



EMPTY

BOWLS



Food Vendors





RHODE ISLAND COMMUNITY
FOOD BANK

Event Details

Handmade bowls and gourmet bites: A tasty way to give back.

The Rhode Island Community Food Bank is thrilled to announce the return of **Empty Bowls** on March 27, 2024.

The concept is simple: guests choose a handmade bowl, enjoy delicious restaurant tastings, and go home with their bowl as a reminder that their support helps us fill all the empty bowls in our community. Funds raised from **Empty Bowls** will help the Food Bank provide food assistance to 80,000 Rhode Islanders each month.

With artists, restaurants, and nearly 1,000 guests hailing from all over the state, the Food Bank's Empty Bowls event provides a unique opportunity to promote your brand.



Date: Wednesday, March 27, 2024

Time: 5:30 - 8:00 PM

Location: Waterfire Arts Center, 475 Valley Street, Providence

Tickets: **\$60 Early Bird General Admission (until 3/6/2024):**
Includes handmade bowl and tastings

\$70 General Admission (after 3/6/2024):
Includes handmade bowl and tastings

\$150 Patron Admission:
Includes VIP bowl, tastings and complimentary drink ticket





Culinary Vendor Information

Date: Wednesday, March 27, 2024

Time: Event runs from 5:30-8:00 pm. All vendors should arrive between 3:30-5:00 pm and be ready for service at 5:30 pm

Place: Waterfire Arts Center, 475 Valley Street, Providence

Contact: Doris Moore– Rhode Island Community Food Bank: dmoore@rifoodbank.org or 401-230-1678

The Food Bank will provide:

- A \$200 stipend per restaurant to cover some of your expenses (check will be issued at the event)
- One 8' table and one 6'x18" classroom table behind you
- White linen for table. Any other fabric you bring must be certified as flame retardant
- Restaurant name banner over table
- Table sign with menu item listed
- Trash receptacles
- Listing on the event program given to 1,000 guests
- Listing with link to your website on Food Bank event website

You are asked to provide:

- 700 2-3 oz. tasting portions of your signature dishes. **Please bring hot food hot and cold food cold.**
- Disposables for 700 portions (plates, cups, bowls, napkins, flatware, etc.)
- 1-2 servers for your station
- Chafers, fully-enclosed sternos, hot wells or electric burners to heat your food (**see restrictions on next page**)
- Coolers and ice, if needed
- Serving utensils
- Health Department license at your booth
- Promotional items of your choice



Culinary Vendor Requirements

Important Dates to Remember

- **Friday, December 15, 2023: Participation Agreement Due**
- **Friday, February 16, 2024: COI and W-9 Paperwork Due**
- **Friday, March 15, 2024: Last chance to make changes to your menu item**

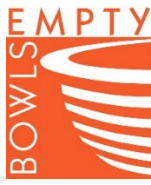
Day of Event (Wednesday, March 27, 2024)

- Please arrive between 3:30-5 pm. It is imperative that set up is complete and you are ready to begin serving at 5:30 pm when guests arrive.
- Load-in and load-out may be done through the loading entrance of the Waterfire Arts Center. The Food Bank will provide carts and volunteers to help you load in and find your station. Following load-in, please park your vehicle in the back lot.
- Use of propane, butane, or any other liquid or gas fuel is prohibited inside the Waterfire Arts Center. No open flame is allowed. Sternos must be full enclosed. No deep frying and any oil used in cooking must be contained.
- No overnight storage is available on site after the event. All items must be loaded out after the event. The Food Bank and Waterfire Arts Center are not responsible for items left behind.

Other Requirements

- The RI Health Department may contact you prior to the event to discuss how your food will be handled. They will work with you to ensure that all health codes are being followed. The health department may be in attendance during the event and may inspect your station. Please be prepared with cooling charts and temp logs.
- You will need to provide the Food Bank with a specially worded COI and completed W-9 form. Once your participation agreement has been received, we will send you a packet with information about the wording needed on these forms.

If you would like to learn more information about the RI Community Food Bank or the Empty Bowls event, please contact, Doris Moore, at dmoore@rifoodbank.org or 401-230-1678.



Restaurant/Caterer/Bakery Participation Form

Wednesday, March 27, 2024

5:30 – 8:00 p.m.

Waterfire Arts Center, 475 Valley Street, Providence

Participant Name (as you wish to be listed)

Contact Name:

Contact Title:

Address:

City: State: Zip:

Telephone: Fax:

E-mail address:

Please describe your dish as you would like it listed in the program. We ask that you provide 700 2-3 oz. tasting portions of a popular menu item (savory dish or dessert) and the disposables needed to serve the tastings, such as paper boats, bowls, plates, spoons, forks, napkins, etc.

Is your dish any of the following?

Gluten-free Vegan Vegetarian Dairy-free

Do you need an electrical outlet?

Yes No

If yes, list voltage and amps:

Submit this completed and signed form by **Friday, December 15, 2023** to Doris Moore by email: dmoore@rifofoodbank.org

Agreement:

I, _____, owner of _____, agree to participate in Empty Bowls 2024 on March 27, 2024 and will accept payment of \$200 for providing 700 2-3 oz. tasting samples and disposables for tastings (paper boats, bowls, plates, spoons, forks, napkins). I will also provide the Food Bank with the appropriate Certificate of Insurance and a signed W-9 for payment.

Signature: _____ Date: _____