



6th Annual West Chester Rotary Chili CookOff

Sunday, October 5, 2008 - Rain or Shine

Proceeds go to support local charities supported by the West Chester Rotary Club and The Greater West Chester Rotary Foundation.

Competition & Cooking Instructions

Please review all the information in this instruction packet **PRIOR** to the Cookoff. If you have any questions, please call Bill Ronayne, Chili Chair at 610-692-3900 or Katie Walker, Teams Chair at 610-696-4046. After hours, please call Jeannie McGinn 484-343-4577 or Bill Ronayne cell at 610-656-7774. Questions can be e-mailed at info@westchesterchilicookoff.com.

IMPORTANT TO KNOW

- 1. Everyone needs a chili tasting wristband to sample each team's chili at the Cookoff. If you want to buy extra wristbands for your team, employees or family members, please call Katie Walker at 610-696-4046 at the West Chester Chamber of Commerce, 119 N. High Street, West Chester.**
- 2. NO ALCOHOL AND NO PETS.** This will be strictly enforced by local police.
- 3. THIS IS A RAIN OR SHINE EVENT. NO RAIN DATE.** You will be notified before Sunday, if there will be any changes to the setup of the Cookoff.
- 4. FOR THE GENERAL PUBLIC: ROAD CLOSURES FROM 7AM-6:30PM ON GAY ST. FROM HIGH TO NEW AND CHURCH AND DARLINGTON FROM CHESTNUT TO MARKET STS.**
HIGH AND NEW WILL BE OPEN TO CROSS TRAFFIC THROUGHOUT THE CHILI COOKOFF.
- 5. DECORATING YOUR BOOTH.** Teams are encouraged, but not required to create a theme for your team and decorate your booth space. First, Second and Third Prize will be awarded.

YOUR TEAM ENTRY FEE INCLUDES:

- **10 ft by 10 ft space (TENTS, TABLES & CHAIRS CAN BE RENTED THROUGH ROTARY)**
- **Two Chili Tasting Wristbands** – to taste other teams' chili.
- **Two 2008 Chili Shirts.** Additional shirts and denim chili aprons are also available for purchase; please call Sue Casso at 610-429-4015. Any extras will be on sale at the Cookoff in the Ticket Booths.
- **An official Judging Tasting Cup.** (Must be picked up at the Chef's meeting to compete. See information below)
- **Tasting cups, spoons, napkins and (qty 2) 2oz. serving ladles** will be supplied by Rotary. **Please Do Not Throw Away** Any Extra Cups and Napkins. Rotary will pick them up when you are cleaning up.
- **Plastic Tablecloths** that need to be taped down to protect the tables.
- **Disposable Gloves (will be in your pumpkin bucket)** – All food handlers are required to wear gloves while handling food. (Health Dept. requirement)

***6th Annual Rotary Chili CookOff * Katie Walker, Contestant/Team Chairperson * 119 N. High St., West Chester, PA, 19380 * office 610-696-4046, fax 610-696-9110 * Katie@gwcc.org**

- **One Vehicle Pass for Set-up** – This will be emailed to you. Only one vehicle per team will be allowed on Gay St. during the set-up hours of 7:30am-9:30am. **NO Car Entry after 9:30am, streets will be closed to traffic. This applies to Vendors also.**
- **Peoples' Choice Voting Buckets** -The tasting public will receive **One Wooden Nickel** for voting with each wristband purchased. The chili team with the most Wooden Nickels wins the Peoples' Choice Award at the end of the competition time. All voting will stop at 3:30pm when a Rotarian will collect your wooden nickels. This is where you want to encourage your friends, families and customers to come out and vote for you.

WE RECOMMEND YOU PROVIDE

- **10ft by 10ft Tent (If you do not rent it from us, you must bring one.)**
YOU WILL NOT BE ABLE TO COMPETE WITHOUT A TENT. This is mandatory from the health department. We offer a tent package that includes a tent, 2 tables and 2 chairs. Tent package payment must accompany your registration payment. The tent package cost is \$75 (includes the rental of 1 tent, 2 8ft. tables and 2 chairs). All items will be delivered by 7:30am to your team's cooking location on Gay St.
- **Tablecloths and Decorations** – There is a contest for **Best Decorated Theme Booth.** Many teams tie their chili name, clothes and decorations all together. This is not mandatory, but a lot of fun. Awards for 1st, 2nd and 3rd place.
- **A Method to Cook Chili – Gas Ranges, Barbecues or Propane Stoves** with extra bottles of propane. **Turkey Fryers and Crock Pots** are not permitted as a result of past problems. Gas ranges can be rented from Taylor Rental or other outlets. They must be delivered before 9:30am as Gay Street closes promptly to all traffic. Please let us know if you will be having a range delivered so it is reflected on the check in sheet. **Reserve Your Rental Equipment early, the rental stores book up quickly.**
- **PER THE HEALTH DEPARTMENT YOU MUST PROVIDE - Hand Washing Station** – Hot Water in an insulated cooler or large thermos, soap, anti-bacterial hand soap, towels, and catch bucket for soapy, excess wastewater. HEALTH DEPARTMENT REQUIRES THIS IN WEST CHESTER and they will be checking for this.
- **Bottled Water** – Water must be bottled if you plan to add it to your chili. Also useful for thirsty cooks and servers!
- **Cutting Boards, Knives and Can Opener (if necessary)**– Do not leave these unattended in your booth, please. If any cuts happen, EMS will be at the event and each Rotary Sales Booth (located at the intersections) will have some first aid supplies.
- **Long Stirring Spoons that reach the bottom of your chili pot!** A few teams were highly disappointed when they burned their chili due to short spoons last year! Go get a few at the **Restaurant Equipment Supply** store on Gay Street across from DK Diner. Buy early. Constant stirring and low heat should prevent burning your wonderful chili.
- **Trash Can with trash bags** – You are responsible for removing your trash. Please have a method to contain your trash. We will have a dumpster available for disposal. The Rotary Club of West Chester and the Borough greatly appreciate your support.
- **Portable Fire Extinguisher** – Better safe than sorry!
- **Clean-up supplies** – We recommend a broom, grease cutting cleaner, 2 rolls paper towels, trash bags, etc...

SETTING UP AND BREAKING DOWN YOUR BOOTH

Set-up begins at 7:30am and teams must complete delivery and set-up by 9:30am.

- **One vehicle per team** will be allowed on Gay Street during set-up time. Public Garages are available nearby. The week before the event you will be notified of your booth location and your access route to enter Gay Street.
- **Place your parking pass in the window of your car.** You will be greeted by a **Rotarian**, he or she will direct you to your assigned booth location for set-up.
- You will be met by your **Rotarian** who will be your liaison and available for any questions throughout the event.
- **Please unload your tent, tables and supplies as quickly as possible and then exit and park your vehicle BEFORE 9:30am.** Please follow the Rotary's exiting instructions that morning. Walk back and Set-up your booth after you have parked your car. There are several free parking lots nearby.
- If you are in need of assistance during the day contact your Rotary Block Captain or go to the main Rotary Sales Booth at Gay and Church Streets.
- If you rented a tent, tables and chairs from Rotary, please breakdown only the tables and chairs and the rental company will come by with their truck to load up after the award ceremony.

- **Clean and sweep your area. Please** take all trash to the **Chili Dumpster located behind the Greentree Bldg on Gay and High Street** before you leave the area. If you run out of trash bags, check with the main Rotary Sales Booth at Church and Gay Streets for extra bags.
- Award Ceremony will be at @ 4pm at the center stage at Gay and Church Streets.

COOKOFF PREPARATIONS & COOKING RULES

Mandatory Chili Cook's Meeting at 9:30am at the Bar Association at 117 Gay Street.

A mandatory Chefs meeting will be held at 9:30 am on the day of the cookoff at the Chester County Bar Association bldg. on Gay St. between High and Church Streets. All teams **MUST** have at least one team member attend this meeting. **JUDGING CUPS WILL BE HANDED OUT AT THE CHEFS MEETING. IN ORDER TO COMPETE FOR CHILI AWARDS YOU MUST HAVE AN OFFICIAL JUDGING CUP PROVIDED BY THE ROTARY CLUB OF WEST CHESTER.** Also bring a copy of your recipe. You will receive updated information on the rules, procedures, and location of the judging area. Please feel free to ask any questions.

Restaurants and Non-profits that have a Chester County Health Department License to Operate a Public Eating or Drinking Place can bring pre-made chili from their facility on Cookoff day. You are not required to purchase a Temporary Health Department License, as the Rotary Club of West Chester attains one for the whole event. Restaurants and Non-profits with a CCHD License to Operate a Public Eating or Drinking Place are not required to cook on site this year. Please submit this license at the time of registration. If you are unsure, contact Rotarian John Schwab jschwab@thehickman.org. The license must accompany your registration. If you do not have one, you will not be able to serve pre-made chili. This will be strictly enforced.

Teams will compete in five separate divisions. Restaurants, Businesses, Non-Profit, Volunteer and Neighborhood Cooks.

- **All** teams, except for restaurants and non-profits with a food handling license, must prepare a chili from scratch at their booth for judging. **2008 NEW RULE** - All teams can begin cooking your chili as soon as your team is set up
- **Release times for each division will be determined once all applications are in.**
- **NO cutting or chopping of fresh ingredients UNTIL your assigned start time.**
- **Do Not bring onions, peppers, tomatoes, etc... precut in storage bags** – Only store purchased, un-opened, pre-cut ingredients will be allowed, all else must be chopped on site. **(This is a strict Health Dept. rule.)**
- **Canned Ingredients** are allowed, but may NOT be opened until your start time. **(Remember your can opener.)**
- **Meat** must be stored on ice at 40° F or lower and will be checked prior to cooking.
- **Meat MUST** reach a cooking temperature of 165° F or higher prior to servicing to the public. This **will** be checked.
- If you use **Water** in the recipe, it **MUST** be **Bottled Water**, un-opened until use.
- After your three hours of cooking, and before you begin serving to the public, you will **deliver your filled Official Tasting Cup to the Judges at the Bar Association Bldg. at 117 Gay Street.** You will then begin giving away the rest of your delicious chili to the tasting public. Please use the ladles provided so cups are not overfilled.
- **Judging** – Each team will be supplied with an **Official Tasting Cup** with your team number on the bottom. Do not alter the cup in any way as this is a **BLIND** tasting. You will deliver your filled cup to the judges where it will be placed on the judging tables in random order. It will **NOT** be moved until judging is completed, so no judge will know which team is which when scoring your entry. **Only the Judging Committee** will have the Master List of which team number matches the cup on the Judging Tables.
- **Remember – Peoples' Choice Award** is given to the Chili Team that receives the most votes via the Wooden Nickels placed in the orange bucket. You are welcomed to make more than 10 gallons of chili in the hopes of acquiring more wooden nickels. At 3:30, we will pick up and count nickels for the Peoples' Choice tabulation. **If you leave before this time, please bring your pumpkin bucket for counting to Rotary Sales Booth at Church and Gay St.**
- We will also be giving 1st, 2nd and 3rd place awards for the Best Decorated Theme Booth.
- Be sure to carefully clean up your area. The streets must be as clean as when you arrive. Return Serving Ladles, unused cups, spoons and napkins to Rotary Sales Booth at Church and Gay St.

*6th Annual Rotary Chili CookOff * Katie Walker, Contestant/Team Chairperson * 119 N. High St., West Chester, PA, 19380 *
office 610-696-4046, fax 610-696-9110 * Katie@gwcc.org