



Food Vendor Application

The Elkhart Rotary Club and Wellfield Botanic Gardens will celebrate the 14th Annual TASTE OF THE GARDENS on **Sunday, August 27, 2023**. This event attracts over 4,000 guests from a 90-mile radius on an annual basis. We are proud to offer this event again in 2023; we're stronger and more committed to a fun, meaningful event than ever before. ***We invite you to be a partner with us*** for this amazing day of live music, fine art, and of course, GREAT food!

Taste of the Gardens is a fundraiser supporting Wellfield Botanic Gardens, a private, not-for-profit founded by the Elkhart Rotary Club in 2005. This event also helps support Wellfield's Mission *to celebrate the inseparable relationship between water and life, inspire creativity and lifelong learning, foster stewardship of our natural world, and grow community.*

General Event Info:

- Taste features live music, a juried art show with artists from around the Midwest, and a "Garden Boutique" pop-up shopping area. But at "Taste of the Gardens" **YOU** are the highlight of the event—our guests come for the great food—and we encourage you to bring your best bites for them to enjoy.
- *To help you with logistics*, guests purchase food tickets in advance in \$2 increments (packs of \$10 or \$20) from central locations around the Gardens before visiting your food station. They'll purchase your menu items with the food tickets.
- Our volunteers will collect the tickets on a regular basis throughout the day and deliver them to our central counting location, where our staff will tally your tickets and cut you a check in the days following the event. **You'll receive 100% of your proceeds.**
- \$250 Awards will be given for: Best Taste of the Gardens (Savory) and Fan Favorite (Savory), Best Taste of the Gardens (Sweet) and Fan Favorite (Sweet).
- **Date:** Sunday, August 27, 2023
- **Event Time:** 11 a.m.-6 p.m.
- **Location:** Wellfield Botanic Gardens, 1011 N. Main St., Elkhart IN 46514
- **Set-up:** Scheduled arrivals beginning at 7 a.m. Your station must be ready by 10 a.m. to serve at 11 a.m. when the gates open.
- **Cost:** \$250 sponsorship fee per restaurant/caterer/food truck (We will need \$150 non-refundable to reserve your spot). Additional restaurant spots may be secured for \$100 more.
- **Deadline to commit:** Monday, August 1, 2023

Advertising:

All participants will be provided with the following advertising and promotion:

- Newspaper and area print publications (including the Elkhart Truth).
- Rotary and Wellfield Botanic Gardens websites, as well as our marketing partners
- Yard signs and print collateral advertising the event.
- The event will be advertised on local TV, to increase exposure.
- Social media posts for each restaurant leading up to the event. Please tag us in your posts, too!

Restaurants/caterers/food trucks will provide:

- The Completed *Restaurant/Caterer/Food Truck Commitment Letter* (attached).
- Completed W-9 for payment of restaurant proceeds.
- Certificate of Insurance naming Wellfield as additional insured.
- \$250 sponsorship fee per restaurant (plus \$100 per additional restaurant), which can be paid online ([Taste of the Gardens 2023 Restaurant Sponsorship Fee](#)) or by check. Your business will be promoted by Wellfield as a sponsor of the event in our social media and advertising for the event, and we encourage you to tag us when you do the same!
- Your own grounded (3-prong) extension cords. *110 voltage will be available.*
- Adequate staff to operate your food station.
- Enough food to last for the entire event, which goes until 6:00 p.m. Tear down will begin after that.
- Fan(s) for your station (as required by Elkhart County Health Dept).
- Brochures or menus from your restaurant/catering business, coupons, and upcoming events can be displayed and are encouraged at your table – ***we want you to shine.***
- Your restaurant's best selections – 3 to 5 items of small portion size (3-4 bites) able to be served on SMALL (up to 6") plates/bowls. In keeping with our mission, please use compostable or post-consumable serveware. ***NO styrofoam, please.*** Please price items at 2, 4, or 6 tickets (ie, \$2-\$6). People want to walk and eat, so please consider how consumers will eat your product!
- Bottled water and other soft drinks will be available throughout the Gardens; please refrain from selling these at your station. ***Any beverages (non-alcoholic only) you would like to include on your menu must be pre-approved by the Restaurant committee.***
- Please provide a short description of the menu items (including pricing) being served by August 1. We'll be working closely with restaurants to ensure that minimal menu overlap occurs. This advance deadline also ensures we have ample time to market your menu; you can submit your list with your commitment, or email your menu information to info@wellfieldgardens.org.
- Hot potable water (if needed) should be provided by the restaurant/caterer.
- Sufficient EZ-UP style tents to cover your prep area, for shade, and extra prep tables as needed.

Wellfield Botanic Gardens will provide:

- \$2 Value Food Tickets to be sold/used for purchasing your samples (sold in packets of \$10 or \$20).
- ***Water, soda, beer, and wine will be sold at various locations and should not be offered for sale at your booth. Restaurants should bring a supply of beverages/drinking water for their employees during the event.***
- One 8' banquet table with black, ground-length skirting as your front booth table. (***please bring other tables you may need for prep***)
- A whiteboard for menu items and pricing (we'll write your menu items out in advance)
- Containers for ticket collection.
- Waste bins and liners.
- Tables and chairs for guests under the tent.
- Most importantly: a check for your proceeds!

Please complete and return the attached ***Restaurant/Caterer/Food Truck Commitment Letter***



Restaurant/Caterer/Food Truck Commitment Letter

Please complete/return this letter by mail or email to *Wellfield Botanic Gardens*

Wellfield Botanic Gardens
1011 N. Main Street
Elkhart, IN 46514

Commitment Deadline – August 1, 2023
Advertising Deadline – August 1, 2023
Menu Deadline – August 1, 2023

This letter confirms our participation in Taste of the Gardens on Sunday, August 27, 2023.

Restaurant/caterer/food truck name: _____

Primary contact: _____

Phone: _____ Email: _____

Website: _____

Facebook: _____ Instagram: _____

Date: Sunday, August 27, 2023, 11 a.m.-6 p.m.

Location: Wellfield Botanic Gardens, 1011 N. Main St., Elkhart IN 46514

Primary Contact Signature

Date

Signing this agreement indicates your permission to use photos taken during the event on future promotional material. Don't worry, we'll make you look good!

Email to info@wellfieldgardens.org or

Mail to Wellfield Botanic Gardens | 1011 N. Main Street | Elkhart, IN 46514

Phone 574-266-2006 Ext. 106

Chrisi Cornell – Taste Restaurant Committee Chair and *Educational Coordinator at Wellfield*

Cara Long – Taste Committee Member and *Concept Manager of Michiana Cork and Fork*

Jodie Papandrea - Taste Committee Chair and *Guest Services & Volunteer Manager at Wellfield*

Eric Garton – Taste Committee Co-Chair and *Executive Director at Wellfield*