



Restaurant Participation Information

Jazzoo 2010

Friday, June 4, 2010

www.jazzookc.org

Each Restaurant/Caterer will be provided the following benefits & supplies:

- Four (4) individual Jazzoo tickets (\$ 700 value)
- Six (6) wristbands. *Working staff must wear wristband for admittance into Zoo.*
- Six (6) Jazzoo caps
- One (1) lighted restaurant sign
- One (1) 10' x 10' tent awning
- One (1) 8' serving table with tablecloth and skirt
- One (1) 8' work/prep table
- Paper goods (Must be pre-ordered by event organizers)
- Inclusion in pre-event publicity, print advertising, website and program
- Electricity – if you require electricity, please specify the number of amps needed.
This must be pre-ordered prior to the event. Please fill out Electrical Form !
- Ice – (Must be pre-ordered on Response Form)
- Hand washing station (shared with 2-3 other restaurants)
- One (1) “*No Smoking*” sign and one (1) “*Raw Food Advisory*” sign if applicable.
- Fire extinguisher

Note: if you are using a large truck or trailer for load-in/out or a grill for cooking, please call your restaurant committee person in advance for arrangements. We are only able to place you in certain areas !

Before the Event:

Health Department Meeting

You will be required to attend a mandatory Kansas City Missouri Health Department meeting. **It will be held in April at the Kansas City Zoo.** Date to be announced.

Restaurants that do not attend this meeting must go to the health department on their own time for approval.

On or before this meeting you must provide to your restaurant committee person:

- A valid copy of your certificate of insurance, with Jazzoo as additional insured (\$1,000,000 minimum required) 6800 Zoo Drive, Kansas City, Mo 64134
- A health authority permit from your jurisdiction if you do not operate within the city of Kansas City, Missouri
- Completed Jazzoo Commitment Form
- Completed Jazzoo Response Form
- Completed Health Department Form
- Completed Electrical Form (if applicable)



At the Event:

1. Remember to bring with you...

- Servings / bites of 1,500 menu items to be served **from 6:30 – 11:00.**
(Remember the attendance is 5,000 + with 80 +/- food booths)
- Cooking and warming equipment
- Cooking thermometer
- PH strips for testing sanitizer
- Cookware and cooking/serving utensils – plus extra back up utensils
- Grills – **must have a hinged lid – No exceptions!**
- Personalized decorations for your booth
- Sanitizer squirt bottles filled and ready to use
- Potable water for chaffing dishes
- Work, cooking and serving gloves
- Jazzoo caps (provided) or other hair covering
- Sanitizing wipes

2. Check in Process

As you can imagine, getting 80 +/- restaurants loaded in for the event is always a challenge. Please show up at your assigned time and we appreciate you being patient with us. We will do everything we can to make load-in smooth.

- We will have volunteers to assist you with the move in process.
- Please drop supplies/food at your location and move your vehicle **as soon as possible.** This allows others to get in and unload also keeping traffic moving.
- Please make sure that your staff is wearing their wristbands all night, especially when showing up to check in. No one admitted without wristband !
- You will be assigned one parking spot inside the Zoo for one (1) vehicle per restaurant. We strongly encourage you to use only one vehicle. Parking for additional cars will be outside the Zoo. Staff and signs will direct you to your assigned lot.

3. Load in times

Load in and set up will be staggered at Jazzoo '10 to alleviate congestion. You will be assigned to one of the following arrival times and gates based upon your booth placement.

Please note load in times !

Load in times are as follows:

2:30 – 3:15 p.m.

3:15 – 4:00 p.m.

4:00 – 4:45 p.m.



4. Booth inspections

Health inspections start **promptly at 4:00 p.m.** Please know the Health Department will require you **NOT** store food or goods on the ground. We suggest you bring extra crates to store your goods on.

5. Booth Decorating Contest

Judging for the decorating contest will begin promptly at 5:15 p.m. and you are automatically entered. Our judges will critiquing overall incorporation of theme, creativity, and execution.

6. During the Event

- The event starts **promptly at 6:30p.m.** The VIP guests will be allowed to enter at this time prior to general public. **At 7:30 p.m. all remaining guests enter.**
- Remember: please make sure you have a cooking thermometer at your booth along with a container of sanitizing solution and wipes. Mixture solution recommended by Health Department is **1 tablespoon bleach to 1 gallon water.**
- If you need more supplies during the night (napkins, plates, etc.) please ask one of our restaurant ambassadors for assistance.
- Those of you that ordered ice will be able to pick it up at the gate from the ice truck on site and will be restocked during event by asking restaurant ambassador.

After Event Cleanup:

- Breakdown begins at 11:00 p.m. and not before.
- At this time you will be able to *walk* your supplies to your parked vehicle.
- Remember, you will only be able to park one vehicle per restaurant on Zoo grounds. All others will be required to park outside zoo gate.
- There is a plastic container under your table. This is reserved for the end of the evening for you to put extra food/waste into. **Please do not dump waste onto the ground, as we must have the Zoo clean by 9 a.m. on Saturday for guests. This container is property of the Zoo. Please leave it under your table.**
- Please leave rented equipment provided by the Zoo at your location as we are charged for any missing equipment. This includes fire extinguishers, linens, extra paper goods, and anything else.

Again, thank you for your participation in Jazzoo 2010!

Please advise your Jazzoo restaurant committee contact of any special needs or requests:

Jack Bonar

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Lynn Nevins

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Phone: 913.927.9900

Fax: 913.825.4396



Jazzoo 2010 Restaurant Benefits!

Perks & Promotions:

Jazzoo Tickets. You will receive FOUR Jazzoo tickets (a \$ 700 value!) to use however you wish. Treat yourself, entertain VIP clients or reward valuable employees.

Free advertising in leading KC publications such as:
(subject to change due to media availability)

The Kansas City Star

The Independent

The PITCH

SPACES

435 SOUTH Magazine

Kansas City Homes & Gardens

The Restaurant Guide

Expeditions – (A Friends of the Zoo publication)

MORE website advertising. Your logo, listing and link to your website, and additional information on your venue listed on www.jazzookc.org & www.kansascityzoo.org

Inclusion in printed Jazzoo materials. Restaurants who sign up in time for print deadlines will be listed on the invitation, program, tray maps and *Save the Date* publicity.

Additional Collateral Materials

- **Promotional 5X7 sign** to place at your venue acknowledging your participation.
- **Enter to WIN!!** Your restaurant will be included in a drawing for a “Behind the Scenes” tour of the Zoo for 6 that includes lunch. 2009’s winner was Gates B B Q, Kansas City.

Public Relations Program. Your venue will be included in Jazzoo press kits that will be distributed to all major suburban publications, local television and radio.

Booth Decorating Contest Spice up your booth for our 2nd annual decorating contest. Coordinate to our theme (this year “A Night to Chill” for our new polar bear) or the ambiance and decor of your venue. \$1,000 in prize money up for grabs ! \$500 for 1st place, \$300 for 2nd place, & \$200 for 3rd. Decorating winners for Jazzoo '09 were – 1st Argosy Casino, 2nd T-Rex, & 3rd, Metro / Cuisine Catering. Please limit your allowable decorating budget not to exceed \$500.

At the Event:

Easier access and close parking. Your team will have easy access and parking on grounds for ONE vehicle to make loading and unloading food and supplies easier than ever.

(6) Wristbands for restaurant staff members **working** at Jazzoo.

(6) 2010 Jazzoo logo'd hats for you and staff.

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Restaurant Commitment
Jazzoo 2010 - Friday June 4, 2010
Yes, we want to participate & help celebrate!

Participating restaurants are recognized in year-long event advertising. So, the sooner you sign up, the sooner your business will be included. Jazzoo '09 restaurants were featured in: *The Kansas City Star*, *PITCH Weekly*, *Kansas City Homes & Gardens Magazine*, *The Independent*, *The Restaurant Guide of Kansas City*, & *Spaces* as well as being linked and listed on the Jazzoo website at www.jazzookc.org.

Full name of restaurant/caterer (please print): _____
(To appear in all advertising and signage)

Main contact: _____

Main contact the night of the Jazzoo: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____ **Cell Phone:** _____

Email: _____

The following will be listed on www.jazzookc.org:

Your Website URL: _____

Type of Cuisine: _____

Brief sentence describing restaurant: _____

Signature: _____

Name (please print): _____ **Title:** _____

If you have any questions, please contact your restaurant committee member below:

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jbonar2451@aol.com
Phone: 816.739.6958
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Please Note: Voted the "Best Charitable Event in Kansas City" by *Ingram's Magazine*. Please keep your food donation as always at the highest level to showcase your establishment. Unfortunately we will be unable to accept again soups, salads, or fruit servings unless accompanied by an entrée item. Thank you for your understanding and contribution.



Jazzoo 2010 Restaurant Response Form

Name of Restaurant/Venue _____

Contact Person _____

Address _____

City/State/Zip _____

Phone _____ Fax _____ Email _____

Menu item(s) (Please be specific) _____

Will you be cooking or prepping (assembling food products) on site? Yes _____ No _____

If so, a screened cooking tent will be required by the Health Dept and furnished by Jazzoo at no charge to you. Will you be bringing a grill to cook on? Yes _____ No _____.

Electrical/Mechanical Requirements: _____

Please fill out electrical form also.

Person in charge of electrical requirements & phone number

Ice requirements: Number of 40 lb. bags needed _____ (Will be pre-ordered)

Please indicate the supplies you will need (napkins will be furnished automatically):

Plates _____ Bowls _____ Coffee Cups _____ 5 oz sample cups _____

Forks _____ Knives _____ Spoons _____

Name of insurance agent and phone number _____

Please indicate the dollar amount of liability coverage \$ _____

(Minimum Requirement \$1,000,000) Insurance Company: _____

This form and a copy of your certificate of insurance must be on file with Jazzoo prior to the mandatory Kansas City Health Department meeting in April. Additional insured as: Jazzoo 10, c/o FOTZ, 6800 Zoo Drive, Kansas City, MO 64132. Please fax to your Restaurant Committee person listed below.

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Electrical Power Order Form – Jazzoo 2010

Power must be Pre-Ordered!

Your power hook- up and lighting provided by Kansas City Zoo & S.E.C.T.

Restaurant: _____

Contact: _____

Phone: Daytime _____ Cell _____

Please determine what electrical devices you will be utilizing for JAZZOO 2010. Order power according to amperage (on the appliance tag) or actual appliances (we will “estimate” your needs).

You will have the following options for electrical power:

- X 5-15 (110v @ 15 amp or 1800 watts each)
- X 5-20 (110v @ 20 amp or 2400 watts each) □
- X 6 Way Power Strip (Maximum 12 amp or 1400 watts)
- X Outlets for ambience lighting only
- X 220v 3-Phase (large “special” plug)

OR....Please list (itemize) all electrical appliances, etc. you intend to operate. We will “estimate” your power needs as best we can. If you have ANY appliances that require 220v 3-phase, you must check that need above also.

The power layout for each section of the Zoo will be configured based on the requirements you list. Should your power requirements change prior to the event, up or down, you must contact us PRIOR to the event. If your needs change on the day of the event we will attempt to accommodate your needs, however we cannot guarantee that we will be able to do it. **You will be provided two 60-watt lights for each booth.**

The day of the event, turn on all electrical devices at your earliest convenience. This will help us to locate issues early. During the event, Kansas City Zoo & S.E.C.T. will provide onsite support staff. If you have any questions regarding your power order, please contact your restaurant chair member.

PLEASE Fax this form to your Restaurant Chair AND bring with you to the health department meeting!!