



May 2017

Dear Restaurant Manager:

YOU have been selected to participate in the Alamo Heights Chamber of Commerce 24th 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 28th from 7:00pm - 10:00pm

Location: The Witte – 3801 Broadway St. San Antonio, TX 78209

2017 Anticipated attendance is 500 with 40 Restaurants participating

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 2017!! Don't miss out
Free 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 (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: The Witte Museum

Sincerely,

Alamo Heights Chamber of Commerce - Board Member / Event Chair

24th ANNUAL TASTE OF THE HEIGHTS — THE WITTE THURSDAY, SEPTEMBER 28, 2017 - REGISTRATION FORM

Restaurant Name
Primary Contact
Cell Phone Number
Email Address

Please describe what you will be serving (estimate serving 500 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		
Yes No		Catered at the 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)
	No Styro-foam is allowed to be used
	No Glassware to be give to guests
	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 agree that my table will serve guests and is not simply a display
	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 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 40 commitments will be selected to participate.

MAIL this form, your check, and your proof of general liability insurance to:	Taste of the Heights Alamo Heights Chamber of Commerce P.O. Box 6141 San Antonio, Texas 78209
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Signature: _____ Date: _____

****Please make sure you read the restaurant responsibilities.****

Taste of the Heights· 24th Annual
Thursday, September 28, 2017

Restaurant Responsibilities

New this year Taste of the Heights Participation Fee: \$0

Logistics

- The Witte is at – 3801 Broadway St. San Antonio, TX 78209
- Thursday, September 28, 2017
- 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 500 people during this event**
- Setup is between 4pm and 6pm. Gates will be locked at other times.
- Loading zone is ** WE NEED TO VERIFY THIS WITH THE WITTE
- 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.

We will Provide

- 1-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 2 people, 2 additional tickets can be purchased at a discount rate
- 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 - Table will be provided. Additional tables will be available to rent for rent. Please let us know in advance.
- Do you need prep space behind your table? (if space allows)
- Do you need electricity? **YOU MUST BRING YOUR OWN EXTENTION CORDS**

Meetings

- The Witte meeting with all food vendors, at least one (1) month prior to event.
- 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 210.822.7027 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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