



## *Trevor Cobb's Charity Ball*

Dear Prospective Vendor:

Attached is your application for the Trevor Cobb's Charity Ball, scheduled for Saturday, July 23rd, 2011. The event hours are 7:00 p.m. until 10:00 p.m. – Rain or Shine at Rice University Stadium, R Room, 6100 Main, Houston, Texas 77005-1827.

### **PERTINENT INFORMATION:**

- **Vendor fee is \$40.00. Participants are permitted ONE SPACE ONLY.**
- **Applications will be accepted from May 23, 2011, and must be postmarked on or before July 15, 2011.**
- **No guarantee of acceptance from year to year.**
- **Status of acceptance will be sent to you by deadline date.**

We do look forward to receiving your application and will give it every consideration possible.

Sincerely,

Trevor Cobb  
President  
Trevorcobb22@yahoo.com



## *Trevor Cobb's Charity Ball*

### **EVENT REGULATIONS**

- NO PETS PERMITTED IN VENDOR AREA.
- There will be NO subletting of spaces.
- The event is RAIN OR SHINE – 7:00 p.m. until 10:00 p.m.
- Vendor is responsible for collecting and reporting Texas Sales Tax.

### **DISPLAY REGULATIONS**

- EVENT TIME 7:00 p.m. until 10:00 p.m. RAIN OR SHINE. Setup time begins at 5:45 p.m., NOT before. Display must be complete by 6:30 p.m. and remain intact until 10:00 p.m.
- Vendors are responsible to find their own parking. You may unload your vehicle at Gate 4 and park at Gate 1, cost is \$1.00 by debit/credit card, and entrance is on University Blvd. It is very important that you unload your vehicle and be in place by 6:30 p.m.
- You are not permitted back at Gate 4 for tear down until AFTER 10:15 p.m. for safety reasons.
- Spaces are APPROXIMATELY 12W x 20L. WE DO NOT GUARANTEE THAT YOUR SPACE IS EXACTLY 12W x 20L. PLEASE PLAN ACCORDINGLY.
- Electricity is NOT provided.
- Please leave your display area as you found it – CLEAN AND FREE OF LITTER.
- Demonstration of your products is encouraged.

### **APPLICATION PROCEDURE**

1. Please read and carefully complete the application attached.
2. Our representatives will provide space assignments to you the evening of the Event.
3. Fee of \$40.00 is for one space, one vendor.
4. Application\* and fee must be postmarked by July 15, 2011.
5. No refunds after being accepted.
6. Checks should be made payable to TREVOR COBB'S HELPING HANDS (One application per envelope.)

Mailing address:  
Trevor Cobb's Helping Hands  
1721 Cheston Drive  
Houston, TX 77029

**FAILURE TO ADHERE TO REGULATIONS  
MAY IMPAIR YOUR ACCEPTANCE IN SUBSEQUENT EVENTS**

# Vendor Application

Trevor Cobb's Helping Hands Presents:

## Charity Banquet & Silent Auction



\*\*\*\*VENDOR FEES ARE NON-REFUNDABLE AFTER \_\_\_\_\_\*\*\*\*

<b>Name of Business</b>	
<b>Name of Contact</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

Please mark an "x" by vendor options

Vendor Option	Price/Value	Mark "X"
<b>Regular Registration:</b>	<b>40.00</b>	
<b>In Kind Donations</b>		
<b>Will you be providing free samples? Yes or No</b>		
<b>Will you be providing any gifts to be given as prizes? How many?</b>		
<b>Advertising</b>		
<b>Place a banner on our website for one month</b>		
<b>Dinner Cost</b>		
<b>Dinner</b>	<b>30.00</b>	

Total \$ \_\_\_\_\_

\* Vendors will be provided with one table. Your business logo may be included in some marketing material.

\* **TREVOR COBB'S Helping Hands Charity Banquet & Silent Auction** will host a maximum over 200 guests

\* **In-kind donations and vendors:** Recognition on website with link, inclusion of business on emails, program, flyers, and brochures, recognition at event, and 50% OFF regular vendor registration, if regular registration for conference is purchased.

**LIST ALL ITEMS TO BE SOLD OR REPRESENTED (PLEASE BE SPECIFIC)**

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Cashier's Check/Money Order (circle one) \_\_\_\_\_  
 Amount Paid (Cashier's Check # or Money Order #)

**Make check or money order payable to:**  
 Trevor Cobb's Helping Hands  
**Checks may be mailed to**  
 1721 Cheston Drive, Houston, Texas 77029

Online payment is available at [www.trevorcobb.org](http://www.trevorcobb.org) (Click Banquet & Silent Auction 2011)



**Accept all major forms of payment.** We accept credit cards, bank transfers, debit cards, and more.



**Keep this portion as Receipt of Purchase**



Purchaser, \_\_\_\_\_, agrees to be a Vendor for Trevor Cobb's Helping Hands on July 23rd, 2011.

Purchaser paid \$\_\_\_\_\_ with cash/cashier's check/money order (circle one) Vendor booth.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For more information, please contact \_\_\_\_\_@\_\_\_\_\_ or email

\_\_\_\_\_.

Thursday, June 30, 2011



Dear Sponsor:

Trevor Cobb is having in the TREVOR COBB'S Helping Hands Charity Banquet at Rice University Football Stadium in the R Room (Skybox) on 6100 Main Street, Houston, Texas 77005 from 7:00 p.m. until 10:00 p.m. and we need your support!

On Saturday, July 23, 2011, the TREVOR COBB'S Helping Hands (TCHH) will hold it's Charity Banquet with Special Celebrity Guests and Speakers, Entertainers, Dinner, Raffle, Silent Auction, and much more. The Charity Banquet is a networking, entertaining, fundraising event. We mentor young athletes and connect our special needs community to resources.

19% of Americans are classified as a person with a disability, which equals the population of the states of FL and CA combined. Both the number and percentage of Americans with a disability has risen in recent years<sup>1</sup>. You probably know someone living with a disability or are living with one yourself. To help the special needs community — and to help protect our loved ones — we all need to get involved.

This is a very worthy cause, and TREVOR COBB'S Helping Hands has made a commitment to raising funds to support and help our community. We are counting on your support to help us reach our goal.

We are asking you to be a sponsor by contributing monetarily and/or items (i.e. coupons, gift cards, samples, etc.) for our Silent Auction, giveaways, and/or Raffle to TREVOR COBB'S Helping Hands Charity Banquet & Silent Auction. We are counting on each business and individual we work with to help us reach our goal. Your contribution is very much appreciated.

I hope you will strongly consider supporting our cause. We can help our families, friends, neighbors and others in our community by giving generously to reduce the struggle in their lives.

Thank you for considering supporting our efforts. We value your consideration. If you have any questions or need more information, please contact me at [TrevorCobb22@yahoo.com](mailto:TrevorCobb22@yahoo.com) or (832) 892-3707. I look forward to working with you.

Sincerely,

Trevor Cobb  
President of TCHH  
[www.trevorcobb.org](http://www.trevorcobb.org)

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<sup>1</sup> [www.census.gov/newsroom/releases/archives/income\\_wealth/cb08-185.html](http://www.census.gov/newsroom/releases/archives/income_wealth/cb08-185.html)



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### **SPONSORSHIP LEVELS**

#### **Silver Level \$50.00 or more**

- Recognition on website with link
- Inclusion of business on emails, program, flyers and brochures

#### **Gold Level \$75.00 or more**

- Recognition on website with link
- Inclusion of business on emails, program, flyers and brochures (website link)

#### **Platinum Level \$100.00 or more**

- Banner displayed (provided by sponsor) at event
- Recognition on website with logo
- Inclusion of business on emails, program, flyers and brochures (with logo and website link)
- Recognition at event.



## *Trevor Cobb's Charity Ball*

**July 23, 2011 - 7:00p.m. – RAIN OR SHINE**

PLEASE BE SURE TO INCLUDE ALL OF THE FOLLOWING:

- COMPLETED APPLICATION SIGNED BY ALL PARTICIPANTS
- ONLINE PAYMENT, CASHIERS CHECK OR MONEY ORDER WITH THE APPROPRIATE
- SPONSORSHIP FEE \$\_\_\_\_\_ NO PERSONAL CHECKS PLEASE!!
- BUSINESS SIZE OR LARGER, SELF-ADDRESSED, STAMPED ENVELOPE

If any of the above items are not included with the fully completed application, you will not be considered for participation.

**Company Name:** \_\_\_\_\_

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

**Contact Person/Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

My company will participate with TCHH at the following level: (please check one)

Platinum \$\_\_\_\_\_ Gold \$\_\_\_\_\_ Silver \$\_\_\_\_\_

**Send Logo to: [trevorcobb22@yahoo.com](mailto:trevorcobb22@yahoo.com)**

\*MANDATORY description of items for sale. List and describe everything you plan to sell.

Mail completed application, current photographs, return envelope, and check to (one application per envelope):

**Trevor Cobb's Helping Hands, 1721 Cheston Drive, Houston, TX 77029**