



## PARTICIPANT INFORMATION GUIDE

**Date:** Thursday, September 25<sup>th</sup>, 2025

**Location:** Jungle Island Miami, 1111 Parrot Jungle Trail, Miami, FL 33132

**Event Duration Time:** 5:30PM – 9:30PM

**Easterseals South Florida Day-of Logistics Contact:**

Elena Rodriguez  
Event and Donor Relations Coordinator  
Cell: 786.514.2819

Thank you for supporting Easterseals South Florida and joining Event Chef Chair Jeremy Ford for the 35th Annual Festival of Chefs! We're excited to welcome you to an unforgettable evening filled with delicious food and drinks, lively entertainment, and, most importantly, a celebration of a truly meaningful cause.

Proceeds from this event benefit the Easterseals South Florida Culinary Arts High School—a vocational training program that empowers students with autism and other disabilities to thrive. Each year, our talented culinary students showcase their skills through a signature dish and their warm hospitality. They can't wait to share their passion with you!

**\*\* To assist us with promotions, please provide a jpeg version of your logo to Easterseals South Florida by emailing it to [development@sfl.easterseals.com](mailto:development@sfl.easterseals.com) \*\***

In preparation for this event, below you will find few important guidelines:

- We are expecting approx. 500 guests.
- **Set up is between 11:30 AM to 4:30 PM. ALL Vendors must be set up by no later than 5:00 PM.** (VIP Event begins at **5:30 PM**, Event begins promptly at **6:30 PM**)
- **IMPORTANT: to ensure we have enough food for the duration of the event, please refrain from serving until the event begins at 5:30 PM**
- **RESTAURANT STATIONS:** Each station will have **Two** 6-foot tables, one for dish prep in the back, and one for serving. Please let us know as soon as possible if you need 2 tables for serving.
- **BEVERAGE STATIONS:** Each station will have **Two** 6-foot tables, one for bar prep in the back, and one for serving. Please let us know as soon as possible if you need 2 tables for serving.
- **ACCESS TO ELECTRICITY: MUST** be arranged in advance. If you are requesting electricity, please let us by **Monday, August 25<sup>th</sup> at 5 PM**. Please bring your own extension cords.
- **LOADING DOCK:** Located just past the parking garage on the northeast corner. Map, pictures, and additional loading information attached for your reference below.
- **PARKING: ONE (1) complimentary parking spot in the Jungle Island garage per restaurant/beverage vendor. An Easterseals representative will validate 1 ticket per vendor with a pass. Additional parking will be available at a discounted rate of \$15 per vehicle. PLEASE DO NOT leave cars parked in the loading dock area as you may get towed.**

- **SERVING:** Each guest will have a tray with a built-in wine glass holder that they will carry through the event. Please bring anything you need to set up and serve your cooked dishes. Do not forget to bring your serving tools. **(No cooking is permitted onsite!!!!)**
- **PLATES/CUTLERY:** Your station should have.
  - (6") round black appetizer plates or 12oz. bowls
  - Forks or spoons
  - Napkins
  - You are highly encouraged to bring your own branded serving plates or cups.
- **SERVICE WARE:**
  - **Beer/Spirits Vendors:** **Please bring your own branded cups** to the event for approx. 500 tastings.
  - **Wine Vendors:** Each event guest will carry a branded Easterseals wine glass throughout the evening for wine tasting.
- **PROPS/DECOR:** You are encouraged to bring props, branded tablecloths to decorate your table as well as any marketing collateral you may have.
- **TEAR DOWN: Begins at 9:30PM (event end time)**
- **LOAD IN:** Please load in via the loading dock located just past the parking garage on the northeast corner. *(Reference pictures below)* Once you arrive, you can unload and take the service elevator located to the right side of the dock up to the third floor. Upon exiting the elevator, the event ballroom will be on the right. An Easterseals representative will then greet you with a map and show you where your station will be located. **Please bring all necessary equipment for loading in/out, including carts.**



- There will be an Easterseals staff member assigned as your contact for the evening for any additional needs that you may have before and during the event.

**Entrance to Breezeway**



**Loading Dock Entrance**



**Service Elevator**



**THANK YOU, AND SEE YOU THURSDAY, SEPTEMBER 25<sup>TH</sup>!**

**Elena Rodriguez**  
Event and Donor Relations Coordinator  
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