

VENDOR PACKET

Due by March 1, 2019

18th Annual Event!



Tuesday, March 19, 2019 • 5:30pm - 8pm
Lawrence Academy • Stone Athletic Center • Groton

Event Sponsored by:



Questions?

Nashoba Valley Chamber of Commerce
978.425.5761 • Meagan@nvcoc.com

<https://www.facebook.com/TasteofNashoba>



We hope you will join us and showcase your establishment at the 18th Annual “Taste of Nashoba Valley” for an evening of food, friends and fun. It will be held at the Lawrence Academy Gymnasium on Tuesday, March 19, 2019 from 5:30pm – 8:00pm.

As we’ve done in the past, we will hold the “Peoples Choice Awards”, where only our guests will be the judges of the “best of the best” in the Nashoba Valley area. *Please note: Voting will end *promptly* at 7:30pm so that we can properly tally and announce the winners at the event.*

Whether you attend or not, we encourage you to donate a raffle prize for our BINGO game. It is a great way to raise your visibility and a portion of the proceeds from this raffle will benefit the Chamber’s scholarship program. Please mail or drop off your raffle prize by March 2, 2019.

When you participate in this premier event, the Chamber will provide:

One 8 ft. table (additional available for purchase in advance only)

Forks and spoons

Small plates or bowls

Napkins

Water/Ice (complimentary for vendors at the beverage tent)

You provide the food and proper serving utensils for your food.

Please note: the Fire Department will be on location. If you plan on having an open flame, your table cloth and any display decorations must be fire-rated. You will be required to provide a certificate to the Chief at the event. Any questions please let us know in advance of the event. Although we make every effort to accommodate electrical requirements, we have had issues of blown fuses in the past and we encourage use of Sterno where applicable.

Also, due to the large number of attendees at this event, please take into account the space you are provided with regards to the number of staff on hand. We will limit staff to one or two in the front of your booth and all other staff will be required to remain inside your booth space.

Nashoba Board of Health requires each vendor to apply for a one-day temporary permit to serve food off-site. There is a fee payable to the Nashoba Board of Health for this permit. A link for permit applications can be found on our website. Please contact us if you would like for us to fax you a permit application. Board of Health permits must be completed and sent to the Board of Health no later than March 2nd. We will be happy to assist you with completion of these forms.

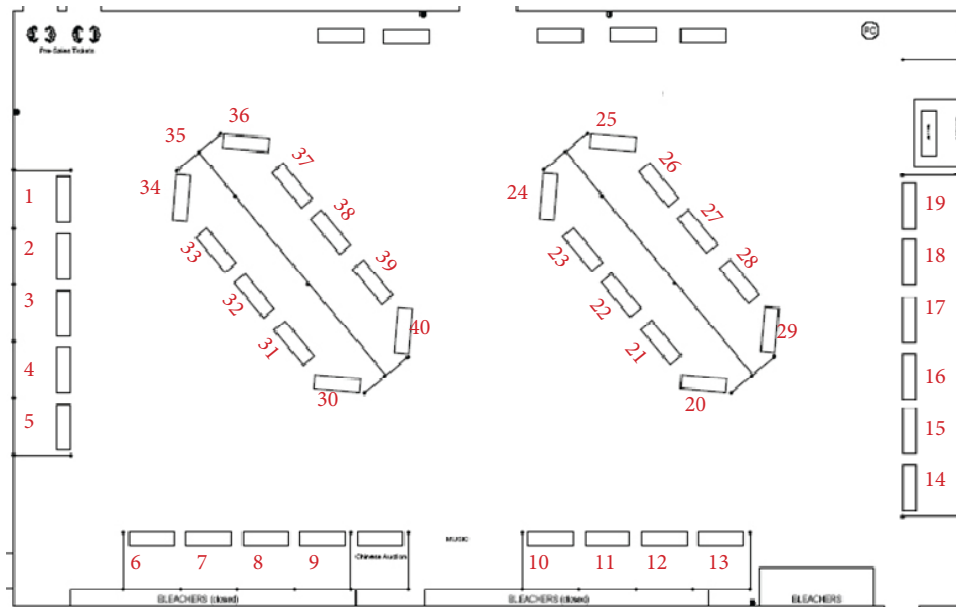
We are confident that this event will surpass last years’ success—and we anticipate over 1,000 attendees! If you have any questions, please call the Chamber office at (978) 425-5761. We look forward to seeing you!

Sincerely,

Melissa Fetterhoff, IOM
President & CEO
Nashoba Valley Chamber of Commerce

BOOTH ASSIGNMENTS

Booth assignments will be granted on a 1st come, 1st served basis. We will do our best to accommodate one of your choices. Please note: We will attempt to space out the restaurants to accommodate the crowds.



EXHIBITOR TIPS

Set up & registration

You may set up your booth between the hours of 1pm and 4pm the day of the event. Volunteers will be at event set up to provide you with your booth assignment. Make sure you bring all supplies needed such as extension cords and tape to secure all cords.

Awards!

Awards will be presented to the Best Beverage, Appetizer, Entree, Dessert and Presentation. Our guests will vote for their favorites in each category. The winner's will be publicized in Press Releases and ads after the event so this is a means of raising the visibility and name recognition of your business. The appearance of your booth enhances the experience of our guests and your potential customers. Make it unforgettable!

Don't forget!

In addition to decorating your table and your team - promote your brand with menus, coupons, aprons, hats, shirts, etc!

Raffle Prizes

We are going to be looking for raffle prizes for our BINGO game (one winner will receive a gift to include various gift certificates collected). Auction items are due to the Chamber office by March 2, 2019.

Break down...

No booth may be dismantled prior to 8pm, unless you are asked to do so by the Chamber.

VOTING ENDS...

Remember - Voting will end promptly at 7:30pm, allowing our volunteers have enough time to tally so we can announce the winner at the event.

TEMPORARY FOOD PERMIT

*Must be submitted to the Nashoba Board of Health
no later than March 2, 2019*



Nashoba Board of Health
30 Central Ave
Ayer, Ma 01432
(978-772-3335 (800)427-9762
Fax (978)772-4947
nashoba.org

Temporary Food Establishment Permit Application

Name or Consession: _____

Name of owner: _____ Telephone no. _____

Mailing Address of owner _____

Fax Number _____ Email Address _____

Date and Location of the event _____

The fee for temporary licenses is \$20.00 per day per cart/unit

APPLICATIONS MUST BE SUBMITTED AT LEAST 10-14 DAYS BEFORE THE EVENT

A copy of a valid Food Protection Manager Certification and Allergy Certificate must be submitted with this application.

1.) Before completing this application, read Food Safety at Temporary Events

2.) Menu. All menu items must be assembled on the premises from **basic ingredients** or in an approved food service establishment. The preparation of potentially hazardous foods including pastries filled with cream or synthetic cream, custards and similar products and salads or sandwiches containing meat, poultry, eggs, or fish is prohibited. This prohibition does not apply to the service of any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of 105 CMR 590.000, is packaged in individual servings, is stored at or below 41F or above 140F in facilities meeting the federal 1999 Food Code requirements for storage, display, transportation and is served directly in the unopened container in which it was packaged.

Please attach a copy of a valid permit from your base of operation. (Your home is not considered a valid base of operation) Mobile Food Trucks must also submit a copy of their Hawkers and Peddlers License.

Attach a list of all menu items that will be sold at the event

3.) Food preparation. Provide all steps in the preparation of all menu items. (This includes all cutting, assembling, cooking, cooling, thawing, cool storage, hot storage, reheating and packaging) You may attach additional sheets as needed.

| Food | Thaw | Cut/ assemble | Cook | Cool | Cold Holding | Reheat | Hot Holding | Packaging |
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(Check all steps involved in each menu item)

4.) You must have a means for storing foods at the proper temperatures. All frozen food must be stored at 0°F, all refrigerated food at 45°F, and all hot food at 140°F. Describe how you plan to store your menu items at the proper temperatures? (A thermometer must be located in each refrigeration unit; all booths service perishable food must a stem-type thermometer for monitoring food temperature.):

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5.) All menu items, condiments and single-service items (paper plates, cups etc) must be protected from flies, dust and other contaminates at all times. Describe how you plan to protect these items during display and storage.

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6.) Minimum hand-washing facilities must include the following: warm running water, a pump soap dispenser, paper towel and a receptacle to catch the wastewater.

7.) You must be prepared to wash, rinse and sanitize of food contact surfaces on site. You must use the four step process outlined in the “Food Safety at Temporary Events” brochure. Describe how this will process will be accomplished.

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VENDOR REGISTRATION

Due by March 1, 2019

CONTACT INFORMATION

Company: _____

Contact: _____ Phone: _____

Email: _____ Facebook: _____

ELECTRICITY/FLAME

Do you need access to electricity?

____ YES* (wall access required) ____ NO

(Vendors must provide their own electrical extensions)

Will you have an open flame? (describe)

BOOTH PREFERENCE

____ 1st choice ____ 2nd choice ____ 3rd choice

PEOPLES CHOICE AWARD

Select category you will be entering (all that apply)

____ Beverage (Item: _____)

____ Appetizer (Item: _____)

____ Entree (Item: _____)

____ Dessert (Item: _____)

CERTIFICATE OF INSURANCE

All vendors are required to provide proof of insurance.

____ Enclosed ____ My insurance agent will fax to chamber at 978-425-5764 (due 3/2/19)

TEMPORARY FOOD PERMIT WITH NASHOBA BOARD OF HEALTH

Permit paperwork enclosed - please complete and return to Nashoba BOH by 3/1/19. Call with questions.

____ Paperwork sent to BOH ____ N/A (if you have catering permit with Nashoba BOH)

RAFFLE PRIZES (Looking for donations for BINGO game to benefit Richard Fletcher Scholarship)

Please enclose or provide description and return to the Chamber by March 2, 2019 (so we can include in promotion): _____

PARTICIPATION FEES

____ Chamber Members: FREE ____ Non-Members: \$99.00

____ Additional rectangle table: \$20 ____ **Additional high top round: \$20

(**Limit 1 per person. Must keep space in front of booth open for guests. Let us know if you have questions).

This fee is used to promote your business. Membership with the Chamber covers this marketing fee.

Name on Card: _____ Cardholder Email: _____

Card #: _____ Exp: _____