

2018 ISA Houston Pipeline Section Cajun Cook Off & Table Top Show

Welcome Packet

Hello Table Top Exhibitors & Cajun Cook Off Teams,

On behalf of the ISA Houston Section we would like to thank you for supporting our first annual Cajun cook off & Table Top Show scholarship fundraiser!

The information below is to help you prepare for the 2018 ISA Houston Pipeline Section Cajun Cook Off & Table Top Show.

So get ready to bring your company, team, products & services to this great event.

When:

Wednesday, March 28, 2018

Location: Sawyer Yards

Sawyer Yards 2101 Sawyer St, Houston, TX 77007

Registration

Click on the link below to get started:

Registration Link will be set up in early spring 2018 and this page will be updated.

1. Register yourself, team members & coworkers that will be working your table at the cook off
2. Each Sponsor has unlimited invites, we want you to invite all your customers as a guest of your company
3. RSVP cut off is Monday, March 26 at 5:00 pm for printed name tags. We will leave the RSVP page open for registrants until the day of event but they will get a hand written name tag.

Set up

Upon arrival, please check in at the registration table to get your name tags and assigned booth number

1:00PM – 4:00PM: Booth/ table top setup

5:00PM-9:00PM: General admission

Parking & Set up:

Parking is in several locations all around the sawyer yards. If you have a trailer or display area to set up you may drive into the building for set up. If you need to drop off or set up equipment you may drive in, drop off materials and then go park your vehicle back in the parking lot. We want to minimize the amount of time a vehicle is in the way as a courtesy to the other vendors who also need to setup.

Event services provided by ISA Houston Section:

The exhibit area will be set up according to sponsorship level. For a title Sponsor you will get Two 10X10 areas & you will receive two 8-foot tables and 4 chairs. For a platinum sponsorship you will get one 10X10 area, one 8-foot table and 2 chairs per space. If you purchase an additional table, you will receive additional space for that table but not a whole 10X10 area. The tables will be bare, if you require a plastic cover we will have supplies & volunteers to help you during set up hours.

Additional chairs are available at \$5 per chair and can be paid for by credit card prior to the event. Please DO NOT get chairs from the tables next or from the eating area.

The ISA Houston Section will provide soft drinks, water, beer, tables, and chairs, for the tabletop displays. Entertainment & marketing to our database. We also will have security offers onsite as a requirement from the Houston Farm & Ranch Club.

Festivities:

Provided courtesy of the ISA Houston Section & Event Sponsors:

- Entertainment:
 - Music-Zydeco
- Drinks: Beer, Wine, Sodas and Water
- Door prizes
- Awards:
 - 1st, 2nd, and 3rd place trophies for each “Best Cajun Cookers” category:
 - Awarded by our judge panel
 - 1st place trophy for best “Vegetarian Cajun Cookers”
 - Awarded by Judges Panel
 - 1st, 2nd and 3rd place trophies for “Best Theme”
 - Audience votes
 - 1st place trophy “Best Cajun Cookers” audience votes
 - Voting-Attendees will receive **one ballot per person** to vote and there will be ballot boxes throughout the arena

Square Raffle

We encourage our Sponsors to donate a door prize to be placed in the square raffle. This is part of our fundraising efforts for the scholarship fund.

The raffle board squares are priced at \$10 each. Anyone can buy as many squares as they want to.

Typical donations include:

Give-a-ways with your company logo, gift cards, sports tickets, electronics etc. in the \$25+ range.

PLEASE let us know if you plan to bring a door prize.

Affix your business card to the prize.

- Smaller giveaways such as caps, cups, etc. can be given away at each table directly to customers as you wish.

Cajun Cook Off Judging Guidelines:

The cook off teams should plan & prepare all Cajun dishes ahead of time and bring all crock pots to keep the food heated on site. Only one Cajun recipe can be entered per sponsor.

Drop off & Pick up time by Judges Runners: We will coordinate Judges Runners to bring you a thermal container beginning at 5:00pm.

You will fill the thermal container $\frac{3}{4}$ full and the runner will come back by 5:10pm to collect your Cajun food. Please be ready to submit your sample as we have to get the judging started ASAP!

**Please note that participation in the cook off competition is not mandatory. It is recommended that you should at least have some food to attract customers to your tabletop.*

**A company team of two or more are encouraged to participate in order to work your booth.*

On the day of the event teams need to bring the following:

- Be prepared to cook about 3 gallons of cajun food. The indoor serving container needs to be able to hold at least 1 to 2 gallons. You can bring an additional electric pot to prepare and heat the rest of the food.
- Cajun dish may be anything Cajun
 - Please let the attendees know what your Cajun dish consist of and the level of spice. For example if there is shell fish some people can't eat shell fish, some people cannot tolerate spicy food.
 - If you are cooking a Cajun vegetarian dish, let us know so we can list it.
- Extension Cords, Duct Tape, power strips, crock pots and serving utensils
 - Please bring your own extension cords and power strips if you need power. The Houston Farm and Ranch has plenty of outlets all throughout the facilities. Do not forget to bring Duct Tape as all cords will have to be taped down for safety reasons on the concrete.

- Each vendor is only allowed one extension cord plugin connection on the pole or panel box, max amp of 20 amp at 120 Volts. From your extension cord, you can split off to more plugins but keep in mind the max load of 20 amp.
- Bring your own Styrofoam bowls, spoons, Paper Towels and any other condiments for your Cajun dish
- Any items you may need for serving and for cleanup of spills
- Houston, Texas can be HOT or COLD in March. Be sure to check the weather forecast and dress accordingly! Or bring portable fans if hot.

Supplies

In case you forget something, the nearest stores are:

1. Wal-Mart Neighborhood Market
4810 Highway 6 N, Houston, TX 77084, approximately 2 miles north on the right.
2. Home Depot or Lowe's- Copperfield-
6800 Hwy 6 N, Houston, TX 77084, approximately 4 miles north on the right.

FAQ:

1. Pop up tents are allowed unless you have purchased back to back table space.
2. The use of forklifts is prohibited due to liability issues.
3. The Houston Farm & Ranch cannot accept any shipments for the event due to liability.
4. If you have attendees who have not RSVP they can still get into the Cajun cook off. They will not have a printed name tag but a blank name tag to write their name on.
5. We do not share the entire RSVP list to maintain confidentiality of your customers and to encourage you to invite all of your customers in your data base. We can give you names, title and employer of the attendees.
6. No outside beer or any form of liquor is allowed.
7. Propane cooking is no longer allowed unless your company wants to obtain a permit from the city of Houston Permit office for the Fire Marshall fee (around \$450 dollars) & propane technician fees about \$20.00 a tank.

Things that happened in the past and we do not want them to happen this year:

Do not dump your left-over food in the toilet, which plugs them up. Take it back with you.

Do not dump your left-over food in the grass, take it back with you.

Thank you all for the support of the scholarship fund and ISA Houston Section.

Please let us know if you have any questions.

Regards,

ISA Houston Section Cajun Cook Off Committee

Mike Huereca, ISA Houston Section Cajun Cook Off Chairman

Amanda Hardy, ISA Houston Section Cajun Cook Off Event Manager

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