

SAMARITAN CAREGIVERS

17th Annual Chocolate Celebration Guidelines

Event Date: Friday, February 1, 2019, 11 am - 2 pm
*First Church of the Nazarene
2734 S. Washington, Kokomo, IN 46902
Corner of Lincoln & Washington*

Set-Up: 8 - 9:30 am Day of Event

Takedown: 2 pm Day of Event

➤ WHAT WE PROVIDE

- 1000+ chocolate lovers
- 6' table/2 chairs & fabric skirt & tablecloth
- Limited number of electrical outlets
- 16x6x12 shopping bags for attendees
- Tabletop sign with your business name
- Tabletop bags to collect event tickets
- Sell items at your booth (does not have to be chocolate)
- Publicity, posters & flyers
- 1st, 2nd & 3rd prize ribbons - People's Choice, Critics Choice (baked, beverage, candy & miscellaneous) & Best Table Display

➤ WHAT YOU PROVIDE

- \$60 booth fee (1-6'table/2 chairs) or \$80 (2-6' tables/4 chairs)
- 200+ servings of a chocolate item - good value for \$2.50
- 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

□ **NEW THIS YEAR** - note changes in red on next page

FAQs

- Reserve your space by registering/paying 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.
- No registrations or refunds will be allowed after January 23.
- Only registrations for 1 table/2 chairs will be accepted after January 1.
- Each section will have the same fabric skirt color, to be determined by early January.
- Need electricity? Note specifics on the participation agreement.
- Item(s) redeemed for a ticket must contain chocolate and be for only ONE ticket.
- Sell items and keep the revenue. These items do not have to be chocolate.
- Tickets are sold by Samaritan Caregiver representatives before or during the event, 2/\$5. Each ticket is redeemed for whatever chocolate selection is offered by each booth. You will be provided with a ticket bag for your table. Tickets are picked up by volunteers at regular intervals. The number of tickets redeemed is how "People's Choice" (most servings sold) winner is determined.
- Set-up begins at 8 a.m. and should be completed by 9:30 a.m. Customers may not access vendors or the food court prior to 11 am. Volunteers will pick up judging samples and judges will be judging table presentation from 9:30 - 10:30 am. Items for judging should be ready for pick-up by 10:30 am.
- Judging begins at 10 am so ribbons can be awarded during the event. Ribbons for 1st 2nd & 3rd place will be given for "best table display", "critics' choice" (baked, beverage, candy & misc.) and "people's choice." Even if you bring several items to redeem for a ticket, select ONLY ONE ITEM for judging. It MUST BE one of the items offered to the public for a ticket.
- Booth check-in is at Entrance A. After check in, unload at Entrance A, B or C, whichever is closest to your space. Volunteers will be there to help. After unloading, PLEASE move your vehicle to the vendor parking lot area, the IUK lot accessible from LaFountain St.
- Free samples attract more people to your booth. Samples should be in soufflé cups, on picks or served with a gloved hand or tongs as per Health Department regulations.
- 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 soups and sloppy joe sandwiches, coffee and water, in the Family Life Center from 11 am - 1 pm or while supplies last. Vendors may access the food court after 10:30 am.