



## PARTICIPANT INFORMATION GUIDE

**Date:** Thursday, November 7<sup>th</sup>, 2024

**Location:** Jungle Island Miami, 1111 Parrot Jungle Trail, Miami, FL 33132

**Event Duration Time:** 5:30PM – 9:30PM

Thank you for supporting **Easterseals South Florida**, and for joining **Event Chef Chair Chris Valdes for the 34<sup>th</sup> Annual Festival of Chefs**. We look forward to an event full of fun, amazing food and drinks, entertainment, and most importantly, a wonderful cause! This event benefits the Easterseals South Florida Culinary Arts High School, a vocational training program for students with autism and other disabilities. Every year, Easterseals culinary students highlight their abilities with a signature dish and incredible hospitality. They will be thrilled to meet every one of you!

In preparation for this event, below you will find few important guidelines:

- We are expecting approx. 500 guests.
- **Set up is between 11:30 AM to 4:50 PM. ALL Vendors must be set up by no later than 5:00 PM.** (VIP Event begins at **5:30 PM**, Event begins promptly at **6:30 PM**)
- **IMPORTANT: to ensure we have enough food for the duration of the event, please refrain from serving until the event begins at 5:30 PM**
- **RESTAURANT STATIONS:** Will have **Two** 6-foot tables, one for prep in the back, and one for serving.
- **BEVERAGE STATIONS:** Will have **Two** 6-foot tables, one for serving and one for bar prep.
- **ACCESS TO ELECTRICITY: MUST** be arranged in advance. If you have not requested electricity, please tell us by **Thursday, October 17<sup>th</sup> at 5 PM.** Please bring your own extension cords.
- **LOADING DOCK:** Located just past the parking garage on the northeast corner. Map, pictures, and additional loading information attached for your reference below.
- **PARKING: ONE (1) complimentary parking spot in the Jungle Island garage per restaurant/beverage vendor. An Easterseals representative will validate 1 ticket per vendor with a pass. Additional parking at a discounted rate of \$15 per vehicle. PLEASE DO NOT leave cars parked in the loading dock area.**
- **SERVING: Each guest will have a tray with a built-in wine glass holder that they will carry through the event. Please bring anything you need to set up and serve your cooked dishes. **(No cooking is permitted onsite!!!!)****
- **PLATES/CUTLERY:** Your station should have.
  - (6") round black appetizer plates or 12oz. bowls (**request in advance if needed**)
  - Forks or spoons (**request in advance if needed**)
  - Napkins
  - You are highly encouraged to bring your own branded serving plates or cups.

- **SERVICE WARE:**
  - **Beer/Spirits Vendors:** **Please bring your own branded cups** to the event for approx. 500 tastings.
  - **Wine Vendors:** Each event guest will carry a branded Easterseals wine glass throughout the evening for wine tasting.
- **PROPS/DECOR:** You are encouraged to bring props, branded tablecloths to decorate your table as well as any marketing collateral you may have.
- **TEAR DOWN: To begin at 9:30PM (at event ended time)**
- **LOAD IN:** Please load in via the loading dock located just past the parking garage on the northeast corner. *(Reference pictures below)* Once you arrive, you can unload and take the service elevator located to the right side of the dock up to the third floor. Upon exiting the elevator, the event ballroom will be on the right. An Easterseals representative will then greet you with a map and show you where your station will be located. **Please bring all necessary equipment for loading in/out, including carts.**



- There will be an Easterseals staff member assigned as your contact for the evening for any additional needs that you may have before and during the event.

**Entrance to Breezeway**



**Loading Dock Entrance**



**Service Elevator**



**THANK YOU, AND SEE YOU THURSDAY, NOVEMBER 7<sup>TH</sup>!**

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