



**Safe Events For Families Inc. – SEFF**  
**115 East Main Street**  
**Shawnee, Oklahoma 74801**  
**405.273.7985**

[www.safeeventsforfamilies.org](http://www.safeeventsforfamilies.org)

*“Providing exceptional events for exceptional families”*

Greetings,

We are so please that your organization has decided to be a part of the Boo on Bell. This will be a wonderful event for the family and for your organization. At this time we have a few guidelines that we would like to go over with you.

1. A pre-event meeting will be scheduled; you will be notified of dates and times of said meeting.

2. Logistical Information:

1. The fun takes place @ Bell Street
2. The date is October 25, 2008
3. The time will be from 4:00 PM – 8:00 PM
4. Set up will be October 25, 2008 from 10:00 AM – 3:00 PM
5. The deadline for returning your application is Monday September 29, 2008 unless you have a prior authorization to turn it in late. If you have any questions please contact us @ 409-8509.

3. Please ensure that you arrive and have your booth set up by 2:00 P.M. The Fire Marshall will do a pre-carnival inspection from 2:30 PM – 3:30. You must be in place by 3:45 P.M. and ready to go. The carnival will open at 4:00 P.M. and will run until 8:00 P.M. You will be required to check in at a central check in point. All names of everyone who plans on attending needs to be noted on Booth Application Form.

4. Your organization is responsible for the prizes that will be awarded from your booth. Please ensure that you have enough prizes for this event, many children will be attending this event and some will play your game several times. Your organization may decide on how many tickets to charge for your event. Tickets cost .50 cents each. It is suggested that you only charge between 1 and 2 tickets so that every child can play. We will need your electrical requirements and booth spaces requirements. You must be responsible for your own chairs and tables.

5. There will be three different types of tickets that will be collected at the Boo on Bell event. They are as follows: Orange Admit One Tickets. These are our regular priced tickets. There face value is .50 cents each. White Family Pack Tickets are sold in

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packets of 12 for \$5.00. Their face value is .40 cents each. Last are School Tickets, these tickets are given away at area schools. These tickets have no redemption value. These are promotion tickets that help draw area children to the event.

6. At the close of the event you will be required to rubber band like tickets together in bundles of 10; this will ensure a much faster check out process. After your tickets have been separated and rubber banded then your elected Point of Contact (POC) will be responsible for checking your organization out at the Command Center. The Command Center will be a very busy place so only POC's will be allowed in the Command Center area and they must have a Command Center badge or they will not be allowed access to the area. Each POC will be required to show badge to security at the door before being granted access to the area. All tickets at that time will be counted, your organization will be given a checkout form that your POC will be required to sign that states how many tickets your organization collected and what your final outcome can be expected. Two weeks after the event has been finalized checks will be sent to your organization. Your organization will receive 85% of the proceeds. The Boo on Bell will collect 15% to help with defraying the cost of the event. We are a non-profit organization and all money collected will be used to pay for this event and help seed next year's event.

7. Tearing down early not only hurts your chances of making more money but it hurts the other vendors as well. This is also a safety issue to carnival patrons as well as vendors. A penalty will be assessed for early tear down. If you chose to leave before the end of the event, SEFF will assess a 25% penalty for early departure and your organization may not be allowed to participate in any future SEFF events.

7. If you should need anything please contact Mrs. Vonda Davis. She will be able to answer any questions you have that night or be of service to you. If the need should arise and we sincerely hope that it doesn't, there will be security stations placed around the Boo on Bell event. They will be able to assist you with any problems that you might encounter. In the event that Mrs. Davis is unavailable, anyone at the central tickets office will be able to help answer your question.

8. Boo on Bell T-Shirts will be for sale to vendors prior to the event. The Boo on Bell T-Shirt will be \_\_\_\_\_ featuring \_\_\_\_\_ with the words "\_\_\_\_\_". T-Shirts will be \$8.00 for Small – X-Large. For each additional X you will need to add a \$1.00. We will need to know sizes and quantities that your organization would like to order prior to our event. If you happen to miss out on ordering a shirt and would like to have one, we will have them for sale at the event.

9. We ask that you read all the rules and regulations that govern this event. We ask that you sign this letter and return to SEFF. Also please read and sign the attached Terms and Conditions. Please make a copy of this contract for yourself, sign and return the original along with your Vendor Application, Terms and Conditions to the Boo on Bell – 115 E. Main, Shawnee OK 74801.

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I the undersigned have read and understand the following rules and regulations that have been set forth by SEFF. I also understand that my organization will receive 85% of the profits from this event. We are responsible for set-up, clean-up, tear-down, decorations, prizes and such for our booth.

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Applicants Signature

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Date

Finally, it is the wishes of SEFF for you to enjoy and have fun at this event as much as we have had in planning it. This will truly be a great event for our families to enjoy and YOU and YOUR organization can be proud to have helped sponsor the Boo on Bell.

Thank You for being a part of this wonderful event. Thank you for your time. If you need to contact us for additional information, please call Mrs. Vonda Davis – 973-5945, Mrs. Theresa Cody – 273-7985 or Mr. Norman Wagner at 409-8509.

Sincerely,  
Safe Events For Families Inc.

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