



**TRINITY**  
**LUTHERAN SCHOOL**  
*From Infants to 8th Grade*

123 E. Livingston Street, Orlando, FL 32801  
 (phone) 407-488-1919 | (fax) 407-423-2085  
 TrinityDowntown.com

**PARTICIPANT EVENT INFORMATIONAL PACKET AND  
 VENDOR | BUSINESS | SPONSOR | ENTERTAINMENT COMMITMENT FORM**

**EVENT DETAILS:**

Date: March 3, 2018

Time: 9:00 a.m. to 1:00 p.m.

Location: 123 E. Livingston Street, FL 32801

**FORM SUBMITAL DETAILS:**

Please return the Commitment Form  
 in this informational packet by **February 16, 2018**

Please return form by email to:  
 PTL@ TrinityDowntown.com

Thank you for your interest to participate in Trinity's Downtown Orlando TOUCH-A-TRUCK event on March 3, 2018. This informational packet is being forwarded to your company to provide additional information about the event. It will serve as your commitment to participate in the event upon completion of the "Contact and Vendor/Sponsor information" form, which needs to be returned via email no later than FEBRUARY 16, 2018. Thank you in advance for being a part of our 2018 event!

**GENERAL EVENT INFORMATION**

**EVENT:**

Date: Saturday, March 3, 2018

Location: Trinity Lutheran Church & School, 123 E. Livingston Street, Orlando, FL 32801

Event Times: General admission 9am-1pm (Cost of admission: \$5.00 per person, children 2 and under free)

Set-up: Set-up will open at 7:30am on day of event for vendors and needs to be completed by 8:30am.

Weather policy: Event is scheduled rain or shine.

Tear-down: Tear-down will be permitted once the public has left the grounds (approximately 1:00pm)

**MEDIA:**

We will be utilizing social media and other marketing avenues to advertise our event and will happily advertise your logo, links to your website and Facebook page, and photos of the vehicles you will be highlighting at the TAT event. Please complete the Media section found on the "Contact and Vendor/Entertainment information" form. All promotional material must be submitted on or before **February 16, 2018** in order to be included in our printed material supplied to the public on the day of the event.

**ADDITIONAL INFORMATION:**

Please only return the "Contact and Vendor/Entertainment information" form below by **February 16, 2018**. Should you require any additional information or arrangements, please contact the Vendor/Sponsor Chair contact info below. We likewise encourage you to visit our Facebook page to get additional information about this year's event. Event Facebook: <https://www.facebook.com/OrlandoTouchaTruck>

**THANK YOU FOR PARTICIPATING! WE COULDN'T BE SUCCESSFUL WITHOUT  
 YOUR DONATIONS, VALUABLE TIME AND COMMITMENT!**

PLEASE RETURN NO LATER THAN FEBRUARY 16, 2018

EMAIL TO: PTL@TrinityDowntown.com

**VENDOR | BUSINESS | SPONSOR | ENTERTAINMENT COMMITMENT FORM**

**CONTACT INFORMATION: (One Per Company/Organization)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Office Ph: \_\_\_\_\_ Email: \_\_\_\_\_

\*On-Site Cell (\*For emergency purposes during event): \_\_\_\_\_

Company Website: \_\_\_\_\_

**MEDIA RELEASE:** I give permission for Trinity to share company logo, website, FB page and promo photos:

If yes, please email your high resolution logo(s) to: PTL@TrinityDowntown.com

Can we share your company website? If yes, please list website address: \_\_\_\_\_

Can we share your company Facebook page? If yes, please list FB address: \_\_\_\_\_

Authorized Signature for Media: \_\_\_\_\_ Date: \_\_\_\_\_

**SPONSORSHIP:**

Yes, I would like to be a TOUCH-A-TRUCK sponsor (signature) \_\_\_\_\_

AT WHICH LEVEL? (circle one) \$100 \$250 \$500 \$750 \$1000

(Please see Sponsorship document for details)

All payments must be received by Friday, February 16, 2018

Mail to: Trinity Downtown. 123 E. Livingston St. Orlando. FL 32801 Attn: PTL/TAT

Checks made payable to "Trinity PTL".

**VENDORS**

Yes, I would like to be a vendor (signature) \_\_\_\_\_

Food Truck Vendor: \$100 Other Vendor Fee: \$50 Non-Profit Vendor: No fee

Will you need a vendor table? \_\_\_\_\_

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Checks made payable to "Trinity PTL".

