



Dear Culinary Colleague:

On July 13, 2008, the City of Wooster will host its annual Arts and Jazz Fest. This celebration will include music, artists, and a variety of food vendors. The proceeds of this event benefit the Wooster City Schools and Main Street Wooster which continues to work on the vitality of the downtown Wooster area.

The Arts and Jazz Fest Committee is offering an opportunity for a select group of restaurants and food vendors to participate in this event.

As General Manager of the Wooster Inn and a member of the Arts and Jazz Fest Committee, I have been asked to coordinate the food vendors. For us, the Arts and Jazz Fest provided an excellent marketing and sales opportunity at a very reasonable cost. The attendees at the festival included many of our regular customers as well as those who had not been to our restaurant in a very long time. Our association with the Arts and Jazz Fest proved to have a lasting impact on our business.

This year we are asking interested vendors to offer and serve up to three signature items and a beverage. Food tickets will be sold and so all items must be sold at \$1 amounts or multiples of one dollar. At the end of the event vendors will turn in their tickets. The Arts & Jazz Fest Committee will pay the vendors in cash less 25%. The maximum fee that a vendor will pay is capped at \$500.

The Committee will provide a tent, an 8' serving table, a work table and two chairs, electricity (based on exact specifications of the vendor), a hand wash station, a utensil washing area and a tablecloth and skirting for the serving table. Vendors are encouraged to furnish table decorations reflecting the theme of their restaurant or the New Orleans atmosphere of the Arts and Jazz Fest, promotional materials or menus, and a logo or posters to serve as a backdrop to your serving area.

Vendors must also provide information required by the Wayne County Health Department Temporary Foodservice License Application, which will be submitted and paid for by Main Street Wooster. The application form is provided on our website: <http://woosterartsjazzfest.org>. You will find it on the Arts Jazz Café page of the site.

To reserve a space at the Arts and Jazz Fest, vendors must submit the attached application and a \$100 deposit. Since we are limiting the number of vendors we will be depending on your participation. The deposit will be returned to each vendor on the day of the event along with the monies they are owed. Cancellations and no-shows will forfeit the deposit.

I personally encourage your participation in this exclusive group of food service providers as we work to make the Arts and Jazz Fest a premier event for Downtown Wooster. Feel free to call me with any questions or suggestions that you might have. My number at the Wooster Inn is 330-263-2660. You may also email me at kbogucki@wooster.edu.

Please fill out the enclosed applications as we will fill spaces as we receive the documentation.

I truly hope that you will be able to participate in a worthy cause that stands to be a win-win for the community and your business.

Sincerely,

Ken Bogucki
Arts Jazz Fest Vendor Chairman