

SAMARITAN CAREGIVERS

21st Annual Chocolate Celebration Guidelines

Event Date: Friday, May 5, 2023, 11 am - 2 pm
First Church of the Nazarene
2734 S. Washington, Kokomo, IN 46902
Corner of Lincoln & Washington

Set-Up: 1-3 pm Day Before Event (Thursday)
8 - 9:30 am Day of Event (Friday)

Takedown: 2 pm Day of Event (Friday)

➤ WHAT WE PROVIDE

- 1000+ chocolate lovers
- 1--6' table/2 chairs or 2---6' table/4 chairs; tablecloths & skirts
- Limited number of electrical outlets
- Shopping bags for attendees
- Tabletop sign with your business name
- Tabletop bags to collect event tickets
- Sell items at your booth (do not have to be chocolate)
- Publicity, posters & flyers
- 1st place prize ribbons & 2nd place certificates - Critics Choice (baked, beverage, candy & misc); Best Table Display - 1st place Newcomer Award (1st year at event); 1st place People's Choice (most tickets redeemed).

➤ WHAT YOU PROVIDE

- \$50 booth fee (1-6'table/2 chairs) OR \$70 booth fee (2-6'tables/4 chairs)
- 200+ servings of a chocolate item - good value for \$3.33 (tickets = 3/\$10)
- Table decor
- Paper items & utensils to serve your chocolate item(s); to-go containers
- Two people to work at your booth
- Compliance with Howard County Health Dept guidelines

THERE MAY STILL BE SPECIAL GUIDELINES OR REQUIREMENTS DUE TO THE PANDEMIC. ADDITIONAL INFORMATION WILL BE AVAILABLE CLOSER TO THE EVENT. THANK YOU!

FAQs

- Reserve your space by returning the Participation Agreement & \$50 or \$70 (plus Health Dept fee if applicable---specifics below) or register/pay with credit card at www.samaritancaregivers.org. The registration form may also be printed and sent in with a check for your booth fee. Need an invoice? One will be mailed upon request.
- **Registrations must be completed by noon, Friday, April 21. After this date no registrations/refunds will be processed.**
- Tablecloths and skirts will be different colors by section.
- Need electricity? Note specifics on the Participation Agreement.
- Tickets are sold by Samaritan Caregivers before and during the event, 3/\$10. A ticket may be redeemed for the chocolate selection offered by each booth. You will have a ticket bag for your table and each ticket you redeem goes in your bag. Tickets are picked up by volunteers at regular intervals.
- **Set up day before event (THURSDAY) main entrance 1 - 3 pm AND/OR day of event 8 a.m. Set up complete by 9:30 a.m.** so that volunteers may pick up judging samples and business delivery items beginning at 9:30 a.m. Volunteers place tickets in your ticket bags for the business delivery items. You do not receive a ticket for the item to be judged. Even if you bring several different items to redeem for a ticket ONLY ONE ITEM may be judged. It MUST BE one of the items offered to the public for a ticket.
- **DAY OF EVENT VENDOR CHECK IN & UNLOADING EAST ENTRANCE ONLY.** Main Entrance will remain locked until 11 am. Volunteers and extra carts will be there to help. After unloading, move your vehicle to vendor parking lot (IUK lot accessible from LaFountain St.) Follow the signs.
- Judges begin walking around at 10 am to judge "best table presentation". The tasting portion of the judging begins immediately following their walk around. Ribbons for 1st and certificates for 2nd place will be given for "best table display", "critics' choice" (baked, beverage, candy & misc.) and 1st place for "people's choice" (most tickets redeemed) and "newcomer award" (first year at event).
- **Item(s) redeemed for a ticket must contain chocolate and be for only ONE ticket.** Sell other items and keep the revenue. These items do not have to be chocolate.
- Due to COVID-19 please do not bring samples.
- **Take down is when the event ends at 2 p.m.** Even if you run out of items for a ticket, please stay until 2 pm to maximize your marketing and the customers' experience. Trash containers are provided near your booth. PLEASE tear-down any boxes you leave.
- The Grace United Methodist Women will be selling lunch items to be determined, coffee and water in the Family Life Center from 11 am - 1 pm or while supplies last. Vendors may access the food court from 10:30 - 11 prior to the public being admitted to the event.

- If you do not have a Howard County Health Department permit, please note the following to determine whether a temporary Howard County Health Dept permit is required.
 - There is a \$20 charge for a Howard County Health Dept temporary permit. This covers the fee for the permit and the completion and processing of the permit application. Samaritan Caregivers is the Event Coordinator and will complete & submit all paperwork & fees. Before the event begins, the Howard County Health Dept. will inspect vendors who need a temporary permit. Temporary permits are issued following the inspection before the event begins.
 - All items must be prepared in a permitted kitchen. No food preparation is allowed in a private home kitchen. Please check the office for assistance in finding a permitted kitchen in Howard County.
 - Nonprofit organization? **No permit needed but provide 501 (c) (3) determination from the IRS AND cannot serve food more than 15 days per calendar year.**
 - For profit business outside Howard County? **All for-profit businesses outside Howard County are required to have a temporary permit from the Howard County Health Dept. regardless of whether they have a permit in their county.**
 - For profit business in Howard County? **All for-profit businesses in Howard County without a permit (i.e. non-food related businesses) must obtain a temporary Howard County Health Dept. permit and make their chocolate item in a permitted kitchen.**
 - **Several businesses find a local permitted food establishment to be their partner.** The business pays the booth fee and the food establishment provides the chocolate item made in their permitted kitchen. No temporary permit is required by the business.
 - Still not sure whether you need a temporary Howard County Health Dept. permit? Please call Samaritan Caregivers and discuss with Jamey.