



Saturday, September 23, 2023 from 1:00pm-4:00pm  
Sarasota Opera House, 61 North Pineapple Ave. Sarasota FL 34236

**Thank you for your participation and support!**

This information sheet outlines important details for your planning purposes. Please fill out the last page and return it to event producer Mary Kenealy Events via email by **August 8, 2023**.

**Participant Setup (Saturday 9/23/23 from 9am-12pm)**

You will be directed to your space which will be marked with your restaurant name.

**Your space must be completely set-up and ready for the event by 12:00pm on Saturday.**

Please bring any carts, dollies, etc. needed for your set-up and break-down. If you have any equipment that you need to set up before Saturday, please contact Mary Kenealy Events (contact info on next page) and we can arrange it for Friday afternoon. Sarasota Opera staff will check you in and show you to your table. Any tables not staffed and ready by 12pm Saturday will be removed.

**Parking**

Once you have unloaded your vehicle, parking is available in the Palm Avenue parking garage located behind the opera house. Sarasota Opera Staff will help direct you to unload in front of the opera house. Please bring any carts necessary to transport your items.

**Tables**

You will be provided with a 6' x 30" table with linen. You will also have a staging table behind your show table for extra space and prepping food. **Please be sure to indicate if you need electric hookup on the registration form so we can accommodate you.**

**Menu Tastings**

Please provide a tasting of a popular menu item from your restaurant. Remember, this is your chance to **showcase your food to the community**. Attendees will most likely come to your restaurant requesting what they tasted. **Please have your food pre-cooked in your kitchen prior to the event.** Your food can be kept warm at the event, but we are not permitted to allow on-site cooking due to our highly sensitive fire alarm system as the opera house is a historical landmark. We encourage you to bring your own chafing dishes, hot boxes, warmers, etc. as we

do not have this equipment on site. There will be a staging room near the food display area as well for your use. If you must cook on site, please notify us and we may be able to reserve an area outside the building. If you need access to ice, please notify Mary Kenealy Events ahead of time. **Please let us know what you will be preparing by August 31** for advertising purposes and wine pairings.

### **Utensils/Plates**

Disposable B&B size plates, forks and napkins will be provided to you at your space. Please provide your own disposable bowls, cups, or specialty plates if you are serving something like a cold soup, ceviche, or any item that will not work well on a B&B disposable plate. Guests will be walking and eating with drinks in their hands. Please take this into consideration when deciding on what you will serve and how you will serve it.

### **Portions**

We anticipate at least 300 guests for this event. **Please plan to prepare and serve 600 portions of your menu item, thinking that guests will come back for seconds.**

### **Staff and Attire**

We ask you to provide 2-3 representatives from your restaurant to assist with food prep and serving. This proves most efficient and avoids lines from forming. Share your brand! If you have a uniform, shirt, or apron with your restaurant's name on it, please wear it! Otherwise, we request business casual and closed toe shoes.

### **Drawing Donations**

We are collecting items for our Drawing of Chance as part of the fundraiser. If you can donate a gift card from your restaurant, please indicate that on the registration form and we will plan to pick up from you prior to the event. Thank you for your generosity.

### **Menus/Promotional Coupons**

Sarasota Opera thanks you for participating in this event benefitting Sarasota Youth Opera. We also want you to benefit from this event and help draw customers to your restaurant. You are welcome to provide menus, coupons, or promotional items at your table for guests to pick up. Your restaurant's logo or name will also be included in our 2023 Winter Festival program book and on the corporate supporter page of our website.

### **Breakdown**

Breakdown will take place upon the completion of the event at 4:00pm. **No breakdown is permitted prior to 4pm (even if your food supply is out) in an effort to keep event integrity.**

Thank you once again for being a part of the Sarasota Opera Food & Wine Festival. Your partnership is very important to us, and we look forward to a successful event!

Questions: **Mary Kenealy Events, Letia Short (941) 953-2007 or email: [letia@marykenealyevents.com](mailto:letia@marykenealyevents.com)**

# Sarasota Opera Food & Wine Festival

Saturday, September 23, 2023 | 1:00 PM - 4:00 PM

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## REGISTRATION / ACCEPTANCE FORM

1. Establishment Name: \_\_\_\_\_
2. Primary Contact (Owner/Mgr.): \_\_\_\_\_
3. Primary Contact Cell #: \_\_\_\_\_
4. Primary Contact email: \_\_\_\_\_
5. Food Item Proposed & Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you require electricity?  Yes  No  
*(Electric outlets are limited, return your form early)*

7. Would you like to donate a gift card/certificate to our Drawing?  Yes  No  
If yes, please list the value \$\_\_\_\_\_. (we'll schedule pickup)

8. Day of Event Contact Information:

Contact Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

I agree to the terms outlined in the vendor setup and registration forms.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

*Return this form to Mary Kenealy Events via email to [letia@marykenealyevents.com](mailto:letia@marykenealyevents.com)*