



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

COMMITMENT FORM

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

EVENT DETAILS:

Date: March 9, 2019

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 14, 2019**

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 9, 2019. 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 14, 2019. Thank you in advance for being a part of our 2019 event!

GENERAL EVENT INFORMATION

EVENT:

Date: Saturday, March 9, 2019

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 14, 2019** 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 14, 2019**. 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 14, 2019

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: **TLC@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 14, 2019

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? _____

All payments must be received by Friday, February 16, 2019

Mail to: Trinity Downtown . 123 E. Livingston St. Orlando. FL 32801

Attn: PTL/TAT Checks made payable to "Trinity PTL".

