

Letter of Intent for Vendors

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

The Big BIG Event is going to held at Lone Star Park on Sunday, Oct 1 from 10 am to 10 pm. We expect to have approximately 7000 people during our event. Our demographic are professionals with children, aged 30 to 55 years old. You can find more information on the event at our website: www.thebigbigbenefit.com

All vendors are expected to abide by these rules:

- To man your booth at all times during the event. You are expected to arrive at least an hour before doors open. If your booth space is 1-30, you may begin tearing down at 6 pm and leave through the rear gate.
- Employees must stay within the confines of their booth space.
- 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 product!

Food truck vendors: Food Trucks must present health permit and insurance 3 days prior to event. Food Trucks will be charged \$500 for day of show. Power will be an additional fee, please contact us for power quotes. You may have your own generator on site, as long as it is relatively quiet and not a 'smoker'. We need to know overall length of your truck as soon as possible.

Food Vendors: Food vendors that require tents on site will be charged \$500 for a 10'x10' booth space for day of show. Power will be an additional fee, please contact us for power quotes. Generators will not be allowed on site. If you need additional space, please let us know.

Crafts / Other vendors: Crafts / other vendors will be charged \$350 for day of show and will be provided a 10'x10' booth space. Power will be an additional fee, please contact us for a power quote.

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

Company Name: _____

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!