



## **Penn Township Fall Festival**

*We'd like to invite you to be a part of the 2<sup>nd</sup> annual Penn Township Fall Festival!*

In a world full of constant changes, we'd like to bring the community some "old fashioned" family fun this fall. This is a free community event held in Penn Township Park. The event will feature; 20+ local vendors, a DJ, food trucks, kid's carnival, pumpkin decorating contest, fun giveaways, children's entertainers, Halloween egg hunt and much, much more!

This year the Penn Township Fall Festival will be on, Saturday, October 15, 2022, with a rain date of October 16<sup>th</sup>. Last year's Fall Festival was, much to even our surprise, extremely successful (even in the rain). This year we are planning to make the day bigger and better!

We are calling on our community to help us make our second year even more successful than the first. We are looking for vendor participants, event sponsors and donations. Enclosed you'll find our sponsorship packages and vendor reservation information. We'd be honored to have you be a part of this fun-filled day for the community.

Please do not hesitate to reach out to us with any questions. We hope you'll consider joining us!

Sincerely,

*Caitlin Ianni*

Penn Township Secretary & Event Coordinator  
[cianni@penntownship.us](mailto:cianni@penntownship.us)

## Penn Township Fall Festival Sponsorship Packages

One way to be involved in the Fall Festival is to become a sponsor! Our sponsors are extremely important to us and receive the benefit of advertisement and recognition with their contribution. All sponsors are automatically eligible for a vendor spot at the event.

Vendor details are listed on the next page.

\*Due to limited supplies, we can only supply tents, tables and chairs to Platinum and Gold sponsors. Silver and Bronze sponsors must provide their own.

Sponsorship reservations are due by August 15, 2022 to ensure you make it into our advertisements.

<b>PLATINUM SPONSOR \$2,000</b>	<b>GOLD SPONSOR \$1,000</b>	<b>SILVER SPONSOR \$500</b>	<b>BRONZE SPONSOR \$250</b>
<ul style="list-style-type: none"><li>• Your logo and website link will be featured on our website for one year.</li><li>• Your business will be advertised on our LED sign for two months.</li><li>• Your business name and logo will be prominently featured in our township newsletter.</li><li>• Your business name and logo will be featured on all event flyers; which will be posted in the local newspaper and on our social media.</li><li>• Your business will be advertised as an exclusive sponsor of one of the activities featured at the event.</li><li>• Your business will be entitled to a prime vendor location at the event, if desired. We will also provide you with your own tent, table and chairs.</li></ul>	<ul style="list-style-type: none"><li>• Your business name and website link will be featured on our website for six months.</li><li>• Your business will be advertised on our LED sign for one month.</li><li>• Your business name will be featured in our township newsletter.</li><li>• Your business name will be featured on all event flyers; which will be posted in the local newspaper and on our social media.</li><li>• Your business will be entitled to a prime vendor location at the event, if desired. We will also provide you with your own tent, table and chairs.</li></ul>	<ul style="list-style-type: none"><li>• Your business name will be featured on our website for two months.</li><li>• Your business will be advertised on our LED sign for two weeks.</li><li>• Your business name will be featured in our township newsletter.</li><li>• Your business name will be featured on all event flyers; which will be posted in the local newspaper and on our social media.</li><li>• Your business will be entitled to a vendor location at the event, if desired. You will need to provide your own tent, table and chairs.</li></ul>	<ul style="list-style-type: none"><li>• Your business name will be featured on our website for one month.</li><li>• Your business name will be featured in our township newsletter.</li><li>• Your business name will be featured on all event flyers; which will be posted in the local newspaper and on our social media.</li><li>• Your business will be entitled to a vendor location at the event, if desired. You will need to provide your own tent, table and chairs.</li></ul>

## Penn Township Fall Festival Vendor Reservations

We are looking for businesses, groups, churches, clubs, schools, etc. who wish to participate as vendors at our Fall Festival. **This is a marketing event only – we are not accepting vendors who are selling merchandise.** Vendors will set up their booth/tent/display in their assigned spot. You may handout and display anything and everything to promote your business/organization.

Since this event is also a Halloween event and most kids will be in costumes, you can choose to decorate your booth/tent with a theme for Halloween if you wish. You may also use the space to set up a demonstration, interactive activity or presentation.

We invite **non-profits and school organizations** to become vendors at our event as well. Non-profit organizations should fill out the vendor reservation form but they do not need to pay the vendor fee.

All vendors will need to provide their own equipment at this event. We have a limited supply of tables/tents/chairs which are reserved for Platinum and Gold sponsors. If you're interested in having us provide your equipment, take a look at our sponsorship packages.

To officially reserve a **vendor spot**, please fill out the vendor reservation form and return it to Penn Township, along with your vendor fee. The vendor fee will guarantee you a spot among our vendor line-up but you will provide your own equipment (tent, table, chairs). Keep in mind vendors do not receive the advertisement benefits of a sponsor, however our vendors will still be recognized on our website. Vendor spot reservations are due by September 15, 2022.

*All fees paid will be used towards this event.*

<b>VENDOR SPOT</b> <b>Due 9/15/2022</b>	Vendor is entitled to an assigned spot at the event. Vendor will bring their own equipment.	<b>\$60/SPOT</b>
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## Penn Township Fall Festival SPONSOR RESERVATION Form

**SPONSORS** please fill out the form completely and send it to Penn Township at 260 Lewis Road, West Grove, PA 19390. Checks should be made payable to Penn Township. Questions, logos and web links can be directed to Caitlin at [cianni@penntownship.us](mailto:cianni@penntownship.us) or 610-869-9620.

\***Name/organization** (as you want it displayed): \_\_\_\_\_

\*Contact person: \_\_\_\_\_

\***Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

**(\*Please check one of the below\*)**

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I would like to **DONATE** and **ATTEND** the Fall Festival as a;

\_\_\_ Platinum Sponsor (\$2,000)

\_\_\_ Gold Sponsor (\$1,000)

\_\_\_ Silver Sponsor (\$500)

\_\_\_ Bronze Sponsor (\$250)

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I would like make a **DONATION** to the Fall Festival but **WILL NOT ATTEND**;

\_\_\_ Platinum Sponsor (\$2,000)

\_\_\_ Gold Sponsor (\$1,000)

\_\_\_ Silver Sponsor (\$500)

\_\_\_ Bronze Sponsor (\$250)

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**Platinum and Gold Sponsors** who are attending as a vendor will receive one 10x10 pop-up tent, two folding chairs and either a 6ft or 8ft rectangular table with their sponsorship. Please indicate table size preference, need for electrical access or if you would like to bring your own tent/table/chairs below;  
**All Sponsors** who will be attending as a vendor - please indicate if you are in need of anything or have a special request (i.e. electrical access, extra space, special accommodation, etc.)  
Requests made after August may not be able to be accommodated.

Additional comments/requests: \_\_\_\_\_

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**Please submit sponsorship reservations by: August 15, 2022**  
(Submissions made after may not make it into the newspaper, newsletter & other event signage)

## Penn Township Fall Festival VENDOR RESERVATION Form

**VENDORS** please fill out the form completely and send it to Penn Township at 260 Lewis Road, West Grove, PA 19390. Checks should be made payable to Penn Township. Questions can be directed to Caitlin at [cianni@penntownship.us](mailto:cianni@penntownship.us) or 610-869-9620.

\***Name/organization** (as you want it displayed): \_\_\_\_\_

\*Contact person: \_\_\_\_\_

\*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**(\*Please check one of the below\*)**

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I would like to attend the Fall Festival as a **VENDOR**;

\_\_\_ Fall Festival Vendor Spot (\$60)

\_\_\_ Fall Festival Non-Profit Vendor (No Fee)

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**All Vendors** will receive a pre-assigned spot at the Fall Festival. If you are in need of anything or have a special request (i.e. electrical access, extra space, special accommodation, etc.) please indicate it below;

Requests made after September 15th may not be able to be accommodated.

Additional comments/requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**If would like to donate a gift card, product, etc. towards the Fall Festival, please fill out the lines below, donors will be recognized at the event, on social media and on our website;**

Donation item(s): \_\_\_\_\_

Value of donated item(s): \_\_\_\_\_

Contact person for the donation: \_\_\_\_\_

❖ **Donation items should be submitted to Penn Township by October 3, 2022**

**Please submit sponsorship reservations by: September 15, 2022**  
(Submissions made after may not make it into the event signage)