



Contact Name
Business Address
City, State, Zip

April 17, 2012

Dear Business Owner.

Please join us for the **2nd Annual Taste of Leon Valley**, a new community tradition! Last year more than 3,000 people and 60 vendors attended the 1st Taste of Leon Valley, making it a huge success. The City of Leon Valley is committed to providing its constituents with unique opportunities to come together and enjoy the local fare.

The Taste of Leon Valley event will be held at the Leon Valley Community & Conference Centers, 6427 Evers Rd, Leon Valley, TX 78238, on **Sunday, May 20, 2012 from 2:00pm-6:00pm**. The event will be free to the public, and vendors can charge for their samples. We are advertising in the major media outlets, and expect a crowd of 3,000 throughout the event. Food, beverages, live entertainment and activities will be enjoyed by all!

This is a **special invitation** for your company to become a part of a select group of businesses we are inviting to be a part of this coveted community event.

We are totally invested in your participation but if you would like to go a step further there are various levels of sponsorship available for you to consider as well. By partnering with us, we will provide your company with opportunities based on your investment that includes: company name and logo on Taste of Leon Valley event website, and banners on festival grounds. Please review the various sponsorship levels available in the following documents.

We hope to see you in May 2012 for this great festival! If you have any questions or would like to know more about the event please contact my assistant Elsa Fominguez at 210-684-1391, extension 226 or contact me directly at extension 227.

Sincerely,

Kristie Flores
Community Development Director
City of Leon Valley, Texas



Event Sponsor Opportunities

Platinum: \$500.00+

- Name and logo on official event website
- Company name announced throughout event
- Sponsorship on flyers
- Booth Rental included

Gold: \$250.00 - \$499.00

- Sponsorship on flyers
- Recognition on event website
- Booth Rental included

Silver: \$100.00 - \$249.99

- Recognition on event website
- Booth Rental included

Bronze: \$50.00 - \$99.99

- Recognition on event website

Sponsorship Level

Company _____

Please list the name as you would like it to appear in print materials.

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____ Website _____

Platinum _____ Gold _____ Silver _____ Bronze _____

Dollar Amount Sponsored: \$ _____



Sunday, May 20, 2012 - 2:00 pm – 6:00 pm

Restaurant/Beverage Vendor Participation Form

Restaurant/Beverage Company _____

Please list the name as you would like it to appear in print materials.

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ Fax _____

E-mail _____ Website _____

- Dishes presented at event may include entrées, appetizers, side dishes or desserts
- Restaurants should provide at least 1 dish, with enough food/drink for 75-100 samples
- Vendors may charge for their samples to help off-set food/beverage cost

The following (sample portion or sales portion) menu items will be provided:

#1 _____ #2 _____ #3 _____

NOTE: We will provide each vendor with one 6-8 foot table. Booth spaces are 10x10 unless other arrangements are made for two booths. Booths cost are (please check one):

\$60 for inside __, \$55 for porch __, and \$50 for outdoor __. Booth # (to be assigned by staff) _____

Will you be providing your own table?	Yes - 1__2__	No__
Will you need electricity?	Yes__	No__
Do you need chairs?	Yes__	No__ Number _____ @ \$5.00
Health Permit @ \$20 (for selling food) (for non-Leon Valley Restaurants)	Yes__	No__

I agree to participate in the 2nd Annual Taste of Leon Valley at the Leon Valley Conference and Community Center, Sunday, May 20, 2012, 2:00 pm – 6:00 pm. I also agree to pay a \$20 Health Permit fee, for food sales. I hereby release Leon Valley from liability from any injuries to any vendor or employees, or for any loss or damage to personal property while participating in the Taste of Leon Valley event.

Signature _____ Date _____

Please return this form ATTN: Elsa Dominguez 509-8288 or mail to 6400 El Verde Road, Leon Valley, Texas 78238, with payment.

Please send your menu items and jpeg image of your logo via email for inclusion on our website.

Application Deadline: **May 11, 2012.**

Questions? Call (210) 684-1391, ext. 226



City of Leon Valley
6400 El Verde Rd.
Leon Valley, TX 78238
www.leonvalleytexas.gov

Vendor Information for 2012

1. **LOCATION:** Conference and Community Center grounds located at 6421 and 6427 Evers Rd., Leon Valley, TX 78238
2. **OPERATIONAL TIME/DAY:** 2:00-6:00 PM on Sunday, May 20, 2012. Set-up starts at 11:00 AM and all vendors must be ready no later than 1:30 PM, it is the responsibility of each vendor to allow sufficient set-up time.
3. **BOOTH SPACE:** Booth spaces are 10x10 square feet. Assigned on a first-come basis upon receipt of APPLICATION AND PAYMENT. Outside Spaces: Vendors using personal canopies and tents must be tied down and secured by vendor. City of Leon Valley is not responsible for any damage, theft or injuries to merchandise or vendors.
4. **SET-UP & TAKE-DOWN:** Set-up time begins at 11:00 AM on Sunday morning. Operating hours are from 2:00 PM to 6:00 PM. BOOTHS MUST REMAIN OPEN FOR DURATION OF EVENT. BEGIN BOOTH TAKE-DOWN AT 6:00 PM.
5. **SHARING:** Of booth area or subletting must be approved by staff.
6. **VENDOR PARKING:** Upon completion of unloading items, vendor's vehicles must be parked in designated reserved area behind the Community Center. Parking spaces up front should be open for customer parking for your customers! Thanks for your cooperation!
7. **CANCELLATION/NO REFUND:** Telephone Elsa Dominguez, Community Development Assistant at (210) 684-1391, Ext 226 to advise of a minimum 60 days cancellation notification. No refunds for a "rain day" – RAIN OR SHINE... OUR EVENT WILL BE HELD!
8. **PAYMENT:** For booth space, tables, chairs and electricity must be paid by cash, money order or check along with the completed and signed vendor application. A \$25.00 fee will be charged for a NSF (insufficient funds) returned by vendor's bank. PLEASE DO NOT MAIL CASH. AFTER OFFICE HOURS: Applications along with payment may also be brought to our office located at 6400 El Verde Road (Community Development Office) or DROP INTO THE MAIL-SLOT AT CITY HALL (No Cash if dropped after hours).
9. **VENDOR DISPOSAL OF TRASH & RECYCLABLES:** Generation of trash such as food scraps or packing material can be placed in the parking lot dumpsters behind the Centers; any recyclable material such as cardboard boxes, plastic bottles, aluminum cans & paper should be placed in the large recycling roll-off container at the Public Works yard behind the Community Center. **Think Recycle!**
10. **SALES TAX & HEALTH PERMIT:** For sample sales all vendors will be required to show proof of active Sales and Use Tax Permit and must have Exhibitors/Business Name, or proof of exemption prior to issuance of a daily booth permit. SALES TAX IS 8.125%. It is the responsibility of the vendor to collect and report all sales tax; and, if serving food, to purchase a \$20.00 Health Permit from the City of Leon Valley.
11. **CONFIRMATION OF SPACE RESERVATION – PAYMENT REQUIRED:** Confirmation and payment must be made by May 11, 2012. Information will be available at the Information Desk in the Conference Center on the day of the event, or additional information, please telephone Elsa Dominguez, Community Development Assistant at (210) 684-1391, Ext. 226 or email at e.dominguez@leonvalleytexas.gov or visit in person at 6400 El Verde Rd., Leon Valley, TX 78238 during normal business hours: 7:30 AM – 5:30 PM, Monday – Thursday; and, Friday from 7:30 AM – 11:30 AM.