



TASTE OF FLORENCE

Itinerary for
Tuesday, October 18, 2016

Thank you for participating in the Taste of Florence 2016. We look forward to an exciting evening of wonderful sampling at the Florence Civic Center from some of Florence's finest restaurants. Listed below is a timeline for the day of the event. Thanks again for all your hard work and participation!

8:00 a.m. – 3:00 p.m.

Doors will open for restaurants/vendors at 8:00 a.m. and booth set--up may begin. Each participant is encouraged to check on booth space as early in the day as possible to ensure all equipment, needed outlets, etc. are in place and in working order. Vendors will be provided with containers for collecting tickets. Please have your booth completed by 3:00 p.m.

3:00 p.m. – 5:00 p.m.

Doors will be secured and Taste of Florence committee members will inspect booths. All booths should be ready to serve food by 4:45 p.m.

- Representatives from the judges' committee will retrieve food samples for judging from 4:45 p.m. until 7:30 p.m.
- The awards ceremony will begin at 8:15. Please have a representative available to come on stage to receive any awards. All booth members are welcome to accompany the representative.
- A press release of the Award Recipients will be sent to the media immediately following the event.

5:00 p.m. – 9:00 p.m.

Doors will open to the public at 5:00 and close at 9:00. Food may be served during these hours. If food samples sell out during this time, please keep your booths in tact until 9:00. You can use this time to promote your restaurant and talk with potential customers. Breaking down your booth early could be a distraction to other vendors and guests near you. Please be courteous and wait until 9:00.

9:00 p.m. -11:30 p.m.

Booth break down may begin and food tickets will be collected from all vendors. There are two options for counting tickets: (1) Vendors can wait for their tickets to be counted by the ticket counting machine or, (2) vendors can leave their tickets with a member of the committee and will receive a count report the following day. All revenue checks will be mailed within the week.

THANKS AGAIN FOR YOUR PARTICIPATION!

If you have any questions, please don't hesitate to contact Jennifer at 843-598-9219 or jhoover@tkaflorence.com.