

Dear Vendor,

The Saint Paul Festival and Heritage Foundation, a 501(c)(3) non-profit organization and proud producers of the Saint Paul Winter Carnival and Cinco de Mayo – West Side Saint Paul, is well underway in another successful year of events. While we are preparing for another exciting year of the Winter Carnival, we are also developing an exciting new fundraiser: Royally Flushed Casino Night! This brand-new evening event will offer guests an opportunity to bid on great items in our silent auction, participate in casino games, sample food from local restaurants, and enjoy the company of Foundation members and supporters.

Royally Flushed Casino Night will be held on Friday, November 16th from 5pm to 8pm at the Midpointe Event Center at [415 Pascal Street North, St. Paul, MN 55104](https://goo.gl/maps/FumGJEMGkA62). The evening is the perfect opportunity to showcase your goods and promote your business while supporting the Saint Paul Festival and Heritage Foundation and its mission to serve the community. The Saint Paul Festival and Heritage Foundation will also contribute to the promotion and exposure of your business via our social media platforms that amass over 30,000 followers. Your commitment to this event provides you with a unique opportunity to introduce your business to a group of dedicated festival enthusiasts and the broader Saint Paul community in November.

 We invite you to take part in the event by donating and serving samples of your favorite menu items. We will supply 8 ft. tables, linens, plates and napkins and we ask that you supply samples for 200+ guests, plastic forks or spoons and *any advertisement* that you would like to distribute during the event.

Proceeds from this event support the operational budgets of the 2019 Saint Paul Winter Carnival and 2019 Cinco de Mayo - West Side Saint Paul. To join us at this exciting event, please complete the enclosed vendor form so proper recognition can be made. If you have any questions, please contact Alyssa Olson at (651) 223-7400 or aolson@spfhf.org.

Thank you for your support of the Saint Paul Festival and Heritage Foundation and its mission to serve the Saint Paul community. We look forward to working with you.

Sincerely,

Alyssa Olson Deb Schaber

Marketing & Event Manager, SPFHF President/CEO, SPFHF



The Saint Paul Festival and Heritage Foundation will be hosting a new fundraising event, *Royally Flushed Casino Night,* with opportunities to serve food, wine and beer tastings on Friday, November 16 from 5:00pm to 8:00pm at the Midpointe Event Center at [415 Pascal Street North, St. Paul, MN 55104](https://goo.gl/maps/FumGJEMGkA62). The evening will be filled with entertainment, a silent auction, casino games and much more! The proceeds raised at this event will support the upcoming Saint Paul Winter Carnival and Cinco de Mayo - West Side Saint Paul.

We are asking for your help in the form of donating and serving samples of your favorite menu items to make this event a success! By donating to this event, your generous contribution will be recognized in event publications, programs, social media and our website.

To highlight your business during this inaugural event, we ask for your commitment ***no later than November 5***. Thank you so much for your generous donation!

**Vendor Information**

Donor/Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(As preferred on any printed materials and in the event program)

Contact Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item(s) being served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Comments or additional information)

Estimated Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email completed form to Alyssa Olson at aolson@spfhf.org **by November 5**.



**Vendor Information Sheet**

Friday, November 16

The Saint Paul Festival and Heritage Foundation (SPFHF) would like to thank you for participating in the Royally Flushed Casino Night fundraiser. All proceeds from this event will help support the Saint Paul Winter Carnival and Cinco de Mayo - West Side Saint Paul. Please review the following details so that you are prepared for the event and our requests as a vendor.

* We ask that all food and beverage vendors arrive and setup between 5:00 – 5:30pm. If possible, please bring a cart to get your items to the serving area.
* The event is open to the public from 6:00 – 11:00pm. Please be ready to serve no later than 6:00pm and remain open until 8:00pm.
* Each participating restaurant is responsible for creating, setting up, cleaning up, staffing their table throughout the evening and any required licenses. Each restaurant will be provided one 8 ft covered table. Access to electrical is limited; please contact us as soon as possible if you require special arrangements or additional space.
* The venue parking lot will be available for free.
* We are anticipating approximately 200 guests.
* SPFHF will aid with permitting requests, as needed. Please contact the office to determine needs.
* SPFHF will provide napkins and plates for the projected number of guests.
* Each vendor is responsible for providing everything necessary to serve your product: chafing dishes, sternos, serving utensils, dishes, etc. A handwashing station will be available in the onsite catering kitchen. A small prep area is available – please contact SPFHF in advance to utilize this space, first come, first served. All food must adhere to food safety standards.
* Vendors are encouraged to be creative in the design and display of their table. You are welcome to provide your own promotional information at your table.

For questions please contact Alyssa Olson at 651-223-7400 or aolson@spfhf.org.

Thank you for your generous support of this event and the Saint Paul Festival and Heritage Foundation!