

Food Station Set-Up Guidelines & Fact Sheet 64th Annual Oyster Roast

**Saturday, March 20, 2010, 5:00-9:00 p.m.
on the grounds of Florin Roebig
777 Alderman Road, Palm Harbor**

Eligibility to Sponsor a Food Station

- ◆ Each food station must be sponsored by a member lawyer or law firm of the Clearwater Bar Association. Co-sponsors of the station can include restaurants. Only CBA members can sponsor a food station. Vendors are not eligible to sponsor a food station. (Vendors are eligible for corporate sponsorship, see Corporate Sponsorship Fact Sheet.)

To Better Help Us Serve You

- ◆ Complete the "Food Station Reservation" indicating details about your food station and any special requests for set-up. If you let us know in advance, we probably will be able to accommodate you.

Set Up & Clean Up

- ◆ Each food station is provided with two 8-foot tables and two chairs. Additional tables can be provided, if requested in advance. Electrical service and other special needs can also be arranged, if requested in advance. There are limited booth spaces with electricity. Contact Jen Ficarrota, Set-Up Chair, to make these arrangements at 727-461-1818, or jennifer@jpfirm.com.
- ◆ Set up for Food Stations begins no earlier than Noon and needs to be completed no later than 3:30 PM on Saturday, March 20. Vehicles must be moved from the driveway to the valet parking no later than 3:30 p.m.
- ◆ The Oyster Roast Committee has laid out the set-up and space assignments for food stations. Upon your arrival, a Set-up Committee member will be available to help you get situated in your location. The assignments are partly based on electrical needs and space requirements.
- ◆ Food station sponsors will be listed with all sponsors' names on signage posted throughout the event. You are responsible for signage, banners, decorations, etc., at your own station. Any booths, setups, or decorations that are permanent in nature or require digging, or might possibly damage the grounds upon removal should be pre-approved by the setup chair, Jen Ficarrota.
- ◆ Weather conditions are a concern for the event, especially rain and high winds. You will be notified as soon as possible of any changes in event planning based on the weather forecast. Food station sponsors are requested to plan for forecast weather conditions. Any tarps or pavilions should be secured with stakes and guy wires. Any heating sources, especially open flames, should be protected from wind and moisture. Weights for any table decorations are suggested.
- ◆ Food stations should follow any state and local guidelines for safe food handling. This should include gloves for any food handlers and hand sanitizer.

- ◆ Each food station is required to clean up their own area at the conclusion of the event.

Food, Beverage, Utensils

- ◆ Food items should be ready to serve at the beginning of the event, 5:00 PM. For planning purposes, approximately 500 guests are expected.
- ◆ Food stations are self-contained. You supply workers and everything necessary to serve your food – plates, napkins, eating utensils, etc. Individual salt & pepper packets and pre-wrapped cutlery are not permitted. (See Goody Bags below.)
- ◆ Water is available inside the building or through a garden hose on the property; however it is recommended that Food Stations bring their own water.

Registration Requirements

- ◆ Each food station will receive six complimentary registrations. Otherwise, paid registrations are required of all food station sponsors and food station volunteers. Food Station workers are required to register for the event, except two restaurant employees attending for the express purpose of working at a food station. Name badges available at the registration desk are required of all volunteers. (Additional tickets are not available except as guests of a Clearwater Bar member.)
- ◆ No minors, those under the age of 18, may attend the event. Any persons under 21 years of age must obtain a name tag identifying them as underage.
- ◆ Food station workers must be at least 21 years old.

To Enter Your Food Station

- ◆ Complete the 'Food Station Reservation' form and submit to Food Station Co-Chairs Kim Campbell, kimcampbell70@hotmail.com, 727-461-4955; or Maria Pitelis, pitelism@msn.com, 727-483-9880
- ◆ Reservation forms should be returned no later than February 22, 2010 to assist in event planning.
- ◆ Please direct set-up questions or requests to Jen Ficarrota, Set-Up Chair, jennifer@jpfirm.com or 727-461-1818.
- ◆ Any other questions about the event may be directed to the general chairman, Jim Royal, jer@thomasjdonna.com, 727-461-4955.

Goody Bags

- ◆ Food Stations are invited to provide an item for a goody bag which will be distributed to all attendees as they exit the event. The item must fit in an 8-1/2 x 11 inch bag and can include a flyer, menu, brochure, business card, coffee mug, or koozie, etc. 400 items must be delivered to the site by noon, March 19.
- ◆ Food stations are not permitted to distribute items as listed above at their stations. You may, however, display items that will be available in the goody bag.

The Coveted Oyster Roast Cup

- ◆ The coveted "Oyster Roast Cup" will be presented to the best Food Station demonstrating creativity, food quality, appropriate decorations, banners, etc. Oyster Roast attendees vote to select the recipient. The award will be presented at the 2010 Law Day Luncheon on May 14. Previous winners: 2001 P.I.G.S.; 2002 Wild Turkey Bar, 2003 Young Lawyers Division, 2004 Wild Turkey Bar, 2005 Old Florida Bar-B-Crew, 2006 Wild Turkey Bar; 2007 Larson & Larson Wine & Cigar Bar; 2008 James Thomas & Mystic Fish; 2009 Larson & Larson Wine & Cigar Bar.

Thank you for your interest in the 64th Annual Oyster Roast.

Clearwater Bar Association

727-461-4869

Karen France, kfrance@clearwaterbar.org

**Food Station Reservation
64th Annual Oyster Roast**

**Saturday, March 20, 2010, 5:00-9:00 p.m.
on the grounds of Florin Roebig
777 Alderman Road, Palm Harbor**

Please submit this form no later than February 22, 2010

**Set-up begins no earlier than 12:00 PM (Noon), March 20
Set-up completed no later than 3:30 PM**

Food Station Name _____

Food Station Sponsor(s) _____

Law Firm Contact Person(s) Name _____

Address, City, State, ZIP _____

Phone _____

Fax _____

Email _____

Restaurant Contact Person(s) Name _____

Address, City, State, ZIP _____

Phone _____

Fax _____

Email _____

Day of Event Contact Person(s) Name and Phone _____

Food to be served _____

Set Up Requests

In addition to the two 8-foot tables and 2 chairs provided, we request:

_____ Additional Tables

_____ Additional Chairs

We request electricity for the purpose of _____ 120V ___ 240V ___

**Complete and submit to Food Station Co-Chairs
Kimberly A. Campbell, kimcampbell70@hotmail.com or fax to 727-461-9504 or
Maria Pitelis, pitelism@msn.com, 727-483-9880**