2019 RESTAURANT VENDOR PACKET

FAT TUESDAY
MARCH 5, 2019
5:30PM- 9:30PM

Mardi Gras
RENO BALLROOM
401 N CENTER STREET

Benefiting Reno Rotary Foundation
Welcome- Laissez les bons temps rouler

Dear Foodie Fanatic,

Reno Rotary Foundation invites your restaurant to participate in their 27th annual Mardi Gras Celebration, taking place on Fat Tuesday, March 5, 2019 from 5:30pm to 9:30pm at the beautiful Downtown Ballroom. This fundraising food and wine festival will feature some of the best wines, beers, boutique spirits as well as showcase some of the area’s finest restaurants and caterers all under one roof. Also, enjoy music, entertainment, auctions, raffles and dancing at this exciting event. Capturing the traditions, surprises and culinary experiences of Mardi Gras, it’s no wonder this event is Reno’s longest running Mardi Gras Celebration in the area.

Attracting nearly 2,000 attendees, this prestigious food and wine event will provide your restaurant with exceptional marketing exposure to a captive clientele, as well as foster a positive relationship of goodwill and civic support within the community. As a participating vendor, you will receive marketing opportunities including but not limited to: year-round listing on Reno Mardi Gras website, social media mentions, recognition at the event, listing and logo in program distributed to attendees, e-blast marketing, mentions in press releases and with local media, certificate of appreciation and much, much more!

There is no cost to participate. We are asking for your establishment to provide a minimum of 1,500 samples and your staff to showcase your finest culinary delights. Space is limited, and vendors will be accepted through selection of a committee to ensure exclusivity among food types. Your support of this important event will help maintain and expand education programs, community outreach initiatives and humanitarian projects locally in Northern Nevada.

We hope you will join us by participating in the 2019 Reno Rotary Mardi Gras Celebration. For inclusion consideration, please fill out the attached packet to complete registration and return it to Bruce Foster at grtdad53@sbcglobal.net or call 775.741.1714.

For more information please visit https://renorotary.ejoinme.org/mardigras2019 or contact Christi Quatro for questions at cquatro@bigfishconsultingsolutions.com

About Reno Rotary Foundation

The Reno Rotary Foundation is a 501(c)(3) (Tax ID # 88-0287496) foundation established by the Rotary Club of Reno, whose mission is to create fellowship among business, professional and civic leaders through social activities and charitable projects to meaningfully improve quality of life in the Truckee Meadows and to advance Rotary’s worldwide goals.

The Rotary Club of Reno was the first Rotary Club established in Nevada. With approximately 200 members, the Rotary Club of Reno is the largest group in Northern Nevada. Members of the club enjoy participating in various community events, as well as, the opportunity to network on a weekly basis.

Reno Mardi Gras is the club’s primary fundraiser. With the event’s proceeds and contributions from members, the club donated more than $193,000 between July 2016 through June 2017 supporting projects including: Reno Rotary Sculpture Park designed and built with City of Reno, Lemelson STEM Academy reading programs, 5th graders at Grizzly Creek Ranch Camp via Sierra Nevada Journeys, Bulb planting at Riverside Drive, WCSD Science Fair and Role Model Summit, Community Service – Career Coaching and Bell Ringing for Salvation Army to name a few.
Event Details

What: Reno Rotary Mardi Gras Fundraiser
When: Tuesday, March 5, 2019
- Event times: 5:30pm – 9:30 pm
- Vendor Times: Load-in 11:00 am/
  Load-out 10:00 pm/ ready to serve by 5:00 pm

Where: Reno Ballroom, 401 Virginia Street
Registration is FREE

Food Vendors are not charged for vendor space. We ask for the following:
- Sign up early
- Provide a donation to the silent auction
- Serve food samples the entire event to accommodate all attendees
- Get into the theme and HAVE FUN!

Sampling

Be prepared to provide sample-size servings of your food. Expected overall attendance is 2,000 guests. Feel free to add a little creole flavor or unexpected twist on your morsels to get into the Mardi Gras spirit.

Wristbands

Participating Vendors are allowed up to four (4) event passes for staff. Wristbands for staff will be distributed at vendor check-in. We will need the names of your staff members before the event. To purchase additional tickets, visit https://renorotary.ejoinme.org/mardigras2019

Cancellation Notice

This is a free to exhibit charity event where you will receive significant media exposure. Please be courteous as we are limited on space and do not want to turn down another vendor with the anticipation of your participation. Vendors must provide a cancellation by February 11, 2019.

You Supply

- Logo (JPEG format), a brief bio for use in our ongoing promotions and a link to your business website
- Event referrals to your patrons and your patrons receive 10% off ticket pricing (we will provide marketing tools)
- Business or product features you want us to promote through our social media
- Samples of your food for all attendees throughout the event
- A gift certificate or gift basket to use in our silent auction worth $50 or more
- The names of your staff helping at the event (4 per establishment)

We Supply

- Business write up with photos and your website link, featured in our ongoing promotion (website, Facebook, Twitter, etc.)
- A Reno Mardi Gras logo to use
- Promotional code for your patrons to receive their discount
- Business listing in our event program
- Comprehensive media exposure - advertising, PR, social media, website presence, announcements at event and much, much, more!
- Booth Signage
- Two draped 6-foot tables with 2 chairs, disposable plates, napkins and silverware
WHEN DO I NEED TO COMMIT MY PARTICIPATION? Please complete and return the signed participant information sheet ASAP as space is limited and to have maximum benefits from the Reno Mardi Gras marketing opportunities. To be included in the 1000 printed programs distributed at the event, we must receive your information on the checklist by Friday, February 8, 2019. Information about all vendors will also be included through social media, the Reno Mardi Gras website and emails.

WHAT DOES PARTICIPATION IN THE RENO MARDI GRAS CELEBRATION ENTAIL? You agree to donate, prepare and bring at least 1,500 tasting portions, one chef and two staff to help serve. Each vendor will have the opportunity to purchase up to 4 additional tickets for the event at a discounted rate or $50 per person. This reduced rate is only offered for tickets purchased before Friday, February 15, 2019 and you will be given a coupon code to purchase online.

IS MY DONATION TAX DEDUCTABLE? Yes. In-kind donations are tax deductible to the fullest extent of the law. Contact a qualified tax professional for more information. Upon request, we can provide you with a donation letter that you may submit for tax purposes.

IS THERE A FEE TO PARTICIPATE? No. We are grateful for your generous contribution of food, time and your presence at the Reno Mardi Gras Celebration.

WHAT ON-SITE SUPPORT WILL I RECEIVE? We will have volunteer on site that will help you get situated and underway including load-in and load-out. We will also have support from the Silver Legacy for any last-minute needs.

WHAT SHOULD I MAKE? We’re celebrating Mardi Gras, so get creative. Savory, sweet, hot and spicy!

WHAT IS THE LOGISTICS TO UNLOADING, SETTING UP AND DISMANTLING MY STATION? We’ll provide a map of the venue indicating load-in location where staff will meet you, check you in and direct you to your station. You will be provided with final instructions no later than Monday, February 11, 2019.

WHAT TYPE OF TABLE SETUP SHOULD I EXPECT? Food vendors will each have 2 (two) 6’ banquet tables complete with linens, 2 chairs and disposable napkins, plates and silverware. Please feel free to decorate with the Mardi Gras theme and have fun with it!

CAN I DECORATE MY DISPLAY TABLE? Absolutely! We encourage you to decorate to match the Mardi Gras theme. Also, don’t forget logo items, menus, signs, business cards and coupons. Reno Mardi Gras will provide a sign with your restaurant’s name.

WHAT HEAT SOURCES ARE AVAILABLE AND WHAT CAN’T BE USED? You may bring whatever equipment is necessary to serve your dish with the exception of charcoal grills or open fire (such as sternos). Electricity will be provided if requested by XX. Please note- power needs may determine your placement, as we have a maximum amount of electricity available to the building and vendors on the main path.

WHERE WILL THE EVENT AND MY PARTICIPATION BE PUBLICIZED? You will be listed on our Reno Mardi Gras website and in the programs distributed to major donors, members, invitees and guests. Food and beverage vendors will be listed on the Reno Mardi Gras website under the Food & Spirits tab with a link to your website.

WHAT ARE THE PUBLICITY NEEDS? We will need a high-res (300 dpi) photo of the chef or restaurant along with your logo in EPS or hi-res JPEG format no later than Monday, February 19, 2019 to meet the program printing deadline. If your information is not received by this date, regretfully we are not able to include you in the program, however we will be able to list you on the website. Please submit your files to Christi Quatro at cquatro@bigfishconsultingsolutions.com
Company/Restaurant Name: ____________________________________________________________
Company/Contact Name: ______________________________________________________________________
Address: ____________________________________________________________
City: ___________________________ State: ___________________________ Zip: _________________
Phone Number: ____________________________________________________________
Email: __________________________________________________________________________________________
Website: _________________________________________________________________________________
Facebook: _________________________________________________________________________________
Twitter: _________________________________________________________________________________
Business License #: __________________________________________________________________________
Number of servers attending (4 max): __________________________________________________________

Signature: ___________________________ Date: ___________________________
By signing above, I agree and acknowledge participation and to donate 1,500+ tasting samples in the 2019 Reno Rotary Foundations Mardi Gras Celebration to be held on March 5, 2019 at the Reno Ballroom. I acknowledge that my vendor table must be staffed at all times between 5:00pm and 9:30pm.

Food Choice #1
________________________________________________________________________________________

Food Choice #2
________________________________________________________________________________________

Will You need electricity? ☐ Yes ☐ No If yes, please list your equipment requirements.
________________________________________________________________________________________

We are requesting items for our silent auction. If you would like to donate, please fill out information below.
Auction Donation DUE BY February 22, 2019

Item(s) Donated: ____________________________________________________________
Value: ___________________________________________________________________________
Donation Description: ____________________________________________________________________________
Item will be (please circle one): Mailed ☐ Needs to be picked up ☐
Address where thank you can be sent: __________________________________________________________

Checklist
☐ Complete & Return Signed Participant Information Sheet Friday, January 25, 2019
☐ Fill Out & Return Health Department Forms Friday, February 8, 2019
☐ Submit Chef/Restaurant Photo, Logo & Brief 100-word Food Vendor Bio to use in promotion (photos must be Hi-Res JPEG/ Logos must be Illustrator, EPS or High-Resolution JPEG) DUE ASAP
☐ Purchase Tickets for Additional Family Members/Staff February 15, 2019

The Reno Rotary Foundation is a 501(c)(3) organization. Tax ID # 88-0287496
For more information, please contact Christi Quatro
at cquatro@bigfishconsultingsolutions.com or 775.225.6972
APPLICATION FOR TEMPORARY FOOD PERMIT

1. Event: ___________________________________________ Event Location: _________________________________________________________

2. Date(s) of Event - Start: ___________ End: ______________ Start Time: __________ End Time: __________
   (for weekly/non-consecutive events, list dates below)

3. Business Name / Foodservice Represented: ____________________________________________________________

4. Event Coordinator: _____________________________________________________ Coordinator #: ( ) ______________________

5. Coordinator Address: __________________________________________________________ City / State / Zip: _________________________________

6. Applicant’s Name: ____________________________________________ Work #: ( ) ____________________________ Home #: ( ) ______________________

7. Applicant’s Address: __________________________________________________________ City / State / Zip: _________________________________

8. Person(s) In Charge at Foodservice Site: ______________________________________________________________

9. E-mail Address of Person(s) In Charge: ________________________________________________________________

10. Location of Advance Preparation: _________________________________________________________________

11. List food item(s) to be served:

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<th>Cooking Procedures</th>
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12. DESCRIBE: Cold Holding Equip: ____________________________ Hot Cooking Equip: ____________________________

13. How food will be transported to foodservice site:

Length of transportation time to event: ____________________________ How food will be kept hot or cold: ____________________________

14. Stem type food thermometer or thermocouple available (0-220°F): YES or NO

15. Source of drinkable (potable) water: __________________________________________________________________________ Type of wastewater disposal: SEWER or HOLDING TANK

16. Type of Handwashing Facilities: (choose one) PLUMBED SINK or GRAVITY FLOW CONTAINER

(as a minimum-2 gallons water in an insulated container with a hands free spigot, a covered bucket for wastewater, pump soap container and paper towels are required)

17. Utensil Washing: PLUMBED 3-COMPARTMENT SINK or ADEQUATE SUPPLY OF CLEAN UTENSILS FOR DAILY OPERATION

18. Garbage Disposal: COVERED CANS or DUMPSTERS

19. Restroom Facilities: PORTABLE TOILETS or INDOOR TOILET

I hereby consent to inspection by the WASHOE COUNTY HEALTH DISTRICT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary foodservice requirements stated in SECTION 170 of the Regulations of THE WASHOE COUNTY DISTRICT BOARD OF HEALTH GOVERNING FOOD ESTABLISHMENTS.

APPLICANT’S SIGNATURE: ____________________________ DATE: ____________________________

PAYMENT AND APPLICATION MUST BE SUBMITTED NO LESS THAN 7 DAYS PRIOR TO START OF EVENT IN ORDER TO AVOID A LATE FEE EQUAL TO THE PERMIT FEE (not to exceed $100)