



## “Know Before You Go”

### For Food Vendors

The following information has been put together to ensure your success at the Largo Taste Fest. Please let us know if there are any questions regarding the event or setup.

**When:** Saturday, November 2, 2019 from 5:30-8:30 p.m.

**Where:** City of Largo’s Highland Family Aquatic Center - 400 Highland Ave. Largo, FL 33770

- An 8’ table with linens will be provided for your use. If you require an extra table and did not indicate so on your Vendor Agreement, contact Mark at the City of Largo immediately. There is a \$20 charge for an additional table and there may not be one available if not reserved ahead of time.
- Set-up can begin at 2 p.m. and **MUST** be completed by 5 p.m.
- Minimum of 2 different food items to sample
- All drop-offs and set-ups must come through the pool entry gate.
- All vehicles must be moved from the pool entry gate area and parked after unloading.
- Please be sure to bring all necessary equipment that you will need to set up. For example, you must provide your own handcarts or dolly’s.
- You may use chafing dishes or hot boxes with Sterno. Grills with propane are permitted. **If inclement weather arises, no cooking will be allowed indoors. Electricity not available.**
- Bring sufficient business collateral, signage, and décor for your table to promote your business. It is wise to have something to give out (coupon) so people have a reason to visit your restaurant.
- At least two staff members per table should be available to serve patrons, discuss food being served and promote your business.
- Please keep your display in tact until the end of the event.
- Smoking is not permitted on the pool deck. This policy includes any smoke emitting devices.
- Each vendor is responsible for complete set-up, clean up and tear down of your service area.

Largo Taste will feature a “People’s Choice Award”, voted on by attendees for their favorite restaurant display, “Best in Taste” voted on by attendees focusing on aroma and taste and “Best in Show” student art exhibit. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners will each receive a 2019 Largo Taste Fest plaque.

We are excited about this year’s event and are working diligently to make it the best Taste ever! If you have any questions or concerns, please feel free to contact me.

Sincerest Regards,

Mark N. Abdo  
 City of Largo  
 Recreation, Parks & Arts Department  
 (727) 587-6740 ext 5008  
 Email: [mabdo@largo.com](mailto:mabdo@largo.com)

City of Largo Recreation, Parks & Arts Department Attn: Mark Abdo  
 P.O. Box 296 Largo, FL 33779 (727) 587-6740 ext 5008 Email: [mabdo@largo.com](mailto:mabdo@largo.com)  
**Tickets and Information: [PlayLargo.com/TasteFest](http://PlayLargo.com/TasteFest)**





## FOOD VENDOR AGREEMENT

The following defines an agreement between \_\_\_\_\_ and the City of Largo for participation in the “Largo Taste Fest”, scheduled for the evening of November 2, 2019 at The Highland Family Aquatic Center from 5:30-8:30 p.m.

### The City of Largo will:

1. Recognize your business as an official “Participating Restaurant” of the event in all press releases and newspaper articles for Food Vendor Agreements received prior to September 6, 2019.
2. Print your restaurant’s logo in the official event program and will post on the Largo Taste Fest website.
3. Allow your staff to distribute business cards, flyers, menus and other promotional material at the event.
4. Provide one (1) 8-foot, banquet table with linen for use by your staff. (one additional table for use behind your staff can be arranged for an additional \$20)

### The Food Vendor will provide to the City of Largo no later than September 6, 2019:

- Your business’ logo in .jpg format, to be used for marketing purposes. Please email file to [mabdo@largo.com](mailto:mabdo@largo.com)
- Information on the food you will be serving to be included in the official event program
- Provide gift certificates valued at \$100 (in any denomination – Example 1 certificate for \$100, 2 for \$50 or \$4 for \$25 each) for silent auction

### The Food Vendor will provide at the event:

- Minimum of 2 different food samples (bite-sized portions) for 300 event attendees – Vendor will supply all plates, forks, napkins, etc. necessary for service. You may use chafing dishes or hot boxes with Sterno. Grills with propane are permitted. If inclement weather arises, no cooking will be allowed indoors. **Electricity not available.**
- At least two staff members per table to serve guests, discuss the food being served and promote your business.
- Corporate signage in one or more of the following acceptable forms:
  - a) An imprinted table skirt or banner to attach to the front of the table
  - b) Freestanding signage placed next to, behind, or on the table. TALL SIGNAGE IS BENEFICIAL. Please note: No signage may be attached to walls, windows or doors.
- Complete set-up, clean-up and tear down of your service area.
- (Pre-event set up will begin at 2 p.m. All vendors must be completely set-up and have their area cleared of boxes, etc. no later than 5 p.m. ALL DELIVERIES AND SET-UPS MUST COME THROUGH THE POOL ENTRY GATE.
- For safety purposes, all canopy tents must be WEIGHTED DOWN with canopy weights or sandbags.

#### Event Location:

Highland Family Aquatic Center  
400 Highland Ave, Largo, FL 33770  
(727) 587-6740 ext 5008

**Tickets and Information:**  
[PlayLargo.com/TasteFest](http://PlayLargo.com/TasteFest)



**Saturday,**  
**November 2, 2019**  
**5:30-8:30pm**



# FOOD VENDOR AGREEMENT

By their signature below, The City of Largo and the named vendor agree to the terms and conditions as stated.

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
City of Largo Representative

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Items (s) you will be serving (Minimum of 2 different food items required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To avoid duplication, menus are subject to approval by the "Largo Taste Fest" committee.

### ***Electricity NOT available***

**Included:** One 8' table and 2 chairs.

Need an extra table? = \$20 charge       Yes       No

### **Payment Information for extra table:**

\_\_\_ VISA    \_\_\_ MasterCard    \_\_\_ Discover    \_\_\_ Check enclosed (made payable to *CITY OF LARGO*)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please fax, mail or email your completed form if additional tables are needed to:**

Largo City Hall: Attention Mark in Recreation Administration  
P.O. Box 296, Largo, FL 33779

Attention: Mark Abdo    Phone: (727) 587-6740 x 5008    Fax: (727) 586-7406    email: mabdo@largo.com

Agreement: Registration fee to accompany application. **Deadline to register is September 6, 2019.**

**Tickets and Information: [PlayLargo.com/TasteFest](http://PlayLargo.com/TasteFest)**