

**RESTAURANT/  
CATERER**

**Old Town Walkabout  
Participant Packet**



**2024 MIDWEST WINEFEST**

**940 SOUTH ST. FRANCIS  
WICHITA, KS 67211**

**[WWW.MIDWESTWINEFEST.ORG](http://WWW.MIDWESTWINEFEST.ORG)**

# IMPORTANT DATES

In an effort to fulfill all benefits promised, below is a list of important submission dates for the information we need you to provide. In order for us to meet our obligations, please meet these due dates. We greatly appreciate your support of Midwest Winefest, the Guadalupe Health Foundation, and the patients of Guadalupe Clinic.

**Contracts and logos can be sent to Alley Kirchner at:**

Guadalupe Health Foundation  
940 South St. Francis  
Wichita, Kansas 67211  
[alley@guadalupeclinic.com](mailto:alley@guadalupeclinic.com)

## MARCH 1, 2024

- Turn in completed Participation Form and w9 Form

## MARCH 15, 2024

- Logo due for online publication
  - Food selections due for online publication
- Late submissions are not guaranteed publication*

## APRIL 25, 2024 – OLD TOWN WALKABOUT

- 4:00 PM **Restaurants** must be open for us to begin dropping off supplies
- 5:00 PM **Caterers** deliver food samples to assigned venue
- 5:00 PM **Restaurants** have food samples ready to serve
- 5:00-5:20 PM Volunteers arrive to serve food and wine samples
- 5:30 PM Event begins
- 8:00 PM Event ends



# BENEFITS

## NEW THIS YEAR:

We appreciate the support you provide our mission and your participation in the Old Town Walkabout. While we cannot afford to financially compensate you for all food and labor costs, we would like to provide some compensation for your participation. Starting this year, Guadalupe Health Foundation will provide caterers and restaurants the following compensation for participation:

- ★  \$200 per participant providing samples with no protein (chicken, beef, fish, etc.)
- \$400 per participant providing samples with a protein (chicken, beef, fish, etc.)

Guadalupe Health Foundation will provide monetary compensation at the Old Town Walkabout so long as the responsibilities and deadlines outlined in this packet are met.

*We cannot provide compensation until we receive a completed Participation Form and w9.*

*Compensation will not be given prior to the Old Town Walkabout.*

## TRADITIONAL BENEFITS:

- Showcase your business – 1,000 attendees will sample your food selections
- Your business name and logo will appear on the Old Town Walkabout page of our website as a valued partner
- We provide volunteers to serve your food samples and serve our wine samples
- We provide volunteers to ensure that participants do not leave your establishment with wine in their glasses; as required by law
- We deliver and set up all supplies for wine sampling and event signage
- We pick up all supplies and signage immediately following the event
- Know YOUR participation provides health care for families in need in our community!

## OTHER WAYS TO GET INVOLVED:

- Consider donating to the silent auction. It gives you additional publicity and helps us to raise more funds for the uninsured!
- You can connect your business through our Facebook page by liking, following, and sharing our event!

# RESPONSIBILITIES

## **RESTAURANTS:**

**Restaurants provide their space AND food samples as a Walkabout participant.**

- Meet all deadlines outlined on page 2: Important Dates
- Provide 1,000 wine-friendly hors d'oeuvres, one or two signature items
- Provide a prominent location for volunteers to serve that has a suitable flow for attendees to walk through your restaurant
- Prepare and set-up your area – provide napkins, plastic silverware, and serve ware as needed for the food you provide
- Provide at least one table and trash can for food and wine station – we recommend an 8-foot table or comparable space to accommodate up to 4 volunteers
- Be set-up and ready for us to serve on Thursday by 5:00 PM

## **CATERERS:**

**Caterers bring food samples to an assigned venue participating in the Walkabout.**

- Meet all deadlines outlined on page 2: Important Dates
- Provide 1,000 wine-friendly hors d'oeuvres, one or two signature items
- Provide napkins, plastic silverware, and serve ware as needed for the food you provide
- Deliver samples, set-up, and be ready for us to serve on Thursday by 5:00 PM
- Provide employees to pick-up and return your equipment, if applicable, at 8:00 PM after event

# PARTICIPATION FORM

## GENERAL INFORMATION

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

YES, use last year's logo     NO, I will provide a new logo (**by March 1st**)

## PARTICIPANT INFORMATION

**I request to participate as:**

Restaurant (Food & Venue)

Caterer Only

Venue Only

**Signature items to be served:** (1) \_\_\_\_\_

(2) \_\_\_\_\_

**Additional/Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date



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