



Media Reception

Thursday, October 27, 2016 ▪ Arizona Biltmore

Expected Attendance: 400

Thank you for participating in the Valley Hotel and Resort Association's 2016 Media Reception. Your involvement demonstrates the world-class culinary expertise of the local industry. Please review and complete the following logistics and responsibilities outline, and send to Alex McAlister at amcalister@azlta.com or fax to 602-604-0769.

EVENT ORGANIZERS TO PROVIDE:

- Electrical power (must be requested on the attached form)
- Two 6-foot tables (with linen and skirt)
- Utensils, china, glass and linen for attendees
- Four complimentary event tickets

**We encourage you to bring additional banners and collateral.*

YOU PROVIDE:

- | | |
|--|--|
| <input type="checkbox"/> Temporary food service permit | <input type="checkbox"/> 800 pieces (heavy hors d'oeuvres or dessert) |
| <input type="checkbox"/> Certificate of Insurance naming Arizona Biltmore Resort and Arizona Lodging and Tourism Association as additionally insured | <input type="checkbox"/> All necessary cooking and serving equipment |
| <input type="checkbox"/> Non-latex gloves (must be worn when serving) | <input type="checkbox"/> Décor and signage for booth |
| | <input type="checkbox"/> Completed menu/electrical form (attached) |
| | <input type="checkbox"/> Please Note if you will provide your own 6-foot tables |

PLEASE SPECIFY IF YOU WILL BE BRINGING YOUR OWN TABLES TO THE EVENT: _____

VERY IMPORTANT! Each restaurant is responsible for obtaining and paying for a Temporary Food Service Permit from the Maricopa County Environmental Health Department. If your restaurant/property already has an Offsite Catering Permit, you **do not** need the Temporary Food Service Permit, but you **do** need to fill out the catering application attached and send it to the address on the form. I have enclosed a copy of the TFS permit and catering application for you. Please complete and send back to the address on the form.

Deadline to file your permit is October 3, 2016.

Parking and event personnel: There is a free-parking garage on-site.

Setup: Please note that setup will be **no earlier than 2:30 p.m.**

- The event is located at Arizona Biltmore Resort, 2400 E Missouri Ave, Phoenix, AZ 85016.
- Booth assignment will be communicated to you prior to the event.
- To maintain booth décor consistency, your space is limited to the front-facing, booth space allotted. Expanding your booth or placing materials outside your allotted space is prohibited.
- Assigned load-in times will allow everyone the opportunity get set up in a timely manner. **BE SURE TO ARRIVE AND LEAVE WITHIN GIVEN TIME SLOT.** There is limited parking for loading/unloading.

Thank you for your cooperation.

Arizona Lodging & Tourism Association
Office: 602-604-0729 **Fax:** 602-604-0769 **E-mail:** amcalister@azlta.com





2016 Media Reception Menu and Electrical Form

Please return to VHRA by October 3, 2016

ELECTRICAL NEEDS: Please describe the piece(s) of equipment that will require power and the power needed. You are responsible for providing extension cords and power strips.

Item 1: _____ Power: _____

Item 2: _____ Power: _____

MENU: Please describe each of the items you will be serving.

PREFERRED LOAD-IN TIME: (indicate 1st & 2nd choice)

_____ 2:30 p.m. _____ 3:00 p.m. _____ 3:30 p.m. _____ 4:00 p.m. _____ No preference

PROMOTION: Please e-mail chef picture and bio, property/restaurant logo (in high resolution) and any information you'd like to use to promote your property/restaurant.

ADDITIONAL INFORMATION: Please provide any additional information about your intended setup (tables, linens, etc.).

WE, THE RESORT/RESTAURANT, AGREE TO PROVIDE:

- | | |
|--|--|
| <input type="checkbox"/> Temporary food service permit | <input type="checkbox"/> 800 pieces (heavy hors d'oeuvres or dessert) |
| <input type="checkbox"/> Certificate of Insurance naming Arizona Biltmore Resort and Arizona Lodging and Tourism Association as additionally insured | <input type="checkbox"/> All necessary cooking and serving equipment |
| <input type="checkbox"/> Completed menu/electrical form (attached) | <input type="checkbox"/> Décor and signage for booth |
| <input type="checkbox"/> Non-latex gloves (must be worn when serving ready-to-eat foods) | <input type="checkbox"/> Optional: Own tables (will not need resort to provide) |

CONTACT SIGNATURE: _____

