

2020 ISA Houston Section Expo & Chili Cook Off Welcome Packet

Hello Exhibitors & Chili Cook Off Teams,

On behalf of the ISA Houston Section we would like to thank you for supporting our 18th annual Expo & Chili Cook Off scholarship fundraiser!

The information below is to help you prepare for the 2020 ISA Houston Section Expo & Chili Cook off. Get ready to bring your company, team, products & services to this great event.

When & Where:

Thursday November 5, 2020

Location: Silver Street Studios at Sawyer Yards, this is an indoor facility with climate control
2000 Edwards Street Houston, Texas 77007



Registration

Attendee registration can be found at the link below:

[TBA](#)

1. Each Exhibitor & Sponsor has unlimited invites, please invite all your network & customers as a guest of your company and have them RSVP
2. **RSVP cut off is Tuesday November 3, 2020 @ 5pm** 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.
3. Exhibitor Name Tags-You are responsible for providing/Submitting the first/last name & company of the personnel that will work your booth to Amanda@functionzinc.com Reminders will go out asking for this information leading up to the event.

Set up & Times

In order to eliminate & relieve bottle necking for move in please review the schedule below for your assigned time to arrive, You will be allowed to drive up to the ramp area and unload up **until 3:00pm** after that time you will need to park in the exhibitor parking area and transport your items. We will have limited student volunteers on site to help with the unloading & set up process

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

- **9:00AM-9:30AM: Trailers and large display setup**
- **11:30AM– 12:30PM Booth numbers 15-21, 25-31, 61-70**
- **12:30PM-1:30PM Booth numbers 8-14, 32-38 and 53-60**
- **1:30PM-2:30PM Booth numbers 1-7, 39-45 and 46-52**
- 5:00PM-9:00PM: General admission

Parking & Set up:

Parking is in the south side The Silver Street building for all exhibitors at 1501 White Street. If you need to drop off or set up equipment you may drive up to the ramp. Drop off materials and then go park your vehicle back in the parking area. 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 drop off **3:30pm is the cutoff time to drop off in the exhibiting area.**

Event services provided by ISA Houston Section:

The Title Exhibit area will be set with 10X20 exhibiting area, electrical outlet access of (2) 120V/20AMP, (2) 8' X 30" tables and 4 chairs

The Platinum Exhibit area will be set up with 10X10 exhibiting area, electrical outlet access of (1) 120V/20AMP, (1) 8' X 30" table and 2 chairs & The tables will be bare we will have limited plastic covers supplies & volunteers to help you during set up hours.

The Gold Exhibit area will be set with 6X8 exhibiting area, (1) 6' X 30" table and 2 chairs, shared electrical outlet. The tables will be bare we will have limited plastic covers supplies & volunteers to help you during set up hours.

Trailer areas are set custom.

Additional chairs are available at \$5 per chair and can be paid for by credit card prior to the event. Please remember these chairs are rentals and must be returned. The ISA Houston Section & dedicated beverage sponsors will provide beer, soft drinks and water for the attendees. We will have Security offers onsite.

Rules for Exhibitors:

- Do Not leave, discard or dump any extra leftover chili or food at the venue. Please take left vers with you.
- Pop up tents are allowed only for Platinum or Title sponsors.
- Please plan to **bring trash bags** for your area. We will have janitorial services, but you need to have some way to collect your own trash for disposal.
- Exhibitors serving alcohol without a TABC certified license holder will not be allowed to serve.
- This year you can bring in your own beverages, beer, wine and alcohol, **however, if you bring alcohol someone at your booth area must be TABC certified person to distribute it.** If you don't have a TABC certified resource you can click on the link below, take a 2-hour course for \$10.99 and become TABC certified. We will be asking all exhibitors distributing alcohol for their TABC certifications. If you already have that info please submit to amanda@functionzinc.com for our records. Let me know if you have any questions.

http://www.tabccertificationprogram.com/?lgr=fe441678-abf3-e211-931a-000e0c4c5fe4&gclid=EAlalQobChMIjNDNi93L2AIVHbbACh2nEQkxEAAYAiAAEgLR3fD_BwE

Festivities and Winning Categories:

Provided courtesy of the ISA Houston Section & Event Sponsors:

- Entertainment:
 - Music-Texas Country & Western
- Drinks: Beer, Sodas and Water
- Square Raffle Prizes
- Awards:
 - 1st, 2nd, and 3rd place trophies for the best chili
 - Awards by our judge panel
 - 1st, 2nd, and 3rd place trophies for best theme
 - Awards by our judge panel
 - People Choice and Best Themed trophies awards by the voting attendees
 - 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 scholarship funds.

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

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 your table, directly to attendees as you wish.

Chili Cook Off Judging Guidelines:

The cook off teams should prepare at least 5 gallons of chili ahead of time and bring all items needed to heat the chili on site. Only one chili recipe can be entered per sponsor.

Drop off & Pick up time by Judges Runners: Judges Runners will be distributing thermal containers beginning at 5:00pm.

You will need to fill the thermal container $\frac{3}{4}$ full and the runner will come back by 5:08pm to collect your chili. Please be ready to submit your sample as we must 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 at your booth.*

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

- Be prepared to cook about 5 gallons of chili. The indoor serving container should be able to hold at least 1 to 2 gallons of chili you can bring an additional electric pot to prepare and heat the rest of the chili
- Chili may be beef, turkey, bean, vegetarian, venison, etc.
 - Please let the attendees know what your chili consists of and the level of spice.
 - If you are cooking vegetarian chili, let us know so we can list it.
 - **Please bring your own 25-foot extension cords & power strips.** The Sawyer Yards has plenty of outlets against the walls. Do not forget to bring Duct Tape as all cords will have to be taped down for safety reasons on the concrete.
 - 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, Cheese, Corn Chips, Jalapenos, Crackers Utensils and any other condiments for your chili
 - Any items you may need for serving your chili and for cleanup of spills.

Supplies

In case you forget something, the nearest store is:

Target 2580 Shearn St, Houston, TX 77007(2 minutes away from venue)

FAQ:

1. **Refunds in full can be issued 120 days prior to event, partial 50% refund 60 days prior to event. Less than 60 days, no refund is possible due to committed operational expenses.**
2. The use of forklifts is prohibited due to liability issues.
3. The Silver Street Studio 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 Expo & CCO. 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 database. We can give you names, title and employer of the attendees.
6. Propane cooking is no longer allowed
7. **Please take back with you any supplies and extra food.**
8. All tables and chairs provided by ISA should remain at the venue
9. ISA will have limited number of extensions cords available for sale. Extension cords can be purchased for \$30 and paid for by credit card prior to event.

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 Expo & Chili Cook Off Committee