



Dear Friends of the Columbus Public Schools Foundation,

On December 7, 2019 the Columbus Public Schools Foundation is hosting the first annual Lighting of the Anchor following the first home CHS basketball games. The Lighting of the Anchor is a community event and vendor fair aimed at fostering holiday spirit for Columbus Public Schools families and their supporters.

Patrons will enjoy sweet treats, activities and shop for a selection of Discoverer-themed and/or holiday gifts during the vendor fair. A lighting ceremony will follow, featuring traditional holiday music, as well as performances by many CHS and CMS entertainers. Santa and Little C will lead a countdown to the lighting of the anchor adorned with thousands of twinkle lights.

The Columbus Public Schools Foundation is currently seeking vendors to provide a Discoverer-themed and/or holiday gift shopping opportunity for our patrons. All vendors will be recognized prior and during the event. Vendors are responsible for booth setup/tear down and his or her own sales and cash exchange.

Vendors are also responsible for:

- Your own cash box with change, security or cash box or a credit card processing device
- Accurate accounting of sales
- Donating 5% of sales to the CPS Foundation by Monday, December 9, 2019 via cash or check. *There is an opportunity to waive this 5% donation by contributing to the event as a sponsor. Sponsorship levels with free booth space and donation exclusion begin at \$200.*
- You may settle up directly after the Lighting of the Anchor on Saturday, if you choose.
- Setup and tear down of display. Vendors to supply all booth equipment, including tables, extension cords, chairs, etc.

If you have any questions or require additional information to process this request, please do not hesitate to contact Nicole Anderson at (402) 563-7000, ext. 12847 or andersonn@discoverers.org. Otherwise please return a completed copy of this sponsorship form by **Friday, November 8, 2019**.

Thank you for your consideration and support of the Columbus Public Schools Foundation!

Sincerely,

Nicole Anderson
(402) 563-7000 ext. 12847
andersonn@discoverers.org



COLUMBUS PUBLIC SCHOOLS FOUNDATION

2019 Discoverer Spirit Shop Vendor Application

Applications Due: Monday, Nov. 4

Setup: Saturday, Dec. 7, 2-3 p.m.

Shop hours: Saturday, Dec. 7 - 3-8 p.m.

Support the CPS Foundation Alumni Association with a booth at the 2019 Discoverer Spirit Shop during the Lighting of the Anchor. Our goal is to provide our CPS Families an opportunity to celebrate the holiday season, enjoy treats, kids' crafts and shop for Discoverer-themed gifts.

Contact Name _____

Phone _____

Email _____

Mailing Address _____

Product type: ☐ apparel ☐ home goods ☐ food/beverage

General Description, including price range of products you sell:

☐ \$100 Single booth (will fit one 8' table, provided by vendor)

☐ \$150 Double booth (will fit two 8' tables, provided by vendor)

Vendor responsibilities:

Each vendor is responsible for his or her own sales and cash exchange. Vendors are also responsible for:

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- Accurate accounting of sales
- Donating 5% of sales to the CPS Foundation by Monday, December 9, 2019 via cash or check.
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Are you an alumni of CHS? Please share why you're proud to support CHS by participating in the 2019 Lighting of the Anchor's Discoverer Spirit Shop:

Columbus Public Schools Foundation • 2508 27th Street • Columbus, NE 68601
Nicole Anderson, director - 402-563-7000 Ext. 12847- andersonn@discoverers.org

Lighting of the Anchor



COLUMBUS PUBLIC SCHOOLS FOUNDATION

2019 Sponsorship Information

ANCHOR

- \$750.00
- Premiere sponsor recognition (maximum of four)
- Possible speaking opportunity during the event
- Banner placement at the event (must provide own banner)
- Free booth space in the Discoverer Spirit Shop, 5% of sales donation waived
- Opportunity for promotional merchandise or material handouts
- Large logo recognition on event all advertising
- Sponsor mention in event press releases and media alerts

LINK

- \$500.00
- Sponsor recognition during the event
- Free booth space in Discoverer Spirit Shop, 5% of sales donation waived
- Opportunity for promotional merchandise or material handouts
- Medium logo on event website and social media

MAROON

- \$200
- Opportunity for promotional merchandise or material handouts
- Free booth space in Discoverer Spirit Shop, 5% of sales donation waived
- Small logo recognition on event website and social media

WHITE

- \$100.00
- Opportunity for promotional merchandise or material handouts
- Recognition on event website and social media

Columbus Public Schools Foundation
2508 27th Street • Columbus, NE 68601

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Schedule of Events

Saturday, December 7, 2019

2-3 p.m. - Vendor Setup for Discoverer Spirit Shop

Vendors will be setting up their spaces for the spirit shop in the CHS Cafeteria. Space is included under vendor agreement. Vendors are responsible for providing tables and decor for their space.

3 - 8- p.m. - Discoverer Spirit Shop

Celebrate the season, enjoy treats, kids' crafts, activities and shop for a selection of Discoverer-themed gifts. Participating vendors will be donating 5% of their sales directly back to the CPS Foundation.

7 p.m. - Lighting of the Anchor Ceremony (CHS parking lot)

Santa and Little C will arrive to the anchor to spread holiday cheer and participate in photos for all of our future, current and past Discoverers. Traditional holiday music and entertainment will be provided by a multitude of CHS, CMS and elementary entertainers. Santa and Little C will lead the countdown to the lighting of the anchor adorned with thousands of twinkle lights.

7:20 - 8 - Holiday entertainment, activities and shopping

Ongoing entertainment featuring the CHS Band, Drumline, CHS New World Singers, CMS choir, CHS Dance Team, CHS and CMS Cheerleaders, various elementary school singers, and much more!