



9th Annual West Chester Rotary Chili CookOff Sunday, October 09, 2011 - 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 of this information in this cooking instruction packet PRIOR to the Cookoff. If you have any team questions, please call Sue Karr, the 2011 Team Chair at 610-639-2081, or Bill Ronayne, Chili Chair at 610-692-3900. Email questions anytime to 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, they can be bought online at www.westchesterchilicookoff.com or on the day of the event at a cookoff sales booth.**
- 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 location/setup of the Cookoff.
- 4. FOR THE GENERAL PUBLIC: ROAD CLOSURES OCCUR 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. Cash prize for first place.
- 6. IF First Aid is needed, go to the nearest Rotary Sales booth at each intersection. EMS is onsite at the Cookoff.**

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 2011 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 9:30 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.
- **Disposable Gloves (will be in your pumpkin bucket)** – All food handlers are required to wear gloves while handling food. (Health Dept. requirement)
- **A Cooking Thermometer to ensure (per the CC Health Dept.) that your cold food is at or below 41 degrees and hot food (chili) must be maintained or above 135 degrees.**

- **Two (2) plastic tablecloths** to cover the tables.
- **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 @ 3pm 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 CC 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.
- **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. Cash prize for First Place.
- **A Method to Cook Chili – Gas Ranges, Barbecues or Propane Stoves** (Be sure to bring extra bottles of propane). **Electric Crock Pots are not permitted** as a result of past electrical 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 our check-in sheet. **Reserve Your Rental Equipment early, the rental gas stoves book up quickly.**
- **PER THE HEALTH DEPARTMENT YOU MUST PROVIDE – A Simple 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 is onsite and each Rotary Sales Booth (located at the intersections) will have first aid supplies.
- **Long Stirring Spoons (or a paddle) that reach the bottom of your chili pot!** Constant stirring and low heat should prevent burning your wonderful chili at the bottom of the pot.
- **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, dust pan, 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. Street parking is free on Sunday. Also Public Garages are available nearby, locations and directions are on the website.
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 on Gay Street**, 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 bag and leave your tied-up trash at the curb.** If you run out of trash bags, check with the Rotary Sales Booth at each intersection for extra bags.
- Award Ceremony will be at @ 3:30pm at the center stage at Gay and Church Streets.

COOKOFF PREPARATIONS & COOKING RULES

Mandatory Chili Cook's Meeting at 9:30am

A mandatory Chefs' meeting will be held at 9:30 am on the day of the cookoff at the judging area (TBD). 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.

**** PLEASE READ CAREFULLY **** 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 (or Businesses or Hometown Cooks who team with a facility) 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, so it is on file prior to the cookoff.** If you are unsure of your status, contact Rotarian John Schwab jschwab@thehickman.org.

Teams will compete in separate divisions. Restaurant, Business, Non-Profit, Rotary Club or Hometown Cook.

- All teams, except for restaurants and non-profits with a food handling license, must prepare a chili from scratch at their booth for judging. All teams can begin cooking your chili as soon as your team is set up
- **NO cutting or chopping of fresh ingredients UNTIL you begin preparing your chili on site.**
- **Do Not bring onions, peppers, tomatoes, etc... pre-cut in storage bags** – Only store purchased, un-opened, pre-cut, vacuum-sealed 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 you begin preparing your chili. **(Bring the can opener!)**
- **Meat** must be stored on ice at 41° F or lower and will be checked prior to cooking.
- **Meat MUST** reach a cooking temperature of 155°, then it can maintain a 135° during the cookoff. This **will** be checked.
- If you use **Water** in the recipe, it **MUST** be **Bottled Water**, un-opened until used.
- **Before you begin serving to the public at noon, fill your Official Tasting Cup and bring to the Judging Area.** You will then begin giving away the rest of your delicious chili to the tasting public. Please use the ladles and our tasting cups provided so they 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. **Awards will be given to 1st, 2nd and 3rd Place. Cash prizes will be given away to the People's Choice Winner as well as the First Place winner in each division.**
- **Remember – Peoples' Choice Award** is given to the Chili Team that receives the most votes via the Public's 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 3pm, 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 the Judging area.**
- 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, thermometer, unused cups, spoons and napkins to Rotary Sales Booth at Church and Gay St. before leaving the cookoff, please.**

Please email us or call us with any questions, we're here to help. Thank YOU!