



Registration and Setup

Chefs of the Coast Gala Event Booth Policies and Procedures

Event Date: Sunday, September 20, 2015 6pm – 9pm

Island View Resort – South Tower

- 1. Menus and Portions:** We are expecting 1000+ guests, so we recommend you prepare 1000 tasting portions (1-2oz). This is a fantastic marketing opportunity for your business, so use it to introduce new menu items or just to show your style. Consider menu items that you can prepare in advance and keep warm at the event to limit your workload.
- 2.** Please be prepared to manage hazards associated with equipment during the event. You will need to have a fire extinguisher at your station if you have any open flame at your booth.
- 3.** There are a limited number of spots available for table-top burners and/or cooking at station.
- 4.** Please provide your menu items on the form provided.
- 5. Staffing:** *Each participating business is allowed four staff tickets (wristbands).* Additional setup persons will be required to leave at 4:00 pm. Only persons with proper wrist bands will be allowed to stay—all others will be required to purchase a ticket. Security will be checking wristbands. **NO WRISTBAND-NO ENTRY. NO EXCUSES. NO EXCEPTIONS!**

Your staff's **attire** should reflect YOUR business, but please note that this is an upscale event. Please ask your staff to act accordingly. Chef's whites are encouraged. All personnel representing your restaurant should refrain from drinking alcoholic beverages. If staffing is a problem, we are happy to assist you. Students from area culinary training schools will be on hand to assist with setting up of the event. **Please contact Todd (info attached) if you need staffing. All staff must be 21 years of age.**

6. PROVIDED: We will provide the following:

- Banquet tables (approx. 8ft space) only...NO SKIRTING. You will need to provide your own SKIRTING and table decor.
- All plastic cutlery and 7 inch plates (but not serving tongs or spoons)
- You will be responsible for all serving equipment, cooking equipment and food storage. A full kitchen is available please let us know what equipment you will need.
- **ELECTRICITY: Please let us know how much power you will require.**

7. YOUR BOOTH: This is your opportunity to showcase your style and product.

This year's event will be held inside, however you may NOT use tents this year as the Island View is much smaller than the Convention Center. ***Please decorate your booth to reflect your business' image.***

8. Schedule: Sunday, September 20, 2015

10 am - 1 pm: Registration

No one will be allowed to set up after 3 pm, so come early!

5:30-5:45:— Restaurants should be warming, or finishing up with the food display

6:00 - All guests will be allowed entry into Chefs of the Coast Gala.

6:10: – The blessing of the food will be given. , Welcome to everyone

6:15 – 8:30 pm: - Once the blessing is completed, Food is served! *If you run out of food before that time, Do not break your booth until after 9 pm.*** Please be mindful of guests that are trying to enjoy their evening.**

9. OFFLOADING AND SETUP/CHECKIN: TBD.

Thank you for choosing to participate in the 33rd Annual Chefs of the Coast. We look forward to a great event, and your incredible cuisine!



**Chefs of the Coast Booth Participants for the Grand Food Tasting
Sunday, September 20, 2015**

**THERE WILL BE A CAPTAIN'S MEETING HELD ONE WEEK PRIOR TO EVENT.
ALL RESTAURANTS MUST SEND AT LEAST ONE REPRESENTATIVE**

Booth space is COMPLIMENTARY (except for electrical), but are limited and will be reserved on a first-come, first-served basis. We will be counting on your food portions to serve the guests.

PLEASE TYPE OR PRINT CLEARLY

| | |
|-------------------------------------|-------------|
| Establishment Name: | |
| Contact Person(s)/ CAPTAIN : | |
| Mailing Address: | |
| | |
| Phone: | Cell Phone: |
| E-mail Address: | |

Menu Items

Please submit a written account of the menu item(s) you will be serving at Chefs of the Coast. Deadline for entry: August 1, 2015.

MENU ITEM(s): SUBJECT TO COMMITTEE REVIEW FOR VARIETY PURPOSES

1. _____

2. _____

Contacts:

Booth / General Info: Jim Puttnam (228)236-5921

Electrical: Beverly Martin (228) 324-0032

Staffing: Todd Reilly (901) 619-6356