



St. Andrew Catholic School  
 3601 N. Kings Hwy  
 Myrtle Beach, SC 29577  
 843. 448. 6062

[totchair@standrewschoolmb.org](mailto:totchair@standrewschoolmb.org)  
 Jenna Cunningham, Development Director  
 843. 455. 5701

Restaurant Committee  
[totrestaurants@standrewschoolmb.org](mailto:totrestaurants@standrewschoolmb.org)  
 Jennifer Moran, Chair 231. 313. 5927 Mark Allison 843. 455. 6952 Misty Coan 843. 267. 8085

**EVENT DATE: TUESDAY, OCTOBER 9, 2018**

# Restaurant Booth Information

<b>Booth Sizes and Information:</b>		
Single Booth	10' x 10'	includes one 8 ft. table
Double Booth	20' x 10'	includes two 8 ft. tables
Triple Booth	30' x 10'	includes three 8 ft. tables
*add \$100 per each additional booth*		
<b>Each booth's space will be defined by three curtained walls. No public access is allowed through the curtained walls.</b>		

- **Food Storage:** Use of on-site **refrigerated storage space** will be available at the event on a first-come basis. (**Freezer** storage space is **NOT provided**).
- **Sanitation:** Use of on-site sanitation station with compartment sinks for ware washing and potable washing will be available at the event. Restaurants are responsible for cleaning any space used in the Convention Center kitchen.
- **Parking:** Utility Trucks are the only vehicles permitted to be parked in the dock space behind the Convention Center. No personal cars are permitted to be parked behind the Convention Center; they must be in the main lots.
- **Hotboxes - IMPORTANT:** The Convention Center has limited complimentary hotboxes available for use at the event. **Advance reservations for hotboxes are not allowed.** Hotboxes will be distributed the day of the event on a first-come/first-serve basis. Restaurants are advised to bring STERNO, as many of the Convention Center's hotboxes are not electrical.
- **Food Drop Off During Event:** Restaurants will be permitted to enter through the parking lot lift gate behind the Convention Center to drop off food during the event. Absolutely **NO PARKING OF VEHICLES** will be allowed.

# RESTAURANT PACKAGE OPTIONS

All packages include restaurant names listed on event map in souvenir program and listed on the Taste of the Town website. NO REFUNDS ON BOOTH FEES.

## PLATINUM Package:

### Requirements:

- Restaurant will donate 100% of it's food tickets collected and a \$50 Restaurant Gift Card.

### Booth Fee: **\*\*choose one\*\***

Single Booth: FREE

Double Booth: \$150

Triple Booth: \$250

### Additional Benefits:

1. FREE 10' x 10' Single Booth
2. Full-page ad in souvenir program
3. Recognition as a **Platinum Restaurant as follows:**
  - a. announced at event on Center Stage during Awards Presentation
  - b. Restaurant logo displayed on Taste of the Town website with link back to Restaurant website
  - c. Restaurant logo printed on Restaurant Recognition page in souvenir program
4. 20 complimentary admission tickets
5. 6 Taste of the Town t-shirts

*\*\*Applications must be submitted in entirety by 8/28/18 in order to receive TOT t-shirts. Sizing may be limited.\*\**

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## GOLD Package:

### Requirements:

- Restaurant will donate 75% of it's food tickets collected and a \$50 Restaurant Gift Card.

### Booth Fee: **\*\*choose one\*\***

Single Booth: \$150

Double Booth: \$250

Triple Booth: \$350

### Additional Benefits:

1. Half-page ad in souvenir program
2. Recognition as a **Gold Restaurant as follows:**
  - a. announced at event on Center Stage during Awards Presentation
  - b. Restaurant logo displayed on Taste of the Town website with link back to Restaurant website
  - c. Restaurant logo printed on Restaurant Recognition page in souvenir program
4. 15 complimentary admission tickets
5. 4 Taste of the Town t-shirts

*\*\*Applications must be submitted in entirety by 8/28/18 in order to receive TOT t-shirts. Sizing may be limited.\*\**

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## SILVER Package:

### Requirements:

- Restaurant will donate 50% of it's food tickets collected and a \$50 Restaurant Gift Card.

### Booth Fee: **\*\*choose one\*\***

Single Booth: \$250

Double Booth: \$350

Triple Booth: \$450

### Additional Benefits:

1. 10 complimentary admission tickets
2. 2 Taste of the Town t-shirts

*\*\*Applications must be submitted in entirety by 8/28/18 in order to receive TOT t-shirts. Sizing may be limited.\*\**



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# Insurance coverage requirements

## **1. Certificate of Liability Insurance Information:**

Taste of the Town participating restaurants are required to have adequate General Liability and Workers Comp insurance coverage for the duration of the event.

Proof of insurance is required in the form a **Certificate of Liability** from the restaurant's insurance carrier. The general liability required coverage is **\$1,000,000 per occurrence** and **\$2,000,000 aggregate**. **St. Andrew Parish/School and Bishop of Charleston A Corporation Sole must be listed as "Additional Insured"**.

St. Andrew Catholic Church  
3501 N. Kings Hwy, Suite 102  
Myrtle Beach, SC 29577  
843. 448. 5930

St. Andrew Catholic School  
3601 N. Kings Hwy  
Myrtle Beach, SC 29577  
843. 448. 6062

Bishop of Charleston A Corporation Sole  
The Diocese of Charleston  
121 Broad St.  
Charleston, SC 29401

**Any restaurant that does not provide a Certificate of Liability containing the required coverage and information as stated above will not be eligible to participate in the event.**

Note: It could take several weeks to obtain the Certificate of Liability (COL) from your insurance company. Please start the process immediately to avoid possibility of forfeiting your eligibility to participate in the event. \*Please see the next page for EXAMPLE of COL.\*

## **2. Hold Harmless/Indemnity Agreement Information:**

**Requirement for all participating restaurants: The Parish/School Vendor Hold Harmless/Indemnity Agreement must be completed, signed, dated and submitted to Taste of the Town.**

**Any restaurant that does not submit the signed Parish/School Vendor Hold Harmless/Indemnity Agreement will not be eligible to participate in the event.**

# EXAMPLE OF CERTIFICATE OF LIABILITY

## CERTIFICATE OF INSURANCE INSTRUCTIONS

The images below should reflect the certificate of liability insurance you obtain from the contracting party. Please ensure that the fields marked in red are correctly completed.

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER   INSURED	CONTACT NAME: PHONE (A/C, No, Ext):      FAX (A/C, No): E-MAIL ADDRESS: ADDRESS: INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
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**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER / WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000.00
X	COMMERCIAL GENERAL LIABILITY					DAMAGES TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS MADE	OCUR				MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$ 2,000,000.00
						PRODUCTS - COMP/OP AGG \$
						\$

GENL AGGREGATE LIMIT APPLIES PER  
 Injury    PRO:    LOC

### ENSURE DESCRIPTION OF OPERATIONS LISTS BOTH PARISH/SCHOOL AND BISHOP OF CHARLESTON, A CORPORATION SOLE AS ADDITIONAL INSUREDS

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

1. XYZ Parish/School and the Bishop of Charleston, a corporation sole, are named as additional insureds with respect to this policy.

### ENSURE CERTIFICATE HOLDER LISTS BOTH PARISH/SCHOOL AND BISHOP OF CHARLESTON, A CORPORATION SOLE

<b>CERTIFICATE HOLDER</b> [INSERT NAME OF PARISH/SCHOOL] Bishop of Charleston, a corporation sole [INSERT ADDRESS OF PARISH/SCHOOL]	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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## **Set-up and Breakdown**

**Monday, October 8th 1pm - 6pm**

Restaurants may begin set-up/decoration of booths at 1:00pm. Vehicles are allowed inside the Exhibition Halls during set-up. All vehicles must **enter via Dock Door A** and **exit via Dock Door C** located at the rear of the Convention Center.

**Tuesday, October 9th 7:30am - 12am**

- 7:30am - 1:00pm** Set-up continues. All vehicles must be moved out of the Exhibition Halls by 1:00pm.
- 2:00pm - 4:00pm** DHEC will perform inspections of all restaurant booths; restaurant participants must be completely set-up and ready to serve by 3:00pm.
- 4:00pm - 10:00pm** Taste of the Town event operating hours. Restaurants MAY NOT under any circumstances begin breaking down booths prior to 10:00pm. Any restaurant that breaks down prior to 10pm will be charged a \$200 fine.
- 10:00pm - 12:00am** Booth Breakdown. Vehicles are NOT allowed back inside the Exhibition Halls until all event guests/attendees have exited the Exhibition Halls.

**Restaurant Booths must be completely broken down, and all equipment, decorations, food, etc. must be removed as quickly as possible. Exhibition Halls must be totally cleared no later than 12:00 midnight.**

**Thank you for your cooperation.**



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## Judged Entrées and Desserts

A restaurant may submit only **ONE** entrée item and/or **ONE** dessert item to be judged. The item(s) submitted for judging must be menu items which the restaurant will serve at the event. Please see the **Judging Application** for complete details, rules, and regulations.

## Electrical Fees Information

The Convention Center charges a fee for electrical service based on the number of amps required. To pre-purchase, go to [myrtlebeachconventioncenter.com](http://myrtlebeachconventioncenter.com) > Exhibitors > Shop for Service to fill out the required form. **Any electrical services purchased at move in will incur up-charges by the Convention Center. Electrical services must be pre-purchased prior to September 28, 2018.**

## Restaurant Checklist

Please use the following checklist to ensure all required documents and payment are submitted to the Taste of the Town Restaurant Committee.

Document/Payment	Date Submitted
Restaurant Application, Booth Fee, and \$50 Gift Card	
Electrical Services purchased through Convention Center	
Parish Hold Harmless/Indemnity Agreement	
Insurance Certificate of Liability (COL)	
Judging Application	