



Hurry this event sells out fast...
EPICUREAN EVENING 2018
'A Taste of Space' at Space Center Houston
TUESDAY, APRIL 3rd
6:30 p.m. - 9:00 p.m.



PARTICIPANT: _____
(PRINT YOUR COMPANY NAME AS IT IS TO APPEAR ON YOUR BOOTH SIGN)
CONTACT: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE NUMBER: _____ EMAIL: _____
WEBSITE: _____ (FOR PROMOTIONS)

NUMBER OF BOOTHS YOU WANT: _____ (SINGLE, DOUBLE, TRIPLE)

ENTERTAINMENT AT YOUR BOOTH (limited space available first come first serve): YES _____ NO _____
(See Fact Sheet for guidelines and regulations regarding all entertainment)

I/we hereby agree to participate in the Epicurean Evening 2018 to be produced by the Clear Lake Area Chamber of Commerce on Tuesday, April 3rd at Space Center Houston. I/we understand and agree to the following:

FOOD BOOTH CHAMBER MEMBERS - Payment of \$150.00 is due by February 15, 2018, with this application and covers booth set-up, (10'X10') booth, pipe and drape (vinyl), 2 tables w/vinyl cover. All participants are expected to fully comply with all rules and regulations herein set forth. All participants must leave a completely clean booth area after the event and are not allowed to tear down and/or leave the event before 9:00 p.m.

FOOD BOOTH NON-MEMBERS - Payment of \$200.00 is due by February 15, 2018, with this application and covers booth set-up, (10'X10') booth, pipe and drape (vinyl), 2 tables w/vinyl cover. All participants are expected to fully comply with all rules and regulations herein set forth. All participants must leave a completely clean booth area after the event and are not allowed to tear down and/or leave the event before 9:00 p.m.

BEVERAGE BOOTH (NON-FOOD & NON-ALCOHOL) PARTICIPANTS/CONTRIBUTING SPONSOR - Payment of \$500.00 is due with the application. The participant will receive a (10' X 10') booth, pipe and drape (vinyl), 2 tables w/vinyl cover. The product will also be provided to the participant for distribution.

(INITIAL) SILENT AUCTION DONATION REQUIRED: To increase your visibility at the event your donation for the silent auction must have a minimum value of \$50.00.

(INITIAL) MANDATORY: A participants meeting will be held on THURSDAY, MARCH 29, 2018 at 3:00 p.m. at SPACE CENTER HOUSTON. I/we agree to attend or send at least one representative.

An electrical outlet is available on a LIMITED basis for a non-refundable fee of \$25 due with this application. I/we will _____ or will not _____ require the use of one electrical outlet. I/we understand that only one outlet will be provided to me/us or any exhibitor requiring electricity, amount of amps needed is _____. I/we agree that I/we will not change this request. Thank you for your participation and cooperation!

SIGNATURE: _____
MAKE CHECK PAYABLE TO: Clear Lake Area Chamber of Commerce ATTN: SHARI SWEENEY
1201 NASA Parkway, Houston, TX 77058; PHONE: 281/488-7676 FAX: 281/488-8981 shari@clearlakearea.com

DATE PAID: _____ AMOUNT:\$ _____ CHECK # _____ CASH _____

SEE YOU MARCH 29th at the PARTICIPANTS meeting at SPACE CENTER HOUSTON at 3:00 p.m.



FACT SHEET

“A Taste of Space”

EPICUREAN EVENING

TUESDAY, APRIL 3, 2018 - 6:30 p.m. – 9:00 p.m.
SPACE CENTER HOUSTON

The Clear Lake Area Chamber of Commerce is once again presenting an Epicurean Evening to promote NASA/Clear Lake/Bay Area Houston Area, as well as our food and beverage establishments, and to provide financial support for the Chamber's vast and various programs.

ANTICIPATED NUMBER OF PARTICIPANTS

Restaurants, Caterers, Grocers, Hotels & Refreshment Booths: 45 to 50

ANTICIPATED ATTENDANCE - 2,500

PROMOTIONS

Social Media Facebook, Instagram, Twitter, etc...
Local media including The SCENE Magazine
Horizons monthly Chamber Newsletter
Chamber website www.clearlakearea.com.com
Press releases
Posters

*** Provided your application and check are submitted before media deadlines starting February 15, 2018.**

TICKET SALES

Cost: Pre-sale - \$35.00 each or \$40.00 each at the door
Children 4 years to 12 years - \$10.00. Children 3 years and under free.
♦♦ Group discounts available ♦♦

Distribution and Sales available online at www.clearlakearea.com or at the Clear Lake Area Chamber of Commerce office.

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FOOD BOOTH DETAILS

CHAMBER MEMBERS - Payment of \$150.00 is due by February 15th with this application and covers booth set-up, (10'X10') booth, pipe and drape (vinyl), 2 tables w/vinyl cover. All participants are expected to fully comply with all rules and regulations herein set forth. All participants must leave a completely clean booth area after the event and are not allowed to tear down and/or leave the event before 9:00 p.m.

NON-MEMBERS - Payment of \$200.00 is due by February 15th (booth availability) with this application and covers booth set-up, (10'X10') booth, pipe and drape (vinyl), 2 tables w/vinyl cover. All participants are expected to fully comply with all rules and regulations herein set forth. All participants must leave a completely clean booth area after the event and are not allowed to tear down and/or leave the event before 9:00 p.m.

Beverage Participants/Contributing Sponsor – Payment of \$500.00 each. Beverage products are provided to the participant for distribution during the event.

Booth Specifications – Draped booth size is 10' X 10' with back side 10' wide X 8' high; sides are 3' X 10'. Booth drapery is vinyl and will not support weight. Heavy decor must be self-supporting. Black vinyl drape, white table covers with black skirting will be provided.

All Booths Include:

Two 8' Banquet Tables with vinyl cover & skirting.

Trash containers provided at each booth. No liquids to be put in the trash containers. The dumpster will be located outside. Please dump the trash from your booth!

Signage: 1 - 40" x 7" red with white lettering provided at each booth.

*****Please leave your sign in your booth after the event.*****

One 110v outlet - (20 amps) is available in a designated area only, for an additional \$25.00 fee, upon request with your booth entry payment. You will need to provide your own extension cord at the event.

Booth Structures – Any built structure in a booth space must be approved by the Space Center Houston officials no later than February 15, 2018. Plans including size, building materials, and amount of time to build the structure must be submitted in writing. Structures must be carefully disassembled immediately after the event. Any damage to the floor, walls or exhibits at Space Center Houston will be at your own expense.

ENTERTAINMENT

Entertainment at your booth is permitted on a first come first served basis with limited space available. The entertainment must be approved by the Epicurean Evening committee and Space Center Houston officials. You will be given security wristbands at the Participants' Meeting for your entertainment and **NOT MORE THAN 10 ENTERTAINERS WILL BE PERMITTED** in your booth. Entertainment space is available for purchase at \$75 per 5' X 10' space. Due to Fire Marshall Regulations all entertainers **MUST** be inside your space while performing. If this regulation is violated you will be asked to stop your entertainment and the entertainers will be asked to leave the event.

SILENT AUCTION DONATIONS REQUIRED

The silent auction during the event is a popular part of Epicurean Evening each year. To increase your visibility, you are required to bring a silent auction donation with a minimum value of \$50.00. The Epicurean Evening committee will pick up your gift certificate or item at the **Participants' Meeting on March 29, 2018 at Space Center Houston.**

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ACCESS - SET UP TIME & USE OF ENTRANCES

TUESDAY, APRIL 3, 7:30 a.m. to 10:00 a.m. You will be assigned a loading zone to allow for a more efficient booth set-up. Thank you for your cooperation with set-up.

Absolutely no large items or food may be brought into Space Center Houston between 10:00 a.m. and 4:30 p.m.! So don't be late for your scheduled set-up time!

You will need to provide your own dollies with clean, tile friendly wheels; Space Center Houston's dollies are not available for use.

To bring in food (after 4:30 p.m.) or any booth decorating items, use only the loading zone that was assigned to you. **DO NOT COME THROUGH THE FRONT ENTRANCE!** Please note: this area is for loading and unloading only. You must park your vehicles in the parking lot (do not leave at doorway) when they are not in use. **During set-up and the event, please be observant of the load-in-area parking and don't leave your vehicle unattended, blocking the service entrance. This will enable everyone to set up in a timely matter. *Please note: In order to be eligible for judging, your booth must be completely set-up by 5:30 p.m. Additional information regarding the judging process will be presented at the participants' meeting.**

BOOTH LOCATION MAP

A map of the booth locations will be provided to you at the March 29th Participants' meeting.

PERTINENT INFORMATION

Each participant will be given **(6)** security wristbands at the participants' meeting for your staff to wear prior to and during the event. There will be **NO ENTRY INTO THE FACILITY AT ANY TIME WITHOUT A WRISTBAND.** Participants will not need to purchase tickets for the event as long as they are wearing a wristband. Up to five (5) additional wristbands can be purchased at a discounted rate of \$10 each. **Remember Epicurean Evening is a Fundraising event.**

An outside location will be provided upon request for smokers or smokers in the employee break area behind Space Center Houston. No cooking will be allowed in the building.

Water will be available outside at loading area.

Minimal electricity available, for an additional fee, for presentation purposes. Try to use alcohol for warming, to sauté, etc.; sterno chafers and warmers are acceptable.

You are encouraged to do special promotions of any kind, i.e. offer discount coupons, giveaways, miniature menus, etc. You are allowed to promote your business all day Thursday to Space Center Houston guests. **No food can be given out during the day.** Food will be given to the Judges starting at 5:30 p.m. and the Special "Early Entry" Wristband wearers starting at 5:45 p.m. Doors open for General public at 6:30 p.m.

Provide **approximately 500 to 700 "tastes" or "samples"** of your specialty or menu items for the adequate promotion of your business.

NO ALCOHOLIC BEVERAGES OF ANY KIND CAN BE BROUGHT INTO THE BUILDING BY PARTICIPANTS FOR CONSUMPTION – SPACE CENTER HOUSTON AND THE CHAMBER WILL PROVIDE ALL BEVERAGES INCLUDING BEER, SOFT DRINKS AND WATER.

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Adequately staff your booth with personnel, serving equipment and eating utensils, etc. Additional equipment may be rented from **One Stop Tents & Events**. To place orders call **281-338-9898**.

JUDGING

Decorate your booth for judging. The categories are: **showmanship** (the overall atmosphere and attitude of your booth participants - is your staff having fun?), **creativity of booth** and **presentation of food** (not the taste of your food). Also, the **“Out of This World” award** will be presented to the booth that has the highest score combined from all three categories. Remember, the Theme is: “A Taste of Space”.

Space Center Houston Operations and the Epicurean Evening Committee will determine booth location assignment. The booth placement is on a first-come-first-served basis. However, other factors are considered such as: electrical needs, booth size, entertainment and traffic control. The decision of booth placement will be final in all matters regarding the event.

Thank you again for participating in Epicurean Evening “A Taste of Space”. We hope that these guidelines will ensure a great experience for you and your staff.

For additional information or questions, you may contact:

Shari Sweeney, Vice President, Clear Lake Area Chamber of Commerce
281/488-7676; Cell # 281/610-1056; shari@clearlakearea.com

Matt Wev, Chairman, Stuttgarden Tavern Kemah
Cell # 281/901-2251