

FESTIVAL INFO & INSTRUCTIONS

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| Dates: | June 6 – 7, 2020 | Location: | Wind Creek 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. | | |

PAPERWORK IS DUE ON OR BEFORE WEDNESDAY, APRIL 1ST 2020

Event Contacts:

Submit your paperwork to: *Ginna Corado*

Northampton Community College Foundation

Email: gcorado@northampton.edu

Phone: 610.332.6274

Cell: 610-653-2701

What you need to provide:



- Approximately 2000 'small bite' menu items per day.
- 2-4 staff members to set up and serve
- Fire extinguisher
- Marketing materials to display at your booth.
- Due on or before Wednesday, April 1st :
 - Restaurant Application: Provide Chef's info and menu items & description
 - Copy of current ServSafe Certificate
 - Copy of Department of Agriculture License (**Only if restaurant is outside of the City of Bethlehem**)
 - City of Bethlehem Vendor Application- Provided by NCC / Permit Fees paid by NCC

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
- Four (4) Grand Tasting tickets for working staff. (Two additional tickets if you sign up by January 10th !)
- 2 - 6' tables with skirting
- Custom signage including a 2 x 6 banner and menu card display
- 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 Wednesday, Aprils 1st**.*
- 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.
**Culinary students will be assisting you during load in, set up, and on the floor!*

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 Volunteer/Restaurant Entrance
- Equipment can remain in the Event Center on Saturday night if participating both days.
- Porters will be provided by Wind Creek for clean-up.