

**VENDOR BOOTH RESERVATION AGREEMENT
A TASTE OF CBHS**

SUNDAY, MARCH 4, 2018, CBHS HEFFERNAN HALL, 5-7:30 PM

Please sign, copy for your records, and return to CBHS in the provided envelope by January 15, 2018

Business Name as you wish it to appear on signage and in publicity provided by CBHS: _____	
Address _____	
Business Telephone _____	Contact person _____
Cell _____	
Email _____	
Specialties to be served (May be an appetizer, entrée or dessert item) Description _____	

The vendor agrees to set up and tear down their vending area(s) according to the following schedule:

- Set-up: Sunday, March 4, 3-4:30 pm
- **The event starts at 5 pm. Please allow enough time to unload and set up your items in your booth.** (Students will be available to assist.)
- Tear Down: Sunday, March 4 after 7:30 pm (There will be no early tear down)

The vendor provides:

- A representative of their organization available in their vending area during all exhibit hours of the event.
- Bite size portions of the specialty food or beverage that you have chosen to serve (for approx. 400)
- Your own props, decorations, and signage which must be removed immediately following the event.
- No amplified music or announcements from your booth, please.
- Please provide your own chafing dishes and warming equipment needed. There are minimal electrical outlets available—first come, first served. *Please indicate if outlet is needed below.
- A certificate of insurance is requested. Please fax to CBHS Business Office @ 261-4995.

The organizer provides:

- 6" plates, bowls, small soufflé cups, napkins, eating utensils, one six-foot table in front of your area, one six-foot prep table behind your area.

I agree to abide by the rules established by "A Taste of CBHS" committee and CBHS.

Representative Signature _____ Date _____

Restaurant/Company _____

Yes, I will need a power outlet* _____

Please return completed agreement in the enclosed envelope or contact Janet Hill at jhill@cbhs.org or 901-261-4936 by January 15, 2018.