

BITE OF BLAIRSTOWN & BEYOND

VENDOR CHECKLIST

Event Date: Monday, June 8th

Time: 6:00 PM (Vendor setup recommended between 4:30–5:30 PM)

Location: Brook Hollow Winery, 594 Route 94, Columbia, NJ 07832

Vendor Space: 8' x 8'

BEFORE THE EVENT

- Confirm attendance with the Blairstown Rotary Club
- Submit \$50/+ gift card for raffle
- Send in application and Certificate of Insurance
- Inform organizers whether you need:
 - A provided 6 ft table
 - Access to electric outlet
- Share the bite(s) you plan to serve (optional)

WHAT TO BRING

Food & Serving Supplies

- Bite-sized samples for approx. 150 guests
- Serving utensils
- Plates, cups, napkins, cutlery
- Gloves (if needed)
- Food warmers, coolers, thermal containers

Display & Equipment

- Tablecloth(s)
- Business signage
- Menu card or sample description

- Your own table (optional)
- Extension cord or power strip & Optional display lighting

Marketing Materials

- Business cards or brochures
- Gift card display (optional)
- QR codes (optional)

SETUP AT THE EVENT

- Arrive between 4:30–5:30 PM
- Check in with organizers
- Locate your 8' x 8' space
- Set up table and display
- Test electrical setup (if applicable)
- Maintain proper food temperatures

DURING THE EVENT

- Serve samples to guests
- Keep your area tidy and replenished
- Engage with attendees
- Network with other vendors
- Promote your business

AFTER THE EVENT

- Clean up your space
- Remove trash or materials
- Disconnect from electrical outlets
- Pack signage and supplies
- Say goodbye to organizers