



## FACT SHEET FOR RESTAURANT PARTNERS

### Fine Wine & Food Festival and Silent Auction To Benefit Strawberry Banke Museum

Tax Identification 20-0260158

Sign up by: June 9

Event Date: Saturday, September 9, 2017

Time: Grand Tasting 5:00-7:30 pm

VIP Tasting 4:00-7:30 pm

**2:15 pm:** All food should be delivered to the Museum. We can arrange pick-up, as needed.

**2:45 pm :** All service stations must be ready for **health inspection**.

**4:00 pm:** Food service starts.



**Where:** Strawberry Banke Museum — a 10-acre site at 14 Hancock Street in Portsmouth, NH 03801.

**What:** Fine wine and food walk-around tasting plus silent auction in Strawberry Banke Museum's historic neighborhood and gardens.

#### Format:

- Vintage & Vine hosts more than 1,000 people at this sold-out fundraising event each year.
- Each food and wine service location at Strawberry Banke Museum will feature one of the Seacoast's best restaurants and a New Hampshire wine distributor.
- Finger food provided by area restaurants will be served at each house from 4:00-7:30 pm.
- Wine distributors with staff will offer hundreds of wines to taste.
- A main tent will feature a silent auction including trips, tickets, food and wine-related items which will be open until 7:30 this year.

#### VIP:

- VIP guests may enter and tour the Grand Tasting at 4:00 pm; a separate VIP tent will also be available with exclusive wines and food. A special ticket is required for entrance to this area.

#### Star Chefs:

- Four chefs from the region's best restaurants will be featured in the center of the grounds. These featured chefs will be actively grilling food to be served to guests.

#### Benefits to your Restaurant:

- 1,000 event participants from around the region will sample your food and get a chance to talk about your restaurant.
- Your restaurant will be included in online promotions, press releases, and event marketing efforts.
- **New this year:** each participating restaurant will receive 2 free General Admission tickets to Vintage and Vine, plus member discounts on VIP tickets.
- Vintage & Vine 2016 raised over \$65,000 to support Strawberry Banke Museum's preservation efforts, education programs and community outreach.

**What You Provide:**

- Small samples of appetizers on serving platters to serve 1,000 people (at least 700 pieces.)
- All food must arrive prepared and ready to serve, per the health inspector.
- Signage for your restaurant and identifying what you are serving, we will provide one restaurant sign for each participant. Menus, business cards or anything else you would like on your serving/display table.
- At least one staff person, if possible. We will have volunteers available to assist if you need it.
- *Each restaurant will need to complete the City of Portsmouth's temporary food permit application for this event.* SBM will provide the application and the deadlines, and will highlight the bits that each restaurant will need to fill out.

**What We Provide:**

- Each restaurant will be partnered with a wine vendor on the museum grounds.
- Should you want to pair your food with the wine served near your set up we will provide contact information of the company located closest to your set-up.
- Each food and wine station will have volunteers available to support service.
- All participants -- restaurants, wine brokers, auction donors and sponsors -- will be promoted as event partners. Marketing materials include: posters, postcards and programs; print advertising, social media, museum member and past attendee communications and the Strawberry Banke website.
- We will provide two 8' tables and linen tablecloths under a tent, serving tongs, paper plates and napkins for guests.
- If you are unable to attend we will have volunteers picking up your food by no later than 2:15 pm.
- Hand washing stations located throughout the museum grounds.
- Set-up assistance from museum staff and volunteers. *You may drive onto the property for unloading at the Washington Street gate between 2:00 – 3:15 pm.*
- Parking is available for restaurant and wine partners in the Visitor's Center parking area after unloading via the Washington Street entrance.
- A free trolley service will be provided for guests to and from key destinations in the City of Portsmouth.

**1,000 tickets will be sold: 750 Grand Tasting and 250 VIP Tasting**

- \$120 VIP Tasting
- \$30 VIP Designated Driver
- \$65 Grand Tasting
- \$20 Designated Driver
- Museum Member tickets are \$100 VIP; \$45 Grand Tasting

**Questions:** Contact **Alena Shellenbean**, Manager of Special Events, Strawberry Banke Museum  
ashellenbean@strawberrybanke.org (603) 828-2979

**Each Restaurant is asked to provide the following information to participate:**  
*Please turn in this form by July 10th*

**Restaurant Name:**

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**Type of participation (select one):**

Grand Tasting (General Admission)  VIP (must be invited)  STAR Chef (invitation required)

**Planned Hors D'oeuvres: (OPTIONAL UNTIL HEALTH FORM APPLICATION)**

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**Staff who may participate:**

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**Restaurant Owner/ Contact Name:**

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**Phone Number:**

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**Email:**

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**Signature of Restaurant Owner/Contact:**

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**Additional Restaurant Notes:**

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**Please Return To:**  
Alena Shellenbean  
**Strawbery Banke Museum**  
PO Box 300, Portsmouth, NH 03802-0300  
(603) 828-2979 - ashellenbean@strawberybanke.org

**Committee Contact:**

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Thank you for your participation in this food and wine extravaganza and for showing your support for Strawbery Banke Museum's efforts to preserve nearly 400 years of history on the Seacoast! Strawbery Banke Museum is a nonprofit organization under sections 501 (c)(3) and 509(a)(2) of the Internal Revenue Code. Vintage & Vine is a trustee sponsored fundraiser.