

Modern Knowledge Schools
Office of the Student Activities Coordinator

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Brandon K. Banks
Student Activities Coordinator
Modern Knowledge Schools
Kingdom of Bahrain

1 October, 2019

Dear Friends of Modern Knowledge Schools,

We are absolutely delighted to announce that our 2019 - 2020 carnival event will be on 2 November 2019 from Noon to 5 PM. The theme for this year is ***Festival of Colors!*** The carnival is an annual opportunity to welcome our elementary, middle, and high school students, parents, and families to enjoy an evening of fun activities, delicious food, and entertaining shows. We had over 2,500 guests at our last carnival, and it was certainly an event to remember! We expect an even better turnout this year.

Families interested in booking a vendor space at this year's carnival will have first priority. We also accept commercial businesses and companies who wish to attend. We welcome food vendors as well as fashion, makeup, textiles, accessories, toys, books, and any other shops or vendor types. Join us for a fun-filled community celebration! Interested vendors should carefully read the below information and contact our **Commercial Vendor Liaison, Ms. Kawthar Shams**. She will be happy to register your business or company and answer any questions you may have.

Profit from this year's carnival event will go directly towards school activities and programming. Most importantly, the carnival day is a time for our community to join together and create fun memories. Your attendance and participation has a direct, positive impact on the students and staff of MKS. **THANK YOU** for investing in our students!! Together, we can work to fulfil the mission of Modern Knowledge Schools: *to develop respectful, responsible, global-minded individuals- lifelong learners who contribute towards a peaceful world.*

Best Regards,

Brandon Banks
Student Activities Coordinator
brandonbanks@mkschoolsbh.com

Kawthar Shams
Commercial Vendor Liaison
kawtharshams@mkschoolsbh.com

Modern Knowledge Schools Carnival

Commercial Vendor Agreement

Contact: Kawthar Shams | Commercial Vendor Liaison | kawtharshams@mkschoolsbh.com



General Carnival Policies:

1. The event will take place in the MS/HS campus of Modern Knowledge Schools on Saturday, 2 November from Noon to 5 PM.
2. All vendors should submit their applications by 27 October at the latest.
3. Vendors may set up their space after 4 PM on Thursday, 31 October until 11 AM on Saturday, 2 November.
4. **Equipment setup deadline is 10:00 AM on Saturday, 2 November.** Vendors **must** move in their equipment by that time or they may be denied entry. Vendors may still bring in food and small supplies until 11:30 AM.
5. Teardown may not begin until 5:30 PM on the date of the carnival.
6. The carnival is open to students and their families. It is not open to the general public. Vendor staff may enter free. All staff members' names must be submitted in advance.
7. Electricity requirements must be communicated in advance. Vendors **MUST** bring their own electrical cables and wires for single phase power. **Three phase requirements MUST be communicated in advance.**
8. Vendors should communicate space requirements in advance. Fees are charged by square meter.
9. Food trucks and food vendors must be licensed with the Ministry of Health and provide documentation as such along with the application.
10. Vendors must provide us with a complete menu and and/or sales list so we can ensure all participants that we have **No Duplications** and everyone will have a successful event.
11. MKS reserves the right to refuse any vendor or sponsor for any reason.

By submitting the External Vendor Application, Vendors agree:

1. To have on hand a fire extinguisher if they are using heat or electricity of any kind.
2. To set up and tear down according to the above stated timelines.
3. To pay all fees in advance by 27 October.
4. To allow photos and/or video taken of their staff and/or setup, understanding that these photos/videos may be used for Modern Knowledge Schools publicity and social media postings.
5. To use only their allotted vendor space. Spaces are assigned by MKS Carnival Staff.
6. To provide adequate staff for the duration of the event.
7. To provide a complete menu list or sales item list to ensure we have **NO DUPLICATES** to make sure the event is successful for everyone.
8. To provide tables, chairs, decorations, and any other equipment which might be necessary for their space.
9. Vendor assumes complete liability in their booth space or with immediate customers.
10. To not sell any alcoholic beverages, cigarettes, or profane materials.
11. To not sell or display any items not aligned with the culture and customs of the Kingdom of Bahrain.
12. To not sell any lighters, weapons, or dangerous toys (including pocket knives).
13. To not sell **any live animals**, including baby chicks, rabbits, kittens, etc.
14. To not use the Modern Knowledge Schools name or logo unless approved by the MKS administration.
15. To collect, bag up, and deposit any trash or garbage at the designated collection point prior to leaving campus.

Vendor / Company Name: _____ Date: _____

Vendor / Company Representative Signature: _____

MKS Carnival Staff Name: _____ Date: _____

MKS Carnival Staff Signature: _____

Modern Knowledge Schools Carnival

Commercial Vendor Agreement

Contact: Kawthar Shams | Commercial Vendor Liaison | kawtharshams@mkschoolsbh.com



Complete and return to Kawthar Shams or Brandon Bankes by 27 October 2019.

Commercial Vendor Liaison: Kawthar Shams, kawtharshams@mkschoolsbh.com

Student Activities Coordinator: Brandon Bankes, brandonbankes@mkschoolsbh.com

I, (name) _____, known here as Vendor and acting as an official representative of (company name)

_____, hereby agree to rent a vendor space at the Modern Knowledge Schools **Festival of Lights** Carnival on 2 November 2019. I furthermore agree to abide by all stated carnival policies and pay the fees listed in this contract.

Vendor Details
List items to be sold, distributed, or displayed. Items not listed cannot be sold without prior permission from the Student Activities Coordinator or his designated representative. SALES ITEM(S) AND PRICES:
Booth Requirements: ☐ Total square meters X BHD = BHD total. ☐ Is three phase (high capacity) power required? YES / NO ☐ If yes, school must be notified well in advance of any requirements.
Names of staff/vendors attending, and their CPR numbers:
Special requests or comments:

Vendor Name:

Mobile:

Address:

Email:

Vendor Signature:

Date:

Approved & Accepted by Modern Knowledge Schools by:

MKS Signature:

Date:

Amount paid:

Balance:

By signing this contract, vendors agree to general information and event policies. Modern Knowledge Schools reserves the right to cancel or modify this contract at any time and for any reason.

**Modern Knowledge Schools Carnival
Commercial Vendor Agreement**

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FESTIVAL OF COLORS

**MKS CARNIVAL 2019
2 NOV. 2019 | 12-5 PM
MKS MS/HS CAMPUS**

**COMMERCIAL VENDORS, FOOD TRUCKS, GAMES
ACTIVITIES, INFLATABLES, MUSIC, FUN!**

LIP SYNC CHALLENGE SHOWS AT 1 AND 3 PM

**TICKETS ARE 3 BD AT GATE 13
STUDENTS & FAMILIES WELCOME**