION ON MARKETING  
OPPORTUNITIES PLEASE CONTACT:

SARAH-MARIE STEWART

(719) 488-4321

SSTEWART@FAMILYBLACKBELT.COM

