



COLORADO SCHOOL OF MINES

OFFICE OF STUDENT ACTIVITIES

Colorado School of Mines 2016 Celebration of Mines by Starlight Vendor/Promotional Opportunity FAQ

What, When & Where?

What: Celebration of Mines by Starlight

When: Friday, August 26, 2016

Time: 5:30 pm to 8:30 pm

Where: North IM Fields

You are Invited!

You are invited to participate in Celebration of Mines by Starlight—a unique opportunity to meet Mines students and bring your restaurant's food to our campus! This event has proven to be a popular one for our local restaurateurs. By participating you will be able to showcase and introduce your menu to our campus's 4,000+ students. Photos of this event are located here: <http://imagesbyblisskelley.smugmug.com/Celebration-of-Mines-2014/>.

Is There Any Cost to Participate?!

A deposit of \$25 is required for all non-food vendors. This deposit is due by August 5, 2016.

How Many Food Vendors Participate?!

We will have approximately 200 club tables throughout the venue, and vendors will be located on the North IM fields (access will be granted on the field from West Campus Road). The number of food vendors depends on interest by businesses within the community. You will NOT have exclusive rights to a certain area/table i.e. a competing vendor may have a table next to you. We will do our best to have community vendors spread apart from one another.

What About Permits and Insurance?!

Food being given away does not include a special permit or tax license. We will, however, need to have proof of your health license from Jefferson County.

Do Food Vendors Donate Their Food?

We don't expect you to foot the entire cost of all the food. We'll be working with each vendor on an individual basis to ensure everyone who wants to participate, can. Those who can afford to, may absorb their costs as a promotional expense. If you are a food vendor interested in attending, please contact Jenny Nichols at nichols@mines.edu.

What's Expected of Me if I Am Accepted?!

Most important: Be prepared for at least 2,000 attendees. This means you'll need to prepare and have enough food for 2000 bite sized "tasting" portions, as well as adequate staff and supplies to last the duration of the event from 5:30pm – 8:30pm. In order for the event to run smoothly, you **MUST ARRIVE ON TIME** for your designated load-in/set-up time the day of the event. Once accepted you will receive instructions via email. The first load-in times are at 4pm. Help us help you. Meet our deadlines and work with us on your menu and food costs in advance and in a timely manner.

Be respectful, follow the rules, clean-up and leave your vendor space and the venue as you found it, or a repair and cleaning fee will be charged by our department. Again, every non-food vendor will be required to pay a non-refundable \$25 deposit.

What Type of Menu Items Are Featured?!

Our goal is to help you create as many fans as possible. Period. You will do that by allowing as many people as possible to taste your food, which means showcasing your signature specialties (1-2 items only) in an easily prepped bite sized "tasting" portion. Ultimately the decision is yours to make on portion size and what aligns with your business.

What Else Will Be at the Event?!

Student-oriented entertainment, a live band, community businesses, and Sodexo—the Mines food vendor.

Will Everyone Who Applies On Time Be Accepted?!

This event is student-oriented. We reserve the right to refuse based on what we deem to be in the best interests of our students.

When Will I Know if I've Been Accepted?!

Everyone is processed on a rolling basis. The final date in which you may be notified is August 15. If accepted, you will receive further details and instructions.

Do I Have To Participate in the Entire Event?!!

Accepted food vendors must participate in the entire event including loading in on time, supplying 2000 "tasting" bite sized portions, and cleaning up of your assigned area. If your food is to run out before the conclusion of the event, a conversation can be had with the Celebration of Mines organizers to leave early.

When is the Application Deadline?

You must submit your signed Food Vendor Application by Friday, August 5, 2016.

How Do I Apply?!

Once you've read this FAQ and the letter, please fill out the "Vendor Registration Form" attached. All non-food vendors must include their \$25 non-refundable deposit (made payable to 'Colorado School of Mines') to:

Colorado School of Mines, Student Activities Office, Attn: Jenny Nichols, 1200 16th St Suite E120, Golden Co, 80401

Questions?

You can reach Jenny Nichols at nichols@mines.edu or by calling 303-273-3341.