

Letter of Intent for Non Profit Organizations

This Letter of Intent between _____ and In Depth Events, Inc DBA The Big BIG Benefit is to secure a booth space for the event on Oct 1.

The Big BIG Benefit reserves the right to allow or disallow any non profit organization to be present at the event.

Selected NPO's will be given at **no charge** a minimum a 10'x10' booth space to present their organization to the attendees of The Big BIG Benefit.

If selected, you agree:

- To man your booth at all times during the event. You are expected to arrive at least an hour before doors open.
- NPO employees or volunteers must stay within the confines of their booth space.
- NPO employees or volunteers must wear branded t-shirts of the organization.
- Banners are allowed as long as you don't poke holes through the tent vinyl.
- If power is needed for your booth space, there will be a fee.
- We expect you to promote this event on your social media. Please contact us for marketing suggestions or event logos. We're happy to help promote your cause and our event!

Please submit this form to ashlyn@indepth.events as soon as possible, but NO LATER than Sept 21. With your submission, you must provide the full, legal name of your organization, the logo in .jpg or .pdf formats, and provide either your sales tax exemption document from the State of Texas, or your 503.c notification from the IRS.

Thanks for your interest – we look forward to seeing you at The Big BIG Benefit!

Name of your NPO: _____

Your Name: _____

Your email address: _____

Your phone number: _____

Signature, Date: _____

Please return to ashlyn@indepth.events by Sept 21, or feel free to email with questions!