



**Universal Academy Coppell Fall Festival
Vendor Booth Application**

Saturday, October 31, 2015 9:00am – 3:00pm Set-up at 8:00am

1001 E. Sandy Lake Road, Coppell, TX 75019 (at the intersection of MacArthur Blvd. & Sandy Lake)

Contact Person: Marcia Rhodes 469.628.2955 or school office 972-393-5834

Name of Business: _____ Owner: _____

Phone: _____ Cell: _____

Company Product/s: _____

Mailing Address: _____

E-Mail: _____

All Booths are 6 X 8 feet and the cost is \$75.

Number of booths preferred: _____ X \$75 = _____

Booths reserved after Oct. 1st: _____ X \$100 = _____

Tables needed (6 feet long) at \$10 each: Quantity: _____ X \$10 = _____

Total Fee: _____

Electricity needed (vendor provides extension cords): Yes _____ No _____

Chairs needed (free) _____ Quantity _____

Water Access (limited availability) Yes _____ No _____

Booth preferred location: Indoor Front Lobby _____ Indoor Hallway _____ Outdoors _____

Note: Fee is the same for each location. Indoor booths have A/C; Outdoor booths have covered sidewalk and are located with the children’s activities. All booths are assigned on “first come, first serve” basis. UA will make every attempt to provide your preferred booth location.

Rules and Regulations: No alcoholic beverages or smoking. Booths must be manned between 9:00am – 3:00pm. Table fees MUST be prepaid.

UA will strive to make this a successful selling opportunity for all vendors by heavily advertising the event within our school, our parents, and street signs within the community. There will be various activities and events that will increase the foot traffic from the community.

Please mail your completed application and any fees payable to “Universal Academy,” ATTN: Marcia Rhodes, at the above address as soon as possible. Booth locations will also be assigned on a “first come, first serve” basis.

We look forward to your participation. Thank you!

Administration