

MAPLE GROVE Days 2010



Dear Non-profit Groups, Athletic Assoc., Community Service Organizations, Booster Clubs, and other local fundraising groups:

Once again Maple Grove Community Organization is offering non-profit groups the opportunity to join Maple Grove Days 2010 on Saturday, July 17. If you are looking to raise funds for your group we would like to invite you to join us. We continue to explore ways to expand Maple Grove Days Festival while maintaining our focus on community involvement. One of the ways we maintain the community involvement is by offering groups like yours the opportunity to participate in the event in various ways.

Your group can get involved in Maple Grove Days by using it as a **fundraising opportunity**. MGCO will be accepting proposals from groups such as yours now through Saturday, April 11. In order to adequately plan an event of this size, we need your commitment soon in order to round out our activities from outside vendors.

We are looking for fun, innovative ideas from groups that would like to do a game, food booth, or some other event that would raise money for their organization while getting involved in this great community event. These proposals should be well thought out, creative, functional, and community oriented. Please include in your application if you plan to give away sports clothing, spirit apparel, booster apparel, etc as a prize.

Proposals are accepted on a first come first served basis, based on postmark (or email timestamp). If your proposal presents as something that would take up too much unplanned space, be difficult to orchestrate, is too similar to other booths, would be disruptive or dangerous, we may reject the proposal and encourage you to resubmit with a different idea. We reserve the right to deny any proposal.

Additional ways your organization can join us is through volunteering. Maple Grove Days is a volunteer event where hundreds of people are needed to make the festival run smoothly. We need people to help in many ways. Some examples are parade setup/cleanup; festival set up/clean up; the Classic Run; Teen Golf Tournament; information booth helpers, etc. If you or your groups are interested in volunteering any time during the event (July 15-18) please refer to our website: www.MapleGroveDays.com

If you're looking for an opportunity to promote your Business or Organization the Business Expo offers the perfect opportunity. Businesses, Health Care Providers, Non-profit Groups, Home Businesses and Crafters are able to rent a 6x10 (or larger area) to display and promote themselves to the community. For more information on the Business Expo please refer to our website: www.MapleGroveDays.com



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For fundraising please fill out the application attached and return along with your detailed proposal including a booth plan. Include as much information as possible. Food related booths need to detail all menu items you are planning to sell. Take into consideration health regulations and requirements for cooking, cooling and storing when making your decision. Your group may want to consider a booth with a game or merchandise sales which are much simpler to run. Some of the ideas used by groups in the past included snow cones, cotton candy, caramel apples, pop ring toss, football toss, wacky hair, face painting, and selling balloons. Previous year returning groups will have 1st priority for similar booth ideas. Remember to consider your expenses in planning your booth; be specific in your proposal description.

2010 Participation fee for NonProfit Groups is \$10.00 for groups not requiring electricity and \$15.00 for groups that do request electricity for their booth.

Once your proposal is approved, we will place your booth on the festival site based on surrounding booths. We strive to keep the traffic flowing and give the audience a nice mixture of food and attractions. Please remember to include any special needs (electricity access, etc) on the application.

Deadline for proposal is Saturday, **April 17, 2010**.

We will be notifying approved proposals by email or telephone by Saturday, May, 2010.

If you have any questions about enclosed information, please email me at: MGCONonprofit2@yahoo.com. MGCO is very proud to represent Maple Grove in these festivities. We hope you become part of the excitement.

Michelle Tripp

MGCO Non-Profit Coordinator, 2010

MGCONonprofit2@yahoo.com

763-559-1569

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MGCO NonProfit Participation Guidelines

- Your function must be legal, keeping in mind food inspection guidelines, gambling licenses and laws, fire codes, and any other local, state and federal guidelines.
- NO alcohol, fireworks, tobacco, distasteful, or excessively violent proposals. This is a family event.
- You must have plenty of volunteers, including adequate adult supervision. Please keep in mind the size of your group. If you only have a few active members keep your submission realistic. Not every submission has to be grand, just fun and original.
- Booth fee is \$10.00 for booths not requiring electricity and \$15.00 for booths requesting electricity. Payment will be due after applications are approved by MGCO.
- Make sure you research your project thoroughly before submission.
- Include a full description of your proposal, adequate inventory, plan, menu (if applicable), etc.
- New in 2010: Please include in your application if you plan to give away sports clothing, spirit apparel, booster apparel, etc as a prize.
- New in 2010: One game per booth for all vendors; you need to complete separate applications and run individual booths per game.
- Make sure that your insurance will cover your proposal ideas. If your group does not carry insurance, email us we will let you know if the proposal will be an issue. Maple Grove Days has insurance to cover most booths and events if your nonprofit group does not carry insurance.
- Please email me if you have questions or concerns before you complete your proposal.

Following are some companies you may want to consider for supplies:

[AARCEE Party and Tent Rental](#), Saint Louis Park, MN, (952) 922-7233

[Broadway Party & Tent Rental](#), Brooklyn Park, MN, (763) 424-6155

www.funjumpsent.com/carnivalsGames.htm

[Midway Party Rental](#), Saint Paul, MN, (651) 644-0005

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2010 Maple Grove Days Proposal Application

Name of Organization: _____

Mailing Address: _____

Contact Person: _____

Email : _____

Phone Number: _____ email: _____

We, the undersigned understand the rules and guidelines set forth by Maple Grove Community Organization regarding appropriate activities and food sales at the Maple Grove Days Festival. We understand that failure to comply with said regulations, should this proposal be accepted, may result in closure and termination of said activity at Maple Grove Days. There will be no scheduled rain date. We release all liability and responsibility from Maple Grove Community Organization, the City of Maple Grove, Maple Grove Park and Recreation Board, Maple Grove Community Center and its affiliates.

If electricity is required for your booth, you must include the Maple Grove Electricity Requirements form on the following page.

Signed: _____

Date: _____

Signed: _____

Date: _____

Please attach or email your typewritten proposal. Submissions may also include text, photographs, catalog pictures, etc. Please mail all submissions to:

MGCO Non-Profit Coordinator
6268 Magnolia Lane N
Maple Grove, MN 55369
Or MGCOnonprofit2@yahoo.com

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If you have questions, please email me at: MGCononprofit2@yahoo.com.
Applications are due Saturday, April 11. We will notify approved proposal by email
or phone on or before April 25, 2010.
Thanks for your support of Maple Grove Days!!!

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2010 Maple Grove Days Electrical Requirements Form

SUBMIT WITH APPLICATION

NonProfit Organization:

Contact Person: _____ Phone: _____

Email: _____

Address: _____

City: _____ State : _____ Zip Code: _____

Certificate of Insurance Enclosed: _____ Exp Date: _____

Please list **ALL** appliances/equipment to be used during Maple Grove Days that will require a power source.

Appliance/Equipment Type Phase	Quantity	Voltage	Amps
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1. _____

2. _____

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3. _____

4. _____

Please note any special power requirements you may have:

Vendor Requirements:

1. You must provide your own extension cords. All extension cords must be a minimum 12 gauge.
2. Only one appliance may be plugged in per outlet. Power strips may only be used if power company technician has granted prior approval.
3. Please indicate type of outlet receptacle required to plug your equipment into.
 - a. 120 volt 15/20 amp receptacle _____
 - b. 14-50R RV Receptacle _____
 - c. 220 Receptacle _____
4. If your plug will not fit into either of these receptacles you will need an adapter. You are encouraged to bring your own adapter.
5. Please return this form with your application.