



## Restaurant Participation Information

Jazzoo 2010

Friday, June 4, 2010

[www.jazzookc.org](http://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:

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