



Hiawatha Academies

Ten Year Anniversary Celebration

Saturday, June 10, 2017 • 10:00 am - 3:00 pm

Dear Community Partner,

In celebration of our Ten Year Anniversary, Hiawatha Academies cordially invites your agency/company/organization to exhibit at our **Family Resource Fair**. The vendor cost is **FREE**.

In addition to the **Family Resource Fair**, our **Ten Year Anniversary Celebration will also feature a fun filled Carnival and Youth Talent Show**. We expect attendance of 1000 parents & children from our elementary, middle and high school campuses, residents from our local neighborhood, funders, supporters and donors.

As an exhibitor/vendor, we would like your agency/company/organization to provide giveaways for attendees.

We also encourage the donation of a \$50 value raffle item, (i.e. basketball, soccer ball, backpacks, target gift card).

Although not required, translated material into Hmong, Somali, Spanish and other languages would be appreciated.

Event details:

Date of the Ten Year Anniversary Celebration:

Location:

Family Resource Fair / Carnival hours:

Contact person/phone number:

Suggested arrival time to set up space:

Estimated number of attendees:

Indoors / Hiawatha Collegiate High School:

Number/size of tables per space:

Number of chairs:

Tablecloths/Booth signs:

Participation fee:

Saturday, June 10, 2017

1611 E 46th St. Minneapolis, MN 55407

10:00 am – 3:00 pm

Mario Vargas, (612) 423-5175

8:00 am (booths must be set-up by 9 am)

1000+ (Children, Youth, Adults)

Gymnasium

One - 6 ft. table provided

2 provided

Vendor provides

No cost

There are **THREE** ways to register - all due by **Friday, May 19, 2017:**

1. **Google docs form** [click here for link](#).
2. **FAX:** Complete the Family Resource Fair Vendor Registration Form and signed Agreement and fax it to: **612.248.8947** Attention: Mario Vargas.
3. **Email:** Email the Family Resource Fair Vendor Registration Form and signed Agreement to: Mario Vargas at: vargasmario92@yahoo.com

Questions? Please contact:

Mario Vargas, Public Affairs Consultant

612-423-5175

vargasmario92@yahoo.com



Ten Year Anniversary Celebration: **Sponsorship**

Saturday, June 10th, 2017, 10:00 am - 3:00 pm

Highlights:

Over 1000 individuals. Children/youth ages 6 – 18, adults all ages.
Diverse backgrounds: African-American, Asian (Hmong), East African (Somali), Latino.

Sponsorship Opportunities

Ten Year Anniversary Presenting Sponsor - \$500

- Logotype on welcome banner at the event's main entrance
- Logotype on the cover of the Family Resource Fair and Youth Talent Show event programs
- Logotype on event outdoor signing
- Agency/Company/Organization name mentioned during announcements

Family Resource Fair Sponsor - \$150

- Logotype on signs within the gymnasium area hosting the Family Resource Fair
- Logotype included in the Family Resource Fair event program

Youth Talent Show Sponsor - \$150

- Logotype on signs near the stage area
- Logotype included in the Youth Talent Show program

Commitment must be received by **May 19, 2017** to be included in promotional materials.

Please contact Mario Vargas directly to be one of our sponsors.

Mario Vargas 612.423.5175 or email: vargasmario92@yahoo.com

We are always open to annual sponsorship opportunities, please contact Conner Leonard, Development Manager, at cleonard@hiawathaacademies.org about partnering with Hiawatha Academies in support of our mission.

Mission:

All Hiawatha Academies scholars will be empowered with the knowledge, character, and leadership skills to graduate from college and serve the common good.



Ten Year Anniversary Celebration: **Family Resource Fair** Saturday, June 10th, 2017, 10:00 am - 3:00 pm

Highlights:

Over 1000 individuals. Children/youth ages 6 – 18, adults all ages.
Diverse backgrounds: African-American, Asian (Hmong), East African (Somali), Latino.

Family Resource Fair | Vendor Registration Form

Vendor cost: **FREE**

Space includes: One 6' table, 2 chairs. We cannot guarantee electricity, (first come first serve).

Name of the agency/company/organization

Name of representative, first & last name

Street address

City, State, Zip

Contact mobile phone

Email

Additional person(s)

Special requirements/accommodations

What types of giveaways will your agency/company provide? We also encourage the donation of a raffle item (\$50 value). Kindly include what type of item your agency/company will provide (i.e. basketball, soccer ball, backpacks, target gift card).

What information and/or service will you be providing?

For additional information, or questions, please call:

Mario Vargas 612.423.5175 or email: vargasmario92@yahoo.com



Ten Year Anniversary Celebration: **Terms and Conditions**

Saturday, June 10th, 2017, 10:00 am - 3:00 pm

Terms and Conditions

Hiawatha Academies Policy Statement

Hiawatha Academies reserves the right to select sponsors that align with Hiawatha Academies' mission and vision and the purpose of the event.

Outdoor Booth and Indoor Display Defined

Outdoor booth means a tented booth. Hiawatha Academies will provide a tented booth with a 6' banquet table and two chairs for Carnival vendors only. Vendors are responsible for their own table top covers. No extra tables are available.

Indoor tabletop display space will be located in the HCHS gymnasium area and includes one 6' banquet table and two chairs on Saturday. Tabletop exhibitors may not place any items on the floor, including but not limited to stands, additional displays or AV. Tabletop exhibitors may store items beneath designated tables.

Display Restrictions

No items may be hung directly on wall surfaces. Nails, tacks, tapes, wires or any other potentially damaging devices are prohibited. Freestanding decor is encouraged for outdoor booths only.

Please be sure all decorations are removed prior to the end of the clean-up period.

Use of Display Space

Vendors may display and distribute only their own products and literature as stated in the Registration Form. Display and distribution of any products or brochures other than those described in the Registration Form, without prior written approval, is prohibited. Hiawatha Academies reserves the right to refuse space, literature and/or product distribution by any Vendor.

Undesirable Activities

The Vendor agrees that its booth or table top display shall be admitted into the Event and shall remain solely on strict compliance with all the rules herein described. Hiawatha Academies reserves the right to reject, eject or prohibit any booth in whole or in part, or any booth with or without giving cause.

Electrical Requirements

Vendor is prohibited from using electrical equipment that is not UL approved in the exhibit areas. No wiring, installation of spotlights or other electrical work shall be done without approval of Hiawatha Academies. If you need to use an electrical outlet, you must bring your own 50-foot extension cord. Your electricity consumption may not exceed one standard 15 amp circuit.

Right of Entry

Hiawatha Academies, in its absolute discretion, shall have the right at any time to enter the booth area occupied by Vendor or otherwise inspect the Vendor's material.

Display Installation, Removal & Staffing

You must set up your space between 8 am - 9 am on Saturday, June 10, 2017. Vendors who are not completely moved in to their space by 9 am Saturday, June 10, 2017, will be considered no-shows. Vendors must staff their display space Saturday, June 10 from 10 am - 3 pm No exceptions. You may not start to pack up before 2:45 pm You will have until 3:15 pm on Saturday, June 10 to break down your display space and remove everything from the HCHS gymnasium area.

Display Security

Hiawatha Academies will be secured 24/7 on Saturday, June 10. We recommend that you not leave personal items including wallets/purses, electronic devices of any type or expensive equipment unattended. Your Resource Fair Badge must be worn at all times. Hiawatha Academies reserves the right to inspect any containers removed from the exhibit area. Vendors are not to enter the classrooms or any other spaces without full authorization from Hiawatha Academies.

Display Space Assignments

Hiawatha Academies' assignment of space is final. Assignments will be made only after receipt of the completed Registration Form. After assignment, space location may not be changed, transferred or canceled except upon written request and with the subsequent written approval of Hiawatha Academies. Notwithstanding the above, Hiawatha Academies reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

Prohibited Activities

- a. No cooking may take place in vendor's space, and no vitamin, food supplements or beverages may be distributed by Resource Fair vendor. No beer, wine or intoxicating liquor may be distributed by any Carnival and Resource Fair vendor. Prepackaged food and wrapped candies [for give-way purposes] are permitted with approval from Hiawatha Academies prior to the Resource Fair.
- b. All demonstrations, educational activities and distribution of promotional material must be confined to the limits of the Vendor's space. Vendors must not place equipment for display or demonstration in such a manner as to cause observers to block the aisles. All equipment must be placed within the assigned areas.
- c. Operation of musical instruments, radios, sound motion picture equipment, public address systems or any other noise making device are NOT allowed. *continued on next page ...*



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- d. Vendors are prohibited from displaying any device or objects in the space that exceeds the length of the back wall, or stacking any items in a manner that would present a danger to other persons. Determination of exhibit safety shall be at the sole discretion of Hiawatha Academies Event Management.
- e. Only service Animals and pets are permitted in the facility including Seeing Eye and Assistance companions.

Booth and Public Policy

Each Exhibitor is charged with knowledge of all federal, state and local laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Event. Compliance with such laws is mandatory for all Vendors, and the sole responsibility is that of the Vendor. All space decorations, including carpeting, must be flame retardant, and all hangings must clear the floor. Electrical wiring must conform to National Electric Code Safety Rules and all applicable local electrical codes. If inspection indicates any Vendor has neglected to comply with these regulations or otherwise incurs a fire hazard, the right is reserved to remove all or such part of its exhibit as may be in violation, at the Vendor's expense. If unusual equipment or machinery is to be installed or if appliances that might come under fire codes are to be used, the Vendor should contact Hiawatha Academies Event Management for information concerning facilities or regulations. Vendors must comply with city and state fire regulations. Use of hazardous materials, such as open flame or liquid or propane gas, is not allowed.

Liability and Insurance

All property of the Vendor remains under his custody and control in transit to and from Hiawatha Leadership Academy-Northrop campus located at 1611 E 46th St. Minneapolis, MN 55407, during installation and removal, and while it is within the confines of Hiawatha Leadership Academy-Northrop campus. Hiawatha Academies, nor any of the officers, staff members or directors or hired event planning contractors of any of the same are responsible for the safety of the property of Vendor from theft, damage by fire, accident, vandalism or other causes; and the Vendor expressly waives and releases any claim or demand that he may have against any of them by reason of any damage to or loss of any property of the Vendor, except where the damage or loss is due to the gross negligence or willful misconduct of Hiawatha Academies, agents, volunteers or employees. The Vendor expressly releases Hiawatha Academies, its directors, officers, agents and employees.

Force Majeure

Neither party will have any liability to the other for any delays or failure of performance resulting from acts beyond its control, including, but not limited to, fire, communication lines

failures, power failures, hurricanes or other natural disasters; strikes, lockouts, riots, acts of war or other man-made disasters; epidemics; critical illness; and government regulations superimposed after the fact.

Errors and Omissions

Hiawatha Academies assumes no responsibility or liability for any of the services performed or materials delivered by official Event contractors or their suppliers to the Event, their personnel or their agents. Any controversies that may arise between Vendors and official contractors or union representatives, or personnel of either, on the Event premises shall be referred to Hiawatha Academies for resolution; and Hiawatha Academies' decision shall be final and binding.

Waiver

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of Hiawatha Academies shall not be deemed waived, except as specifically stated in writing and signed by an authorized representative of Hiawatha Academies.

Hold Harmless/Indemnification Clause

Vendor hereby releases, relinquishes, discharges and agrees to indemnify, protect, defend and hold harmless Hiawatha Academies and the facilities from any and all claims, demands, liabilities, costs and expenses, for any injury, including death of persons and loss of or damage caused by, growing out of, or happening in conjunction with the provision of services or equipment by the Vendor. Vendor further holds the above listed harmless against all claims, losses and damages, to persons or property resulting from government charges, fines or attorney fees arising out of or caused by Vendor's installation, removal, maintenance, occupancy or use of the exhibition premises.

Enforcement of Regulations

Hiawatha Academies has full power to interpret and enforce all regulations of the Event and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the Event. Such decisions shall be binding on Vendors. Failure to comply with these or any other regulations or amendments may be sufficient cause for Hiawatha Academies to require the immediate removal of the booth and/or the offending Vendor at the expense of the Vendor.

Legal Fees

In the event that either party to this agreement commences legal proceedings of any kind, including, but not limited to: mediation, arbitration, litigation or any other dispute resolution, the prevailing party shall be entitled to all reasonable attorney fees and costs incurred in resolution. ■



Ten Year Anniversary Celebration: **Agreement**

Agreement

By submitting the Resource Fair Vendor Registration Form and by signing this Agreement, the Vendor agrees to abide by the terms of this agreement and the accompanying Terms and Conditions. For purposes of this agreement, “Hiawatha Academies” and “Hiawatha Academies Event Management” means Hiawatha Academies and its officers, staff and its agents. The Term “Event” means “The 10th Anniversary Celebration, Carnival, Youth Talent Show, Family Resource Fair” sponsored by Hiawatha Academies to be held at the Hiawatha Leadership Academy-Northrop campus and the Hiawatha Collegiate High School gymnasium on June 10, 2017. “HCHS” means Hiawatha Collegiate High School and “HLA-Northrop” means Hiawatha Leadership Academy-Northrop. The Term “Vendor” means any company, firm or person who has applied for or has been allocated any space at the Carnival and/or Youth Talent Show and/or Family Resource Fair.

The following must be completed, signed and returned:

Name of agency/company/organization

Name of representative, first & last name

Date

Signature of authorized representative

Printed name and title of authorized representative

Return the Family Resource Fair Vendor Registration Form and this signed Agreement to:

Mario Vargas, Public Affairs Consultant

Fax: 612.248.8947 by Friday, May 19, 2017

Email: vargasmario92@yahoo.com

Mobile: 612-423-5175

Thank you for being part of our Ten Year Anniversary Celebration.

E 46th Street

Aerial View



16th Ave S

Bloomington (one block west)



Reserved parking

Hiawatha Leadership Academy-Northrop

Event Entrance

Event entrance

NST Offices

Resource Fair
(HCHS
gymnasium)

1611 E 46th St

Talent show

Vendor entrance

Gymnasium entrance
(8 stairs)

Rest Rooms

Family Resource Fair | Vendor parking

CARNIVAL AREA

Main carnival entrance

HCHS entrance

17th Ave S

Reserved for food trucks

Hiawatha Collegiate High School

E 47th Street