

2020 RESTAURANT PACKET

houstonoysterfestival.org

HOUSTON OYSTER FESTIVAL

A GALVESTON BAY FOUNDATION EVENT



Dear Chef,

Galveston Bay Foundation is a non-profit organization established in 1987 to preserve, protect and enhance Galveston Bay as a healthy and productive place for generations to come through programs in education, habitat restoration, water protection, land conservation and advocacy.

Our Oyster Shell Recycling Program promotes a sustainable Eastern oyster (*Crassostrea virginica*) population by returning shucked oyster shells from local restaurants back to Galveston Bay to restore native oyster habitat. The Oyster Shell Recycling Program preserves a valuable resource while providing partnership opportunities and hands-on volunteer opportunities for schools, Scouts, and other groups seeking community service and research. By returning shucked oyster shells to Galveston Bay, Galveston Bay Foundation is working to ensure a healthy oyster population for all to enjoy!

On behalf of the Galveston Bay Foundation, we would like to invite you and your restaurant to participate in our inaugural Houston Oyster Festival. This unique event will take place from 11:00 AM – 4:00 PM on Saturday, April 4, 2020, at Silver Street Studios in Houston (2000 Edwards Street, Houston, TX 77007).

Each chef will prepare and present a minimum of one cooked bite-sized oyster dish for our guests. The festival attendees will have the opportunity to vote for their favorite restaurant throughout the Festival and the winner will be determined based on entrée taste, food presentation, booth atmosphere, etc. The winning restaurant will be notified after the event that they have won our inaugural Houston Oyster Festival "People's Choice" Award. We think you would be an amazing addition to our 2020 event and hope you will consider joining us for a day of food, fun, and fundraising.

All proceeds will directly fund the Foundation's Oyster Shell Recycling Program. Without the Oyster Shell Recycling Program, these valuable shells that create new oyster habitat will be lost to landfills. The Houston Oyster Festival will also serve as the first step in an expansion of the Oyster Shell Recycling Program to the Inner Loop of Houston. Furthermore, your in-kind donation is tax deductible.

PARTICIPATING CHEFS ARE ASKED TO:

- ☼ Prepare a minimum of one savory, bite-sized cooked oyster dish (raw oysters will be available at the Raw Bar, so your dish must be a cooked dish incorporating oysters in some way, shape or form)
- ☼ Supply ALL food items and enough to provide servings to 2,500 people from 11am to 4pm
- ☼ Supply all warming and/or cooling equipment, table server(s), and serving piece(s)
- ☼ Inform Galveston Bay Foundation if power is needed
- ☼ Recycle ALL oyster shells, and encourage patrons to do the same, in the Galveston Bay Foundation provided oyster shell recycling bins throughout the festival area
- ☼ Encourage restaurant customers to attend the Oyster Festival and promote the event to patrons

WE ALSO ENCOURAGE PARTICIPATING RESTAURANTS TO:

- Bring additional signature bite-sized dishes to promote your restaurant
- Decorate your space at the Festival to represent your restaurant
Please decorate your 10'x10'space to creatively reflect the restaurant's brand and identity. If the participants haven't been to your restaurant, this is your opportunity to showcase your talent and encourage new customers.

THE HOUSTON OYSTER FESTIVAL WILL PROVIDE EACH RESTAURANT WITH:

- One 10' x 10' space
*Outlets are available IF needed – please notify Galveston Bay Foundation
Restaurants can purchase additional spaces (max of 4) for \$500 per 10' x 10' space*
- A food permit to handle and serve food during the event
- Dividers
- Two tables and skirting for your serving area
- Sign with the restaurant name
- Trash container(s)
- Oyster shell recycling bin(s)
- PR/recognition/advertising
Restaurant will be recognized as a partner of the Galveston Bay Foundation Oyster Shell Recycling Program and included in all Houston Oyster Festival collateral; i.e., listed on website, social media, press releases, day-of event signage, logo projection during the Houston Oyster Festival, etc.
- Priority option to participate in the Oyster Shell Recycling Program as soon as services are available in Houston
The Houston Oyster Festival will serve as the first step in an expansion of Galveston Bay Foundation's shell recycling services to restaurants in the Houston Inner Loop. The Foundation hopes to expand its shell recycling operations into the Houston Inner Loop by 2021.

As a participating chef, a short biography and restaurant information, including logo, will be featured on our social media channels and website. Please submit this aforementioned information with your completed application. Additional recognition will come in the form of having your name and restaurant included on our event website, press releases, and any additional media opportunities that arise as we promote the event over the coming months. Each restaurant will also receive two guest tickets to the event.

Please reach out with any questions regarding the event. Please contact Nicole Scanlin, Development Director, with any questions regarding festival logistics at nscanlin@galvbay.org or at 281-332-3381, Ext. 221. Please contact Michael Niebuhr, Habitat Restoration Coordinator, with any oyster shell recycling questions at mniebuhr@galvbay.org or at 281-332-3381, Ext. 225.

Houston Oyster Festival is a great opportunity to give back as well as promote your restaurant and its commitment to our community. Together we can preserve and enhance Galveston Bay for generations to come.

Sincerely,
Bob Stokes,
Galveston Bay Foundation President

2020 Houston Oyster Festival Restaurant Commitment Form
(Please print legibly so names appear correctly in any printed materials)



CHEF NAME: _____
RESTAURANT NAME: _____
PRIMARY CONTACT NAME: _____
PHONE NO: _____
CELL NO.: _____
EMAIL: _____
RESTAURANT MAILING ADDRESS: _____
CITY, STATE, ZIP _____
BACK UP CONTACT INFO. Please enter it here: _____

PRE-EVENT COMMITMENTS (please initial each item):

The following items must be submitted to nscanlin@galvbay.org.

- _____ Chef Photo - please submit with this form.
- _____ Chef Biography - please submit with this form.
- _____ Restaurant Information - please submit with this form.
- _____ Restaurant Logo - please submit a high resolution .eps or .jpg file with this form.
- _____ Menu must be submitted by March 6, 2020.
- _____ All special equipment and set-up requests must be submitted in writing by February 21, 2020.
- _____ All requests are subject to approval.

DAY-OF EVENT COMMITMENTS - Saturday, April 4, 2020 11:00 AM to 4:00 PM (please initial each item):

- _____ Restaurant/Chef will provide one savory, bite-sized cooked oyster dish of his/her choosing with enough food to serve a minimum of 2,500 guests throughout the event, as that is the total amount of guests we are expecting to come to the Festival.
- _____ Two 8-foot rectangular tables and table skirting will be provided for you.
- _____ Restaurant/Chef to provide all food and all cooking items needed, including warming and/or cooling equipment, serving piece(s), and preparation/serving staff (maximum 3).
- _____ Signage for your station will be provided.
- _____ Food production must follow the Silver Street Studios guidelines.
- _____ Load-in time is 11:00 AM - 6:00 PM on Friday, April 3, 2020. Please confirm your set-up time with Galveston Bay Foundation due to limited loading dock capacity.
- _____ After load-in, you will have time on Saturday morning, April 4th to complete set-up. Station must be completely set-up by 10:00 AM with your sample dish and station ready for a professional photo opportunity. Doors open and food service will begin at 11:00AM.
- _____ Tear down will begin immediately after the event ends at 4:00 PM.

CANCELLATION

_____ It is important that we have adequate food for our guests, do not mislead our guests as to who will be participating, and represent the Galveston Bay Foundation in the highest regard. In the event that the chef is no longer able to represent the restaurant, the restaurant is committed to providing a substitute chef to represent the restaurant and to fulfill all competition requirements. If the restaurant is not able to provide a substitute chef, the withdrawing chef will assist in finding another chef/restaurant to take his/her place in the competition.

We sincerely thank you for your support with this tax-deductible, in-kind contribution which helps make it possible for the Galveston Bay Foundation to preserve and enhance Galveston Bay for generations to come! Galveston Bay Foundation Tax ID No. 76-0279876

Signature of Chef: _____ **Date:** _____

Signature of Restaurant Owner or Representative: _____ **Date:** _____

Signature of Authorized Donor: _____ **Date:** _____