Food Partner Invitation
Steel City Big Pour® #12

September 15, 2018

Greetings from the Big Pour Committee!

We are reaching out to you because you have been recommended by a committee member to submit a proposal to be a Big Pour Food Partner or you have participated in a previous Steel City Big Pour. (SCBP). The Big Pour is a highly successful fundraiser in support of Construction Junction (CJ) and its mission to support conservation through the reuse of building materials.

Proceeds from the Big Pour support CJ operations, job training programs, and improvements to infrastructure. We sell approximately 3,000 tickets to the event, which has sold out or come close over the past 11 years.

What makes the event special, in our humble opinion, is the variety of craft beer (45+ breweries each bring 3 or more types of beer) and the high quality of food offerings (20+ restaurants participate)! The event is held in CJ's warehouse and always features live art demonstrations, non-alcoholic beverages, and a live band.

What we provide to you!

- 4 Complimentary tickets to the Steel City Big Pour®
- 8 foot table with table cloth and 2 chairs
- 1 sign with your restaurant name on it hung for you above your table.
- Free lunch in between sessions
- Volunteers to help you unload your vehicle upon arrival at CJ
- All your cups, plates, etc provided at no charge
- 4 interchangeable wrist bands and taster glasses for your servers.
- $200 stipend to cover some out of pocket expenses
- Restaurant listing on Big Pour web site (over 100,000 views in 2016)
- Restaurant listing on the mobile app (visited 5,000+ times during the event in 2016)

The Big Pour is two 3 hour sessions. ***Each session*** has approximately 1500 patrons, 280 brewer and food partner staff and 75 volunteers. ***We expect food vendors bring enough food to provide "a taste" or "bite" for everyone as quantities need to be appropriate to the total number of people at the event.***

Enclosed in this packet you will find:

- Food Partner Information Sheet (Reverse side this sheet)
- Food Partner Application Form (page 3) - **Due ASAP**
- Food Partner Agreement (page 4) - **Due 7/31**
- Food Partner Needs Request Form (page 5) - **Due 8/15**
- Big Pour App Information Sheet (page 6) - **Due 8/30**

If you have any questions, don't hesitate to contact us at 412-243-5025 x12 or bigpour@cjreuse.org

Food Partner Information
Steel City Big Pour® #12

September 15, 2018

IMPORTANT INFORMATION—PLEASE READ !!!!!!

Event instructions including day of event logistics, will be emailed to you approximately 2 weeks prior to the event.

Staffing:

- You must have your table staffed at all times.
- We are sorry but no one under 21 can be on the premises. IDs will be checked upon entering the Big Pour/CJ parking lot.
- You are required to provide a list of people working the first session and the second session.

Operations:

- The Big Pour is two (2) 3 hour sessions. ***Each session*** has approximately 1500 patrons, 280 brewers & food partners and 75 volunteers. We expect food vendors bring enough food to provide "a taste" or "bite" for everyone as quantities need to be appropriate to the total number of people at the event. .**(~3300 total people)** Serving large portions lends to quickly running out of food which is not acceptable and negatively impacts both of our reputations.

- Staff preparing and serving the food must comply with all Allegheny County Health Department food transportation, preparation, storage and serving regulations that are applicable.

- The Big Pour is a zero waste event. We have included a form for ordering plates, silverware cups etc. We ask that you please do not bring any items to serve in as they all must be compostable. We will provide these at no charge!

- If you are planning on cooking/reheating items with an OPEN FLAME - you MUST have an outside space. No open flames inside the building!

App Info:

- The sooner we receive your food item descriptions for the App, the sooner they will appear. The App will be live before and after the Steel City Big Pour.

- You can receive a digital Food Partner App Information Form by emailing us at: **bigpour@cjreuse.org**

- Sponsorship's are available for even a larger presence at the BIG POUR. Email us for details

This application must be received AS SOON AS POSSIBLE for consideration - Thank you

Food Partner Application
Steel City Big Pour® #12

September 15, 2018

Legal Company Name:_____

(Restaurant Name if different)_____

Address:_____

City:_____ State_____ Zip_____

Company Phone_____ Company Website_____

Contact_____
Affiliation_____
Work Phone _____
Cell _____
Email_____

Contact_____
Affiliation_____
Work Phone _____
Cell _____
Email_____

New to SCBP this year? Yes No If No # of years of participation_____

Would you like your same location as last year? Yes No

Are you planning a Big Pour Week event at your location? Yes No

Are you interested in partnering with a brewer for PAIRING SPECIALS at the event?
Yes No

We propose to bring:
Entrée_____ Appetizer_____ Dessert_____
Please provide a description of your food item(s) (include any inspiring details, if any ingredients are sourced locally, serving size , vegetarian or gluten free)

Return to: Steel City Big Pour, c/o Construction Junction, 214 N Lexington St, Pittsburgh, PA 15208
Fax: 412-243-5026 email: bigpour@cjreuse.org

Steel City Big Pour® 2018 Food Partner Agreement

We appreciate the support and generosity of our food partners in donating time and food samples that help to make our annual fundraiser, the Steel City Big Pour®, one of the most popular events in Pittsburgh.

Please return to us via mail, email or fax (412-243-5026) this agreement with following items by July 31, 2018:

- this completed form
- a copy of your certificate of insurance
- evidence of your Worker's Compensation insurance if you are bringing employees who will be paid.

Upon receipt and acceptance of the Food Partner Agreement, we will return a CJ signed copy to you.

Thank you!

Company Name _____

Contact Name_____

Position_____

Address _____

_____

(Mailing address for stipend check)

By signing below, I, the above named, agree and confirm that the food purveyor named above will donate food to be sampled by the 3,000 attendees of the Steel City Big Pour® to be held on **September 15, 2018** and will bring and supervise staff to prepare and serve the food and comply with all Allegheny County Health Department food transportation, preparation, storage and serving regulations that are applicable.

Signed..... Date .....

Construction Junction agrees to send 4 complimentary tickets for entry to the Steel City Big Pour® and pay a stipend of $200.00* to the food partner named above to assist in defraying costs associated with attendance at the Steel City Big Pour® such as staff time and travel costs.
(*Note stipends will be mailed after the event this year - RUNNING OUT OF FOOD may negatively IMPACT STIPEND!)

Signed..... Date .....
Terry Wiles, Community Outreach Coordinator

This agreement must be received by July 31, 2018 - Thank you

Return to: Steel City Big Pour, c/o Construction Junction, 214 N Lexington St, Pittsburgh, PA 15208
Fax: 412-243-5026 email: bigpour@cjreuse.org

Steel City Big Pour® 2018 Food Partner Needs List

Legal Company Name:_____

(Restaurant Name if different)_____

Address:_____

City:_____ State_____ Zip_____

Contact Name_____ Contact Phone _____

Electricity Needed? Yes No

If Yes - Device_____Wattage_____

Device_____Wattage_____

Do you need CJ to provide anything? Yes _____ No

The SCBP is a Zero Landfill event and all paper products must be biodegradable and will be provided. Please do not bring any of your own disposables. Products needed:

2 oz cup

Quantity:

4 oz cup

Quantity:

7 oz cup

Quantity:

Fork

Quantity:

Spoon

Quantity:

French fry boat

- **6.5" x 4.375" x 1.5"**
- **1# size**

Quantity:

6 oz hot bowl

Quantity:

6" Paper plate

Quantity:

4 oz hot cup

Quantity:

Note: 6" square, white cocktail napkins will be available for all food partners — as many as you need, no limit.

This form *must* be received by August 15, 2018 - Thank you

Return to: Steel City Big Pour, c/o Construction Junction, 214 N Lexington St, Pittsburgh, PA 15208

Fax 412-243-5026 email: bigpour@cjreuse.org

Food Partner App Information
Steel City Big Pour® #12

Legal Company Name:_____

(Restaurant Name if different)_____

Address:_____

City:_____ State_____ Zip_____

Company Phone_____

Company Website_____

Contact_____

Email _____

REMEMBER TO EMAIL US YOUR LOGO TO:

bigpour@cjreuse.org

An online version of this form will be is also available

Menu Item Name: _____

Summary Description: (140Characters)

Allergens:

This form *must* be received by August 30, 2018 - Thank you

Return to: Steel City Big Pour, c/o Construction Junction, 214 N Lexington St, Pittsburgh, PA 15208
Fax 412-243-5026 email: bigpour@cjreuse.org