**Sunday, April 5, 2020**

**Set up – Noon to 4:30 pm**

**Event – 5:00 to 8:00 pm**

**Kremp Florist**

**220 Davisville Road**

**Willow Grove, PA 19090**

Thank you for your participation in the Taste of Willow Grove. We are looking forward to a great event! The information below will help ensure a smooth, successful day for all.

If you have any questions or need more information, please call Joe Deegan at 215-659-6300 or email taste@willowgrovecharities.com Or you can call Kremp Florist at 215-657-6700.

**Registration**If you have not yet sent in your registration form, please send it no later than Monday, March 30th to taste@willowgrovecharities.com or fax to 215-659-9264. Your registration information helps the Taste Committee create a nice flow for attendees to provide a variety of choices throughout the venue. Please be sure to include a phone number where you can be reached on the day of the event in case there are any last minute notices or changes.

**Arrival and Set Up**

You may arrive any time after 12:00 noon to set up your area. **All tables must** **be set up and ready by 4:30 pm.**

**Please use the dumpster in the parking lot for your trash.**

**Parking**

Please enter Kremp to unload at the lower entrance door of the parking lot. All worker and restaurant vehicles must be removed from this parking area immediately following unloading. You may park at the Septa lot directly next to Kremp or at the Settlement Music School parking lot (318 Davisville Road).

**Table Covers, Decorations, Promotional Items**

Tables will be in place and covered with tablecloths when you arrive, but we encourage you to decorate your area and give it your own personal touch. Special themes are invited and add a festive touch to the evening. You are encouraged display menus and promotions and may sell gift certificates at your table if you wish. If you will be offering gift certificates at your table, remember to bring a payment processor if you want to accept credit cards. The Chamber and Kremp Florist will not be able to process these transactions.

**Staffing Your Table**

You must man your table at all times during the event. If there is only one person at your table and you need to leave it, please ask one of our committee people to watch while you are gone. We will have sufficient committee members available for this purpose. We expect all booths to remain set up until 8:00 pm. If you should run out of food, use the time to socialize with your potential customers.

**Menu Items and Serving Supplies**

We anticipate attendance of approximately 300 guests with a total of 29 vendors. In addition to providing samples of the menu items you will be showcasing for attendees, vendors are to supply their own warming dishes, chafing dishes, sternos, cooking and serving utensils, plates, plastic flatware, napkins, cups, glasses and/or any other required serving items.

**Electricity**

If you have requested electricity, you will be set up in an area with accessible outlets. Please bring your own extension cords & come early so you will have time to make the proper connections. If you have any problem setting up your electricity, one of our committee people will be available to help you.

**Breaking Down and Clean Up**

**Breakdown begins at 8:00 pm.** It is important to recognize that all participants are responsible for leaving their area cleaned up. There will be trashcans throughout the building and an ample supply of additional trash bags.

**Need Help?**

All of our committee people will have special name tags. If you need anything, please ask them for help.

**Thank You**

The signs on the tables are yours to take as part of our appreciation for your involvement in the Taste of Willow Grove. Thank you for participating. We look forward to seeing you again at next year’s Taste event!