

A TASTE OF METRO SOUTH Wednesday, April 24, 2019
Participation Agreement
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Company Information

Please print clearly in the spaces below.
Information will appear on event promotional pieces and signage.

Company Name: _____

Contact Name: _____ Contact Email: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Fax: _____ Website: _____

Has your company or organization exhibited at *A Taste of Metro South* in the past?

Yes

No

_____ Number of years

Your restaurant's specialty to be served or your organization's planned use of table:
(Description will be used in promotional materials.)

Representatives Staffing Table:

(If contact name listed above is staffing your table please list the name again below. A \$35 per person fee for additional staff beyond three people. **Sorry, NO EXCEPTIONS**)

1. _____ 2. _____ 3. _____

Electricity:

_____ **Yes, I will need electricity** _____ **No, I will NOT need electricity**

(Access to electricity is **limited** and will be available on first come, first serve basis and will be a determining factor in your location. You must provide your own extension cord(s) and tape to affix wires safely to the floor. Extension cords will not be provided and are not for rent. The use of large crock-pots and multiple outlets is discouraged and must be requested in advance.)

Certificate of Insurance:

_____ **Yes, Certificate is enclosed** _____ **Pending, Certificate requested**

All restaurants and participating vendors **must** provide a Certificate of Insurance.

(See #6 of Rules) Certificate must be mailed or faxed to the Chamber office by **April 12, 2019.**

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Category & Cost of Participation:

Full-service/take-out restaurant or catering company planning to serve your specialty food items.

_____ Chamber of Commerce Member / Non Member **No Fee**

**Community, Cultural Organization, or Non-Restaurant serving food items.
(Limited space available, waitlist may apply)**

_____ Chamber of Commerce Member **\$199** / Non Member **\$399**

**Community, Cultural Organization, or Non-Restaurant displaying literature only.
(Limited space available, waitlist may apply)**

_____ Chamber of Commerce Member **\$399** / Non Member **\$599**

Call Lexi at the Chamber office if you have any questions (508) 586-0500 ext. 231

Payment (if applicable):

_____ **Check enclosed** _____ **Cash** _____ **Please Invoice**
Credit Card: _____ **Exp** _____ **Code** _____

Billing address: _____

In order to plan a successful evening and to ensure the enjoyment of all participants we agree to abide by the guidelines set forth by the Planning Committee for *A Taste of Metro South*. Any special requirements must be put in writing. I have read and understand the *Rules Governing the Event* detailed in the attached packet of information.

Restaurant Representative's Signature

Title

3 Easy Ways to Register!

1. Simply fill out both pages and fax to 508.587.1340
2. Mail to: Metro South Chamber of Commerce, Sixty School Street, Brockton, MA 02301
3. Email: Lexi Reinertson areinertson@metrosouthchamber.com

Please contact the Chamber to confirm receipt of all faxes and mail.

Metro South Chamber of Commerce
A Taste of Metro South

Rules Governing the Event

1. Location: The Shaw's Center, One Feinberg Way, Brockton, MA
2. Date: **Wednesday, April 24, 2019**
3. Time: Set-up: 3:15 p.m. - 5:00 p.m.
As noted from prior years, set-up time is ample to complete a display. Guests are known to arrive before the official start time of 5:30 p.m. so please comply with set up time.
Event: 5:30 p.m. - 8:00 p.m.
Efforts will be maintained to increase traffic flow and minimize waiting lines.
Break Down: 8:00 p.m.
Participants are required to dismantle their displays immediately following the event at 8:00 p.m. No displays may be dismantled prior to this time. Exhibitors are responsible for clean up and disposal of trash to designated areas.
4. Entrance: Materials should be carried through the front entrance of the Shaw's Center. No cars may be left unattended in back of the building. After unloading, please park your vehicles in the designated parking lot. If you are bringing large or heavy items, you may use the service entrance. Volunteers will be on hand to direct you.
5. Exhibit Information:
 - A. All displays will be set-up based on a floor plan designed to ensure equal visibility to all participants. The Chamber planning committee will determine locations of specific displays based on the overview of what is offered and the convenience to the guests. If special requirements are needed, they must be in writing prior to the event.
 - B. A Chamber staff member or volunteer will assist you in locating your pre-assigned station. Stations cannot be changed before or during set-up time.
 - C. Carts, hand trucks, dollies, etc. will be your own responsibility.
 - D. **A limited amount** of paper plates, napkins, and plastic utensils will be provided, please plan to bring items necessary to serve your food to the guests. Any other disposable items needed to present your food offering will be your responsibility.
 - E. Each participating restaurant/organization will be responsible for cleaning up its display location at closing time and disposal of trash to a designated area.
 - F. Display set up cannot interfere with the visibility of neighboring displays. The Chamber will provide white tablecloths and a simple sign for each display. Additional signs or banners may not be hung on walls and should be freestanding behind your display.
 - G. Each restaurant/organization will be assigned to a six-foot display table. The Chamber will provide tables for the restaurant's prep station. Some prep stations will be shared with other restaurants.
 - H. Please bring necessary equipment to keep your food item at the proper temperature. Ice is not available from the facility.
 - I. Because electrical outlets are very limited, we will assign outlets on a first-come basis. If you need electricity, you must make a note on your agreement form or call the Chamber office. You will need to supply your own extension cords. No cords will be available from either the Chamber or The Shaw's Center.
 - J. Audio levels at the display table must be kept to a reasonable limit.
 - K. **Sales of promotional or food items and solicitations for donations are prohibited. Orders may be taken for merchandise sales.**
6. **Certificate of Insurance:**
Participants will be **REQUIRED** to provide proof of insurance coverage naming **the Metro South Chamber of Commerce, The Shaw's Center and the City of Brockton as additional insured** for the night of the event. Standard coverage includes comprehensive liability insurance against all claims, demands or actions for injury or death of person or property to the limit of not less than \$1,000,000 per occurrence. Your insurance carrier or agent can provide further information.
7. The Chamber has the right to decline or prohibit any exhibit or portions thereof, and to permit only such matters of conduct as shall be approved by it. The Chamber will forbid the installation of any exhibit not approved by it.
8. Exhibitors must comply with all local laws, rules regulation and ordinances in force.
9. The Metro South Chamber of Commerce shall have full power to interpret and/or amend these rules and regulations, which in its discretion shall be in the best interest of the event. The decision of the Chamber must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.
10. If you have any special needs, concerns or questions please contact Lexi Reinertson, Program and Events Director at the Chamber office at (508) 586-0500 ext 231.