**2017 ISA Houston Section Expo & Chili Cook Off**

**Welcome Packet**

Hello Expo Sponsors & Chili Cook Off Teams,

On behalf of the ISA Houston Section we would like to thank you for supporting our annual scholarship fundraiser. With your help, we have been able to grow our philanthropic efforts as well as this Expo into one of the best exhibits and networking events with a big Texas twist!

The information below is to help you prepare for the 2017 ISA Houston Section Expo & Chili Cook Off.

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

**When:**

**Thursday, November 9, 2017**

**Location: Houston Farm & Ranch Club, (**[**www.hfrc.org**](http://www.hfrc.org)**),**

**1 Abercrombie St. Houston, Texas 77084**

**(northeast corner of Hwy 6 & Patterson Rd., 3 miles north of Katy Freeway I-10 on Hwy 6)**

**Registration**

**Click on the link below to get started:**

[**tba**](https://houstonisa.org/event/2016-isa-houston-section-expo-chili-cook-off/)

1. Register yourself, team members & coworkers that will be working your table at the Expo
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 Tuesday, November 10th 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

11:00AM-12:30PM: Trailers, Arena Display Sponsors and large display setup

2:00PM – 4:00PM: Booth/ table top setup

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

**Parking:**

Parking is located in the front of the west side arena for all sponsors and attendees. If you need to drop off or set up equipment you may drive in through the gate. 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 with one 8 foot table table and 2 chairs per space for the exhibitors unless you purchased an additional table, 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. We also will have security offers onsite as a requirement form the Houston Farm & Ranch Club

**Festivities:**

**Provided courtesy of the ISA Houston Section & Event Sponsors:**

* Entertainment:
  + Music-Texas Country & Western
  + Texans Cheerleaders
* Drinks: Beer, Sodas and Water
* Door 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 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.

**Chili Cook Off Judging Guidelines:**

The cook off teams should prepare as much of the chili as possible 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: We will have out Judges Runners bring you a thermal container beginning at 5:00pm.

You will fill the thermal container ¾ full and the runner will come back by 5:08pm to collect your chili. 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 5 gallons of chili. The indoor serving container needs to 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 consist of and the level of spice.
  + If you are cooking vegetarian chili, 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, Cheese, Corn Chips, Jalapenos, Crackers and any other condiments for your chili
* Any items you may need for serving your chili and for cleanup of spills
* Houston, Texas can be HOT or COLD in mid-November. 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.

1. 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 not allowed unless you have purchased back to back table spaces or have a table in the dirt. This was an issue in the past due to partial blocking of the walkways and brought to our attention by the Fire Marshall.
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 chili 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 chili in the toilet, which plugs them up. Take it back with you.

Do not dump your chili 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 Expo & Chili Cook Off Committee

Mike Huereca, ISA Houston Section Expo & Chili Cook Off Chairman

Paul Shkedy, ISA Houston Section Expo & Chili Cook Off Assistant Chairman

Amanda Hardy, Event Manager

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