



July 2018

Dear Restaurant Manager:

The **Alamo Heights Chamber** would like to invite you to participate in the Alamo Heights Chamber of Commerce **25th 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: October 18, 2018

Location: San Antonio ZOO

2018 Anticipated attendance is 500 with 30 Restaurants participating

This event is impressive and well attended
Delicious samplings from all restaurants' best dishes
Tasting of a variety of Wines
Tasting of a variety of Beers
Live Music
Casino
Don't miss out
Free parking available to all attendees

Your restaurant's name will be published in any **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.

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!

Sincerely,

Alamo Heights Chamber of Commerce - Board Member / Event Chair

25th ANNUAL TASTE OF THE HEIGHTS 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	Ice Sculpture
Yes	No	Catered at the Zoo before?
Yes	No	Food prep involves grill/fryer on site?

Please Initial	
	Enclosed is a copy of my \$1,000,000 General Liability Insurance (1 page)
	No Styro-foam can be used
	No Glassware to be given 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 one (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 is required for participation. Mail registration form along with the required documentation (insurance) to the address listed below.

DEADLINE: Space is limited!! The first 30 commitments will be selected to participate.

MAIL this form, 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- 25th Annual

Restaurant Responsibilities

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

Logistics

- Event starts at 6pm, 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 beginning at 3pm Event starts at 6:00pm. Gates will be locked at other times.
- Loading zone is TBD
- **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

Covered Fiesta booth!!!

- **1-Table will be provided**
- Location for tables - planned in advance
- Electrical outlet - planned in advance
- Large trash cans (shared)
- A place to stash carts and dollies
- Running water is available in a small kitchen space
- Hundreds of hungry people, eager to taste

Bring Your Own

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

What We Need to Know

- **One** Table will be provided.
- Do you need prep space behind your table? **Please bring a table.**
- Do you need electricity? **YOU MUST BRING YOUR OWN EXTENTION CORDS**

Meetings

- The event manager will meet with all food vendors, at least one (1) week 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 Kimber Ortega at 210-900-3105 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.