



Northampton
Community College
Foundation

SPONSORSHIP PROCEEDS BENEFIT THE NORTHAMPTON COMMUNITY COLLEGE FOUNDATION



FESTIVAL INFO & INSTRUCTIONS

Dates:	June 1 – 2, 2019	Location:	Sands Event Center
Load-in time:	10:00 a.m. each day	Guests expected:	3,000+ over 2 days
Event time:	12noon – 4:00 p.m.	Location:	Sands Event Center Bethlehem, PA

PAPERWORK IS DUE ON OR BEFORE TUESDAY, APRIL 30, 2019

Event Contacts:

Ginna Corado, Special Events Assistant

Northampton Community College Foundation

Email: gcorado@northampton.edu

Phone: 610.332.6274

Caroline Clifford, Special Events Director

Northampton Community College Foundation

Email: cclifford@northampton.edu

Phone: 610.332.6578

What you need to provide:



- Approximately 2000 'small bite' menu items per day.
- 2-4 staff members to set up and serve
- Fire extinguisher
- Spoons & cups if serving soup
- Marketing materials to display at your booth.
- Due on or before Tuesday, April 30th :
 - ServSafe Certificate copy
 - City of Bethlehem Vendor Application (provided to you)
 - Participation form with menu item description(s)

FESTIVAL INFO & INSTRUCTIONS CONTINUED



What we provide:

- Promotional exposure:
 - Publicity on our Facebook page and other social media platforms (over 3,000 followers)
 - Your logo on the festival website with a link to your restaurant website
 - Listing in 5,000 festival programs and opportunity to place ad and/or discount coupon
 - Inclusion in the press release (Morning Call and other media outlets)
- Restaurant swag bag and festival poster signed by Emeril Lagasse.
- Four (4) Grand Tasting tickets for chef/working staff. (Two additional tickets if you sign up by Jan.15!)
- 2 - 6' tables with skirting
- Custom signage including a 2 x 6 banner.
- Cutlery, plates & napkins.
- Student helpers from the NCC Culinary and Hospitality programs.
- Hand washing stations.
- Access to refrigeration and electric is limited and not guaranteed – please indicate on the participation form if needed.
- City of Bethlehem vendor/permit fees will be paid by Northampton Community College

Preparation Policies:

- To help us present a diverse menu as possible, we may need to request an alternate food item. *Please submit your food items as early as you possibly can and **no later than Tuesday, April 30th**.*
- Sterno is allowed for chafing dishes (no propane or butane will be permitted)
- Induction burners/cassette stoves are permitted. If you need to purchase an induction burner, The Restaurant Store will be offering them at a discounted rate closer to the event.
- Restaurants are not permitted to serve alcohol with their food.
- No staff members or volunteers under 21 years of age are permitted in the casino.
- Staff members or volunteers 18 to 20 years of age are permitted in the Event Center area only. (These participants will be identified with a special wrist band upon check-in.)
- All participants must be event-ready by 10:00 a.m. on the days of the Grand Tasting.

Remember, culinary students will be assisting you!

Additional Information:

- Participating restaurants should park in the north parking lot close to the Event Center. Entrance to the Event Center is through the doors to the left of the Center.
- Equipment can remain in the Event Center on Saturday night.
- Porters will be provided by the Sands for clean-up.

Submit your paperwork to Ginna Corado at gcorado@northampton.edu or thru our website - Lehighvalleyfoodandwine.com. Questions? Contact Ginna at 610-332-6274