



AMERICAN FUNDS® From Capital Group presents

# MUSEUM by Moonlight

The Children's Museum of Indianapolis



## Food Vendor Sponsorship

### Event Overview and Vendor Benefits

#### **Museum by Moonlight at The Children's Museum – Saturday, Feb. 10, 2018**

Join us for an extravaganza exclusively for adults of all ages (21 and up)—Museum by Moonlight! On this special night—Feb. 10, 2018—adults can explore five floors of the museum, including *Dinosphere™*, *Treasures of the Earth*, *Dow AgroSciences ScienceWorks*, and more. All proceeds from this fundraiser benefit The Children's Museum Fund, which ensures that all children and families, regardless of income, can experience the museum.

Your business will have the unique opportunity to showcase its menu as one of a select number of local food stations; we have 30 booths available for 2018. As a vendor sponsor, we ask that you come prepared with 2,500 single or double bite-size samples that best represent your menu, it reflects poorly on a venue to run out of food early. Your in-kind donation supports the museum's mission to create extraordinary learning experiences across the arts, sciences and humanities that have the power to transform the lives of children and families.

#### **Vendor Benefits:**

Participating vendors will receive the choice of four (4) event tickets OR four (4) regular museum admission tickets, as well as recognition on the Museum by Moonlight webpage, Museum by Moonlight program, and on the Museum by Moonlight partner slideshow.

### Event Details and Logistics

<b>Event Date:</b>	<b>Saturday, Feb. 10, 2018</b>
<b>Number of Attendees:</b>	<b>2,500 (21 and older only)</b>
<b>Event Location:</b>	The Children's Museum of Indianapolis 3000 North Meridian Street, Indianapolis, IN 46208
<b>Event Time:</b>	8 p.m. – 12 a.m.
<b>Load-In:</b>	Load-in via the museum's dock and Individual load-in times will be assigned to the vendors.
<b>Provisions:</b>	Two (2) 6' tables standard linen. Power may be requested. Extra tables and linens are available for an additional fee.
<b>Requirements:</b>	Vendor must: <ul style="list-style-type: none"><li>• Obtain a <b>Temporary Food Service Establishment Application for License</b> with the Marion County Board of Health (<a href="http://marionhealth.org">http://marionhealth.org</a>).</li><li>• Provide everything to be self-sufficient, including but not limited to food/drink, heating/chilling method, serving utensils and disposables, ice and <u>board of health approved</u> hand washing station.</li><li>• Staff food/beverage station with a minimum of two (2) representatives over the age of 21 for the duration of the event.</li></ul>



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## Vendor Information

Company Name (as listed in program): \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## Vendor Pledge

**YES**, our company would like to sponsor the *Museum by Moonlight* as a **Food Sponsor**.

Appetizer\*: \_\_\_\_\_

Main Dish\*: \_\_\_\_\_

Dessert\*: \_\_\_\_\_

\*Food selection is first-come-first-serving-basis, the museum will work with each vendor to avoid duplicate menu item.

Do you need electricity  Yes  No

Please list any setup need you will have (two (2) 6' tables and black linen will be provided): \_\_\_\_\_

## Vendor Participant Agreement

This form serves as a formal agreement with The Children's Museum of Indianapolis for *Museum by Moonlight* 2018. We acknowledge and understand our vendor sponsorship will only be considered confirmed once the museum has received this completed vendor agreement signed by a company representative, as well as confirmation of a purchased temporary food service license from the Marion County Board of Health.

Signature and Title: \_\_\_\_\_

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

**Complete** the form and submit it to Alissa Lich [alissal@childrensmuseum.org](mailto:alissal@childrensmuseum.org) or fax (317) 921-4019. All forms must be received by Friday Feb. 2, 2018 for consideration.