

Join us for the....



The Colerain Township Summer Tradition 1989 – 2016

When: Friday and Saturday August 12 & 13, 2016

Where: Colerain Township Government Complex, 4200 Springdale Road

The Taste of Colerain provides unique business opportunities to:
Reach over 30,000 of your potential customers * Promote your business * Expand your market
Showcase your best menu items * Be a part of the Township tradition * Have fun!

Act now to be a part of the 2016 Taste of Colerain!

Reservations: Complete and return the enclosed reservation form before June 1, 2016. A self-addressed envelope is enclosed. Remember to attach a check for \$100, the registration/compliance fee (refundable after event).

The event sponsors will limit the 2016 Taste to 30 restaurant participants. Act quickly!

After we receive your reservation form, we will send you a detailed participants' packet with further information and other required forms. Final documents and health, electrical and booth fees will be due **June 30, 2016**. *If we do not receive your documents and fees by that date, you risk forfeiting your reservation!*

Please call or e-mail me with any questions!

Colerain Summer Events Committee, Inc.
Jennie Wehrle
Phone: 513-315-9436 or 513-315-9970
E-mail: jenniewehrle@gmail.com

Yes! I'd like to participate in the 2016 Taste of Colerain!

Name of Restaurant/Business: _____

Contact Person: _____

Address: _____

Phone number: _____

E-mail address: _____

Restaurant's website: _____

Please enclose your \$100 reservation/compliance fee, which is refundable after the event if all requirements are met. Make the check payable to **“Colerain Summer Events Committee, Inc.”**

Please check below:

At this time, we feel we will reserve:

_____ 10x10 booth _____ 10x20 booth

At this time, **220V** electrical service is:

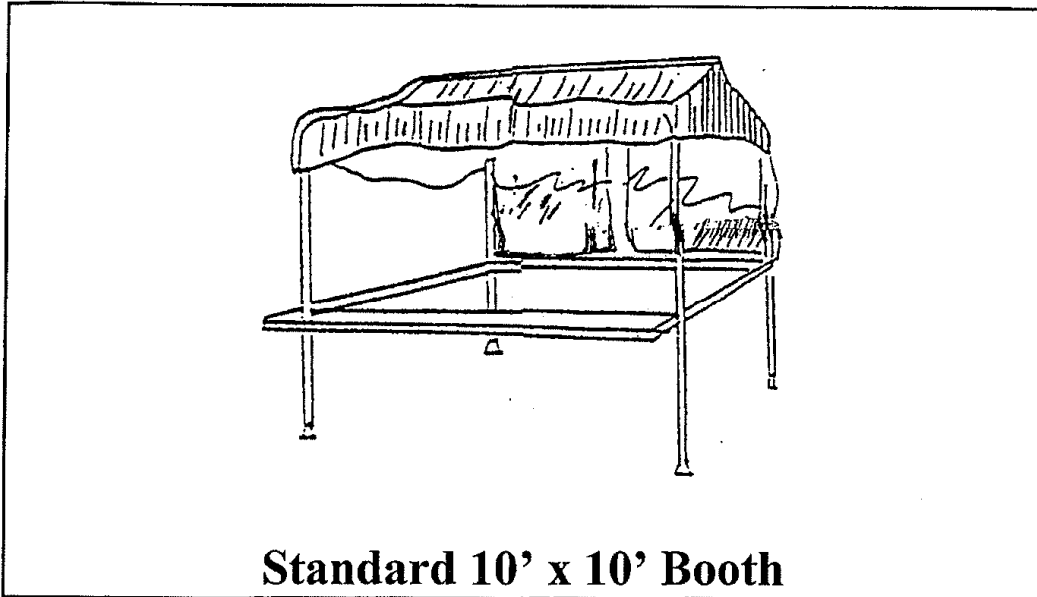
_____ Required _____ Not required

Return this form and your \$100 reservation/compliance fee to:

Colerain Summer Events Committee, Inc.
ATTN: Jennie Wehrle
4200 Springdale Rd.
Colerain Township, OH 45251
Phone: 513-315-9436 or 513-315-9970
E-mail: jenniewehrle@gmail.com

DEADLINE: June 1, 2016

2016 Taste of Colerain



Booth Fee: \$400 for the two-day event (**Must be paid by June 30, 2016**)

Fee includes: One eight foot table
One folding chair
Two Overhead electric lights
One 110V duplex outlet

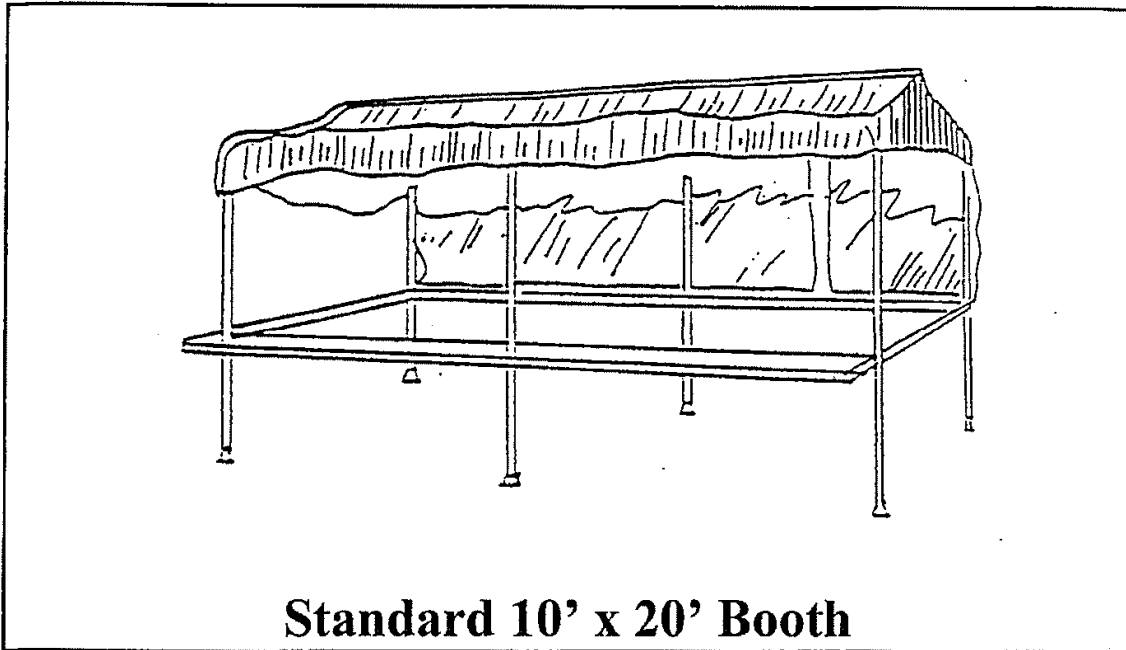
Temporary Food License: As required by Hamilton County Health Department
This is a separate fee, which will be made payable directly to them.
Cost: \$_____.

Options: Additional 110V duplex outlet -- \$50 each
220V outlet -- \$150 each

Colerain Township participants will receive a \$35 discount!

When you receive your Participant's Kit, please carefully read the information relating to Hamilton County Health Department requirements and Colerain Township Fire Department requirements as to equipment and materials you must provide for your booth.

2016 Taste of Colerain



Booth Fee: \$450 for the two-day event (**Must be paid by June 30, 2016**)

Fee includes: Two eight foot tables
Two folding chairs
Four Overhead electric lights
Two 110V duplex outlet

Temporary Food License: As required by Hamilton County Health Department
This is a separate fee, which will be made payable directly to them.
Cost: \$_____.

Options: Additional 110V duplex outlet -- \$50 each
220V outlet -- \$150 each

Colerain Township participants will receive a \$35 discount!

When you receive your Participant's Kit, please carefully read the information relating to Hamilton County Health Department requirements and Colerain Township Fire Department requirements as to equipment and materials you must provide for your booth.

INFORMATION, GUIDELINES AND REQUIREMENTS

2016 TASTE OF COLERAIN

1. Event Dates and Times

- **Friday, August 12, 2016 – 5 PM to 11 PM**
- **Saturday, August 13, 2016 – 4 PM to 11 PM**

2. Booth Information/Decoration:

- a. **Name/Location:** Your business or group name should be prominently displayed on the front of your booth, preferably **HIGH** to promote visibility. You will receive a layout diagram in July for the Taste of Colerain identifying the location of your booth. The event sponsor reserves the right to make last minute changes. Booth location will depend heavily on your power requirements and cooking equipment.
- b. **Decorations:** We recommend your booth be suitably decorated to represent your community or business interest. Place a skirt around your booth to make it more appealing. Traditionally, the best decorated booths do the best selling their product. A well-decorated booth draws the public's interest, adds to the festive nature of the event and may even win the "Best Decorated Booth" award at the Taste of Colerain! You must have your prices prominently displayed.
- c. **Booth Size:** You have the option of a 10'x10' or a 10'x20' booth. A picture and details (including cost) are presented in the participant kit.
- d. **No extra tents or awnings** may be set-up in the event area or the parking area. If you wish, a booth extension may be rented with your booth. The 10' extension off the back of the booth is an extra \$20 for the 10x10 or \$40 for the 10x20 booth. Please indicate you wish to have this on your reservation form.
- e. **Set-up:** You may begin set-up and booth decorating any time after 6:00 a.m. on Friday of the event. Allow yourself plenty of time. If you need to move heavy equipment in advance, you may do so between 4:00 and 9:00 p.m. on Thursday before the event with committee approval.
 - **Participant vehicles** and supply trucks will be permitted to operate or move through the event area until *two hours prior to the event start time*. *You must follow the traffic direction diagram and all cars must move to the right side! Please, do not block others.* **You will be permitted to have one (1) vehicle on the event site at any given time during set up.** Deliveries and pick-ups may be made

prior to and after event hours. Because we are committed to the safety of all concerned, police will strictly enforce this rule.

3. **Participant Meeting:** A mandatory participant meeting will be held on July ____, 2016 at 7:00PM in the Colerain Township Trustee Meeting Room 4200 Springdale Road. A representative of your business with decision-making ability must attend this meeting.
4. **Event Parking:** At the Participant Meeting, each booth participant will be provided three (3) vehicle-parking permits for a parking space on the event site. Please note you are prohibited from parking in the HANDICAP/MOTORCYCLE area. You must display your permit to enter designated lots and your permit must be displayed on the vehicle while it is parked. Because on-site parking is limited, we highly suggest that participants ride the shuttle busses provided by the event. These busses begin running one hour before the event starts each day and end one hour after the event's close each night.
5. **Cooking:** If you cook, you MUST cover all exposed hard surfaces with rolled roofing felt to prevent grease damage. DO NOT nail this material to the black top. There will be no exceptions to this requirement. If you are located in a grass area, hard covering, such as plywood, is recommended.
6. **Electric:** The event sponsor provides all electricity and service for the event. You may not add your own electrical source. You must list all electrical items and *the number of amps it draws* on the Electrical Requirements Form, provided in the participant kit. Each duplex outlet provides 20 amps (one duplex outlet per 10'x10' booth and two duplex outlets per 10'x 20' booth). If you require 220V service, this can be provided at an additional fee. If you experience electrical problems in your booth, notify someone at the event information booth. An electrician will be on duty throughout the event. If defective equipment causes overload problems, you will be immediately instructed to discontinue the use of the equipment. If an additional outlet is installed during the event, there will be a charge of \$100.00 per outlet.
7. **Souvenir Items:** The Colerain Township Summer Events Committee, Inc. reserves the right to sell official souvenirs. The Summer Events Committee must approve any exceptions to this rule.
8. **Beverage Items:** No beverage items of any kind are permitted for sale in food booths, unless specifically approved by the event sponsors. No alcohol may be brought on to the event site. Only the beer/wine sold by the event is permitted.
9. **Food Items to be Sold:** We suggest a minimum for two (2) and perhaps no more than four (4) items be sold per participant. Food selections should be your specialty or "hallmark" items that allow your business to distinguish itself from others. The portions should be of a "taste" quantity. We also suggest your price range be \$2.00 to \$4.00 per portion. Final menu selections shall be subject to approval by the event sponsor in consultation with the business operator so as to limit the number of booths selling the same or like items. No changes to that menu will be permitted without first consulting the event sponsor.
10. **Unapproved Food Items:** No food items other than those specifically approved by the restaurant supervisor may be offered at your booth. Packaged home-baked goods are

examples of items that will be removed from your booth and returned to you at the close of the event. **Non-food booths** - You may not sell or give away any food or drink items of any kind. Doing so puts you in direct competition with the event food and refreshment vendors. Candy treats for children, such as suckers, candy kisses, etc. are not subject to this restriction.

11. **Fees & Refunds:** Booth fees and charges for extra electrical outlets must be paid by check made payable to “**Colerain Summer Events Committee, Inc.**” by Friday, June 30, 2016. You may risk losing your booth space if you miss the deadline. A late fee of \$25.00 will be deducted from your compliance fee if a payment is received after the above dates. Due to commitments made by the event sponsor, all fees and charges are non-refundable, unless the sponsor cancels the event up until two weeks prior to the event. Weather conditions, however, will not be considered a reason for refunds.
12. **Compliance Deposit:** Each food participant of the Taste of Colerain paid a \$100.00 compliance deposit at the time of registration to insure participation in the event and compliance with the clean-up rules and other requirements as published in the Information, Guidelines and Requirements document. If all rules and regulations are satisfied, the compliance deposit can be “rolled over” to the next year or returned within 30 days after the event. Failure to comply or the creation of clean-up problems will result in forfeiture of part or all of the deposit. If the cost of clean up exceeds the compliance deposit, the participant will be billed for the excess cost with the payment due 30 days from billing.
13. **Health Department:** If you sell food, you are required to submit an *Application for Temporary Food Service License* (copy provided in participant packet) to the sponsor by June 30, 2016, accompanied by a separate check in the amount of \$_____ payable to the Hamilton County Health Department. As a service, the sponsor will file all applications for a temporary permit on your behalf. If you fail to meet the deadline, you will be required to file for the health permit on your own.
 - No one will be permitted to serve food until they have passed inspection and are licensed by the County Health Department officials. All food booth operators must be set up and ready for inspection by 2:00 PM to insure that the booth may open on time.
 - Once a booth passes inspection and your license is issued, you will be free to open at the normal, advertised event starting time. Health Department officials will be making periodic checks during the event to ensure that this will be a safe and enjoyable event for everyone.
14. **Certificate of Insurance:** Each participant must purchase and maintain such liability and other insurance that will protect the participant from claims. Minimum coverage in the amount of \$100,000 is required. Each booth operator must furnish a Certificate of Insurance by June 30, 2016, for the Taste of Colerain. Contact your P&C insurance agent and instruct him/her to provide the required certificate. **IMPORTANT: Colerain Township Trustees and Colerain Summer Events Committee, Inc. are to be named as additional insured’s.**
15. **Trash Receptacles:** Each booth is required to have a 30 or 40-gallon trash receptacle IN THE BOOTH and to supply plastic trash bags. You may not use the public trash receptacles placed around the site. Trash accumulated in your booth must be bagged and taken to the dumpster located on site. Please break down large cardboard containers to conserve space.

16. **Grease Removal:** Each booth operator is responsible for the removal of his/her own grease at the end of the day. Do NOT dump grease on the ground, in the trash receptacles, or sewers. A grease container will be available near the trash site. Violators must pay for any clean-up necessitated by improper dumping of grease in or around the event site (see #9, Compliance Deposit).
17. **Ash/Hot Coal Removal:** There will be an ash barrel available near the trash site for disposal of ash and hot coals.
18. **Clean Up Friday and Saturday Nights:** Please clean the inside of your booth of all litter after closing on Friday and Saturday nights. Large items such as bags, boxes and other disposables should be taken to the dumpster provided by the event sponsor.
19. **Change – Coins/small bills:** As an additional service, the event sponsor will provide *emergency* coin and small bill change. We do not stock sufficient coins and small bills to provide your change bank. You are responsible to see that you have sufficient change to open each day.
20. **Security:** The sponsor provides security (Colerain Township Police) during event hours and overnight on Thursday, Friday, and Saturday. Security will also be available to accompany you on cash drops during the event.
21. **Gambling:** Gambling of any kind is *not permitted*. Pull offs, games of chance or raffles qualify as types of gambling and may not be set up in or around your booth. Even if proceeds from a game or drawing are intended for a charity, we cannot allow such an activity.
22. **Giveaways:** Giveaways for the purpose of compiling mailing lists or drawing attention to your booth will be permitted provided no money is exchanged. You may post prize winners at the information booth. You may distribute promotional items from your booth only. Non-participating businesses located in Colerain Township, upon approval of events coordinator, may give items from the information booth only for patrons to pick-up, and shall not wander the grounds to distribute such materials.
23. **Hours:** Your booth must remain open and staffed during the entire event. If you close early, you will be assessed a \$50.00 fee per occurrence. If you fail to show at all on any of the days of the event, you will forfeit the entire compliance fee. If your supplies are depleted, you cannot offer any goods to your customers and you wish to close your booth, you must receive permission from one of the Summer Event Committee members before closing down your booth. Your \$50.00 fee will be waived.
24. **Cold Storage:** A refrigerated truck will be on site for participants to use. This truck is not a freezer truck. The temperature will be set to 32 degrees. Be sure to close the door behind you when you go in to the truck. The event sponsors take no responsibility or liability for items placed in the truck. A combination for the lock placed on the trucks will be given to each food vendor. This should eliminate delays in gaining access to your product during the event and facilitate deliveries on Saturday and Sunday mornings. If you require a delivery on

either of these mornings, you must notify the Restaurant Coordinator. The security guard will then be alerted about your expected delivery to avoid suspicion of possible theft.

25. Inclement Weather: Since this a “rain or shine” event, we suggest you bring a supply of plastic coverings in the event of rain. Because we cannot guarantee one canopy over 10x20 booths, we suggest that you bring enough plastic to cover the gap between the two canopies.

26. Rules for Solicitation/Campaigning/Distribution of Materials and Giveaways

- a. For safety reasons, and to facilitate the orderly movements of persons and vehicles to and from the grounds, solicitation and campaigning is not permitted in bus drop off areas, driveways, walkways, and other areas for ingress and egress of patrons. Solicitation and Campaigning is permitted in the other areas of the grounds, but participants cannot give away any items, leaflets, or other materials while wandering about the grounds.
- b. Solicitors and campaigners are permitted to distribute handouts and other materials from their own booths.
- c. Solicitors and campaigners who have not rented a booth may place or distribute their flyers and other materials in the information booth.

27. Tip Jars are not permitted.

28. Questions: For questions or problems during the event go to the information booth and the appropriate person will be contacted.