



May 2015

Dear Restaurant Manager:

YOU have been selective to participate in the Alamo Heights' Chamber of Commerce 22nd Annual Taste of the Heights. We are extending this invitation to you and giving you the opportunity to showcase your most tempting menu items, especially those items your restaurant is best known for.

Date: Thursday, September 10th from 7:00pm - 10:00pm

Location: The Witte Museum - 3801 Broadway

Anticipated attendance for 2015: approximately 1000+ Restaurants participating: 50

This event is impressive!
Delicious samplings from all restaurants' best dishes
Tasting of a variety of Wines
Tasting of a variety of Beers
Live Music
Silent Auction
Lots of Great Stuff for 2015!! Don't miss out
FREE Valet parking available to all attendees

Your restaurant's name will be published in the Taste of the Heights printed publication (posters) as a participant. We have Radio advertisement, television recognition, and all participants are added to the TASTE of The HEIGHTS website daily (www.tasteoftheheights.com) and Chamber emails to our members. The printed brochures with all Participants' information are distributed to every attendee.

Time and space is limited so don't delay in sending in your application. Thank you so much for your consideration, and please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon!

Event Benefits: Witte Museum and Morgan's Wonderland

Sincerely,

Christian Bates
Alamo Heights Chamber of Commerce - Board Member / Event Chair

**22nd ANNUAL TASTE OF THE HEIGHTS – THE WITTE MUSEUM
THURSDAY, SEPTEMBER 10th, 2015 - REGISTRATION FORM**

Restaurant Name
Primary Contact
Cell Phone Number
Email Address

Please describe what you will be serving (estimate serving 750+ tasting items) _____
 Are you interested in paring your sampling with a craft Beer? YES NO
 Please provide a description of set-up / Display _____

Please Circle		
Yes	No	Electricity is required for table? (electricity limited-must provide own extension cords)
Yes	No	Prep space is required behind table? (space is limited)

Yes	No	Participated in this event in prior year(s)?
Yes	No	Would you like the same spot as last year, if possible?
Yes	No	Catered at the Witte before?
Yes	No	Food prep involves grill/fryer on site? (grill/fryer outdoors only; Sterno allowed indoors)
Yes	No	Ice Sculptures
Location at site	Preference INSIDE or OUTSIDE TABLE (circle one) **Not Guaranteed	

Please Initial	
	Enclosed is a copy of my \$1,000,000 General Liability Insurance (1 page)
	Enclosed is my Witte Caterer's Agreement
	I agree that my table will serve guests and is not simply a display
	I agree that my table will be manned at all times
	I agree to have sufficient extension cords for use at my location (if needed)
	I will meet with the Witte Event Planner to review the Witte's catering rules. First-time caterers must meet with the Witte event staff for a walk-through one (1) month prior to event (only necessary if first time to cater at the Witte contact 210-357-1896)
	I will meet with event organizers in advance to determine my location
	I agree to have sufficient table coverings for my table(s) (tablecloths, decor, etc.)
	I understand only 1 – 8ft. table will be provided
	I agree to provide at least 4 weeks notice of cancellation
	I agree to arrive 2 hours prior to the event

Complete registration form and payment is required for participation. Mail registration form along with the required documentation to the address listed below.

DEADLINE: Space is limited!! The first 50 commitments will be selected to participate.

Current Alamo Heights Chamber Member FEE \$500.00

NON Member Fee \$750.00

MAIL this form, your check, your Witte Caterer's form, and your proof of general liability insurance to:	Taste of the Heights Alamo Heights Chamber of Commerce 7700 Broadway Suite 104, Box 216 San Antonio, Texas 78209
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Signature: _____ Date: _____

Contact Information: AHCC

210.822. 7027 admin@alamoheightschamber.org

Taste of the Heights- 22nd Annual
Thursday, September 10th, 2015

Restaurant Participation Check List

We will Provide

- 1 - 8 ft. table will be provided - planned in advance
- Location for tables - planned in advance
- Electrical outlet if planned in advance
- Large trash cans (shared)
- A place to stash carts and dollies
- Running water is available in a small kitchen space
- We will provide admission passes for 3 people
- Hundreds of hungry people, eager to taste
- Colorful event brochures with your name, address, phone, and website

Bring Your Own

- Table coverings (they are required)
- Table decorations
- Ice (if needed)
- Chairs (if needed)
- Extension cords (make sure your location has service)
- TABC cards if serving alcohol
- Coolers and Heating for food
- Clean-up crew
- Fire extinguisher if grilling, sterno, or using candles

What We Need to Know

- 1 - 8ft. table will be provided. Will you need additional tables or bringing your own? (if space allows)
- Do you need prep space behind your table? (if space allows)
- Do you need electricity?
- Some vendors will be in the Veranda due to Witte rules on food products, so we will be requesting food type that you plan on serving.

Logistics

- Witte Museum is at 3801 Broadway
- Thursday, September 10th
- Event starts at 7pm, Last Call is 9:30pm, Event Ends at 10:00pm
- Vendors must remain up and running until 10pm
- Teardown can begin at 10:01pm - no earlier or later
- **Plan to sample approximately 750+ people during this event**
- Setup is between 4pm and 6pm. Gates will be locked at other times.
- Loading zone is on the South side of the Witte and will have a guard
- Plan on removing all boxes, containers, and trash at the end of the event. Limited garbage dumpster space available.
- Do not dispose of ice on grass, flowers, and/or shrubs
- The space must be left in the same condition as we found it prior to the event.

Meetings

- Witte Museum meeting with all food vendors, at least one (1) month prior to event; required **only** for people that have not catered an event at The Witte in the past. Contact Witte @ 210-357-1896.
- Proof of Insurance Binder for \$1,000,000 liability coverage
- Visit with organizers to determine your table location

Cancellation

If you find you must cancel, please call Elaine Underwood at 210.274.6297 or email her at admin@alamoheightschamber.org at **least four weeks in advance.**

We will be saving the space that has been allocated for you; if circumstances prevent you from attending, this space will be offered to other restaurants.

Participating Restaurants

Gift Card Request

Alamo Heights Chamber of Commerce will sponsor a raffle to support several non-profit organizations.

We are requesting a gift card from your establishment to include in our mega prize raffle that will include a gift card from all participating restaurants. The dollar amount is equal to dinner for two at your establishment. Please include the gift card with your application and label "for raffle".

We hope that you choose to participate in this awesome event.

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