

The Outdoor Market at Midtown Crossing Non-Profit Organization Request for Information

January 2011

The Outdoor Market would provide organizations with the following amenities:

- 10' x 10' space located in the center of the Outdoor Market that will contain: one 8' covered table, two chairs, white 10' x 10' tent and sign displaying organization name
- Opportunity to distribute materials about your organization
- Promotion on the Midtown Crossing Website and Facebook Fan Pages

Organization would provide:

- Appropriate number of personnel 18 years or older to staff your booth for three hours
- Any additional equipment or materials needed
- Any hard copy promotional materials for distribution
- Booth to be set-up and open by 9:00am

Code of conduct for Non-Profit Organizations:

We ask that all personnel staffing your organization's booth to conduct themselves in a professional manner; this includes no profanity or intoxication. We expect these personnel to be dressed in appropriate attire and on time. No smoking will be tolerated in or around the booth. Although pets are allowed at The Outdoor Market we request that no personnel bring their pets when staffing the booth. Parking is offered in the surrounding parking structures at no charge for the first 3 hours and \$1 per hour after the initial 3 hours.

Weather Policy:

The Outdoor Market at Midtown Crossing will run rain or shine.

Please return attached form no later than March 1, 2011:

The Outdoor Market c/o planitomaha
10832 Old Mill Road Suite 8 • Omaha, NE 68154
or emailed to: kelsey@planitomaha.com
Questions: call 333.3062 ext 202 or kelsey@planitomaha.com

All organizations will be notified of Outdoor Market acceptance via phone or email no later than March 31, 2011

The Outdoor Market at Midtown Crossing Non-profit Organization Request for Information (cont'd)

Yes! We are interested in being considered for complimentary non-profit booth space at the 2011 Outdoor Market at Midtown Crossing! *(Please complete this entire form.)*

We will decline this opportunity. Please keep our organization on the list for next year's Outdoor Market. The reason(s) we are declining are:

_____ *(Please complete the contact information section of this form.)*

Contact Information:

Your Name: _____ Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Email: _____

Website: _____

On-site Contact Name and Cell phone:

Organization Questions:

Does your organization currently have 501(c) (3) status? Yes No

Please detail your organizations mission:

If selected, how do you plan to promote the weekend you participate:

If selected, please describe how you would engage or interact with attendees while at The Outdoor Market:

Does your organization produce goods that you would be interested in selling at the market? If so, please describe:

Please indicate your preferred top 3 weekends you wish to participate (in order of preference):

May	June	July	August	September
28 th _____	4 th _____	2 nd _____	6 th _____	3 rd _____
	11 th _____	9 th _____	13 th _____	
	18 th _____	16 th _____	20 th _____	
	25 th _____	23 rd _____	27 th _____	
		30 th _____		

I have read and agreed to all terms & conditions stated above.

Signature _____ Date _____