



Food Vendor Sponsorship

Event Overview and Vendor Benefits

Museum by Moonlight at The Children's Museum – Saturday, Feb. 29, 2020, 8 p.m. - midnight

On this special night, adults of all ages (21 and up) can explore all of the museum's five floors of interactive exhibits—including *Beyond Spaceship Earth*, *Take Me There®: Greece*, and *Corteva Agriscience ScienceWorks*. Guests can ride the Carousel and enjoy a silent disco in Dinosphere. The space will be enhanced by sponsor activations, and food and beverage vendors will be stationed throughout 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 2020. 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:

- Opportunity to promote your business to 2,500 guests during the event
- Two (2) event admission tickets
- Recognition in event marketing materials on-site and online
- 10 museum general admission passes
- Invitations to exclusive museum events
- Listing in the museum's annual report
- Subscription to Extra!, the museum's member magazine

Event Details and Logistics

Event Date:	Saturday, Feb. 29, 2020
Number of Attendees:	2,500 (21 and older only)
Event Location:	The Children's Museum of Indianapolis 3000 North Meridian Street, Indianapolis, IN 46208
Event Time:	8 p.m. – 12 a.m.
Load-In:	Load-in via the museum's dock - Individual load-in times will be assigned to the vendors.
Provisions:	Two (2) 6' tables and standard linen. Power may be requested. Extra tables and linens are available for an additional fee.
Requirements:	Vendor must: <ul style="list-style-type: none">• Obtain a Temporary Food Service Establishment Application for License with the Marion County Board of Health (http://marionhealth.org).• 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.• Staff food/beverage station with a minimum of two (2) representatives over the age of 21 for the duration of the event.



Vendor Information

Company Name (as listed in program): _____

Primary Contact: _____

Contact Phone: _____

Contact Email: _____

Vendor Pledge

YES, our company would like to sponsor *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 items.

Do you need electricity Yes No

Please list any setup needs 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* 2020. 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 Helena Rowe helenar@childrensmuseum.org or fax (317) 921-4019. All forms must be received by Friday, Feb. 14, 2020 for consideration.