



19th Annual Bite of Beaver Island Food Festival October 5, 2019

Food Hall Registration Form

Venue: Holy Cross Church Hall

Beaver Island Chamber of Commerce
P.O. Box 5, Beaver Island, MI 49782
231.448.2505 - chamber@beaverisland.org

Chef/Group/Organization:

Contact Person

Phone _____ Email _____

Product

Description _____

Registration (advance) fee is \$30 and after September 15th \$35. A table is not considered reserved until the Registration Fee has been paid. Make checks out to: Beaver Island Chamber of Commerce and return the form to the Chamber Office.

Doors Open: Your table needs to be ready no later than NOON on October 5, 2019. On the day of the Bite the Food Hall is open to vendors at 10:00AM. The Food Hall opens to the public at NOON and closes at 2:00pm

Electricity needed? Yes/NO. You are responsible for supplying your own electrical power cord of sufficient length (minimum 60 feet)

NEW: In 2019 all Bite attendees will pay with coupons that are printed specifically for the Bite and MUST be accepted for the value noted on each coupon. NO cash transaction will take

place at any of the food or beverage stations. After the event each vendor will be reimbursed 100% for all coupons taken. Reimbursement will take place DAY OF only. No coupon reimbursement will take place after Saturday, October 5th.

For more information, questions: Please call Marijean Pike (231.448.2853) or Frank D'Andraia (231.448.2603)

BITE OF BEAVER - GENERAL ADVICE & BEST PRACTICES 2019

1. Choices, Portions and Prices:

- a. Keep the menu simple, the pricing clear and prominently display your menu offerings w/prices on your table. Use large print.
- b. Avoid overwhelming people, limit the number of selections available for Purchase
- c. Choose foods that can be served quickly, safely, and easily.
- d. Small portions are recommended, as people tend to graze at the Bite.
- e. Price your food offerings in increments of dollars and quarters.
- f. Foods and beverages priced between \$2 and \$6 sell well.

2. Table --Best Practices:

- a. Each table should have 2-3 volunteers, one of whom handles cash only. Food handlers should wear food service gloves.
- b. Tell volunteers what they need to know about portions, food selections and prices

4. Table --Appearance:

- a. Keep your table clean.
- b. Attractively decorated table with nicely presented food encourages sales.
- c. Prize (free registration) will be offered for the best decorated table.

5. Chamber Provides Vendors with:

- a. A table
- b. Access to a commercial kitchen with refrigerator, limited prep space, washing station, warming ovens and trash receptacles.

6. Chamber Provides Attendees: Forks, spoons, napkins, paper plates or to go "clam shells."

7. Hall Layout

- a. Vendor tables are located along the perimeter of the hall.
- b. Tables and chairs for attendees are located in the center of the hall.

- c. A restroom is located near the entrance to the hall.
- d. A commercial kitchen is located near the back of the hall.
- e. First aid kit is located in the commercial kitchen area.

8. What vendors need to bring

- a. Table covering.
- b. Utensils - Serving spoons and tongs.
- c. Plastic wrap to protect items from contamination.
- d. Paper towels for spills and clean up.
- f. Extension cord(s) if needed.
- g. Cleaning supplies and hand sanitizers and/or disposable wipes.
- h. Food service disposable gloves.
- i. Vendors must provide and prominently display signage that (1) identifies the group/organization who reserved the booth and (2) clearly display prices for all items for sale.**

9. Clean up: Leave the area as clean as it was at the beginning of the event.
Wipe down and disinfect tables and remove trash.

10. Food Safety

- a. Maintain a high degree of personal cleanliness.
- b. Insure basic food serving best practices are followed. See Food Safety at Fairs and Festivals: <https://www.cdc.gov/features/fairsandfood/index.html>

11. Set Up: Doors open at Noon, vendors may begin set up at 10:00AM Saturday morning and at that time vendors will find out where their table is located.
Staff will be available to answer questions during setup.

12. Attendance: Between 175-250 people are envisioned attending the Bite.