



# Clearwater Bar Association

## Food Station Set-up Guidelines & Fact Sheet

This is our 80<sup>th</sup> Oyster Roast. It has been the preeminent bar social event in the Tampa Bay area since 1939. We expect 600-650 attorneys, judges, sponsors and guests to attend this year. The Oyster Roast will be located at Florin Roebig, PA, 777 Alderman Road, Palm Harbor and will be held Saturday March 23, 2019 from 5:00-9:00pm.

### Eligibility to Sponsor a Food Station

Each food station must be sponsored by a member lawyer or law firm of the Clearwater Bar Association. Co-sponsors of the station can include restaurants. Only CBA members can sponsor a food station. Corporate Sponsorships are available for non-lawyer entities.

### Set Up & Clean Up

1. Each food station is provided with two tables (six & eight feet) and two chairs. Additional tables can be provided, if requested in advance. Electrical service and other special needs can also be arranged, if requested in advance. There are limited booth spaces with electricity.
2. Set up for Food Stations begins no earlier than Noon and needs to be completed no later than 3:30 PM on Saturday, March 23. Vehicles must be moved from the driveway to the valet parking no later than 3:30 PM. If you think you will need extra time to set up, please contact Dan Parri 727-417-2123 or Mia Cloud 727-408-5100. *\*Please note: Valet parking is provided on the grounds during the event. No self-parking. Service vehicles will be directed by the valets or the event staff*
3. The Oyster Roast Committee has laid out the set-up and space assignments for food stations. Upon your arrival, a Set-up Committee member will be available to help you get situated in your location. The assignments are partly based on electrical needs and space requirements.
4. Food station sponsors will be listed with all sponsors' names on signage posted throughout the event. You are responsible for signage, banners, decorations, etc., at your own station. Any booths, setups, or decorations that are permanent in nature or require digging, or might possibly damage the grounds upon removal should be pre-approved.
5. Weather conditions are a concern for the event, especially rain and high winds. You will be notified as soon as possible of any changes in event planning based on the weather forecast. Food station sponsors are requested to plan for forecast weather conditions. Any tarps or pavilions should be secured with stakes and guy wires. Any heating sources, especially open flames, should be protected from wind and moisture. Weights for any table decorations are suggested.
6. Food stations should follow any state and local guidelines for safe food handling. This should include gloves for any food handlers and hand sanitizer.
7. Each food station is required to clean up its area at the conclusion of the event.

## Food, Beverage, Utensils

1. Food items should be ready to serve at the beginning of the event, 5:00 PM. For planning purposes, approximately 650 guests are expected. 350 portions or so should be sufficient since not everyone will be able to sample all food stations.
2. Food stations are self-contained. You supply workers and everything necessary to serve your food – plates, napkins, eating utensils, etc. Individual salt & pepper packets and pre-wrapped cutlery are not permitted. Food stations are not permitted to distribute souvenir items. (See Goody Bags below.)
3. Water is available inside the building or through a garden hose on the property; however it is recommended that Food Stations bring their own water.

## Registration Requirements

1. Each food station will receive four complimentary registrations. Otherwise, paid registrations are required of all food station sponsors and food station volunteers. Food Station sponsors are required to register for the event. Restaurant employees attending for the express purpose of working a food station do not need to register but may not eat or drink from other stations. Name badges available at the registration desk are required of all volunteers. (Additional paid admissions are available as guests of a Clearwater Bar member.)
2. Food station workers must be at least 21 years old, and no minors may attend the event.

## To Enter Your Food Station

1. Complete the 'Food Station Reservation' form and submit to Food Station Chairs Dan Parri [dan@parrilaw.com](mailto:dan@parrilaw.com) 727-586-4224 fax 727-585-4452 or Mia Cloud [mia@cloudlawfirm.com](mailto:mia@cloudlawfirm.com) 727-408-5100 fax 727-408-5101.
2. Reservation forms should be returned by March 9, 2019 to assist in event planning. If additional time is needed please contact Dan or Mia to arrange an extension.
3. Any other questions about the event may be directed to the general chairperson, Shelly Beach at [Shelly@ChisholmBeachLaw.com](mailto:Shelly@ChisholmBeachLaw.com) 727-777-4484 or Stephanie Libbey [stephanie@kantaraslaw.com](mailto:stephanie@kantaraslaw.com) 727-781-0000.

## Goody Bags

1. Food Stations are invited to provide an item for a goody bag which will be distributed to all attendees as they exit the event. The item must fit in an 8-1/2 x 11 inch bag and can include a flyer, menu, brochure, business card, coffee mug, or koozie, etc. 400 items must be delivered to the Clearwater Bar (800 Drew St., Clearwater, FL 33756) office by noon, March 22.
2. Please note: Food stations are not permitted to distribute souvenir items as listed above at their stations.

## The Oyster Roast Cup

The coveted "Oyster Roast Cup" will be presented to the best Food Station demonstrating creativity, food quality, appropriate decorations, banners, etc. Oyster Roast attendees vote to select the recipient. The award will be presented at the 2019 Law Day Luncheon in May. Most recent winners: 2008 James Thomas & Mystic Fish; 2009 Larson & Larson Wine & Cigar Bar; 2010 Young Lawyers Division Decadent Desserts; 2011 Bonefish Grill's Bang Bang Shrimp; 2012 & 2013 Tanney & Griffith's Ozona Pig, 2014 The Parri Law Firm with The Charles Law Offices & Ker's WingHouse. 2015 & 2016 The Parri Law Firm with Kwalls, Showers, Barak, & Chilson and Rusty Bellies, 2017 Suzane Woollums and Amici's Catered Cuisine and 2018 The Parri Law Firm and Rusty Bellies.

**Food Station Reservation  
80th Annual Oyster Roast**

Saturday, March 23, 2019, 5:00-9:00 p.m.  
on the grounds of Florin Roebig  
777 Alderman Road, Palm Harbor

Please submit this form no later than March 8, 2019  
The sooner submitted, the more recognition you will receive

Set-up begins no earlier than 12:00 PM (Noon), March 23  
Set-up completed no later than 3:30 PM\*

Food Station Name \_\_\_\_\_

Food Station Sponsor(s) \_\_\_\_\_

Law Firm Contact Person(s) Name \_\_\_\_\_

Address, City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Restaurant Contact Person(s) Name \_\_\_\_\_

Address, City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Day of Event Contact Person(s) Name and Phone \_\_\_\_\_

Food to be served \_\_\_\_\_

**Set Up Requests**

- In addition to the two tables (six & eight feet) and 2 chairs provided, we request:  
\_\_\_\_\_ Additional Tables      \_\_\_\_\_ Additional Chairs
- We request electricity for the purpose of \_\_\_\_\_ 120V \_\_\_ 240V \_\_\_

Complete the 'Food Station Reservation' form and submit to  
[dan@parrilaw.com](mailto:dan@parrilaw.com) fax to 727-585-4452 or  
[mia@cloudlawfirm.com](mailto:mia@cloudlawfirm.com) fax to 727-480-5101

**\*Please note: Valet parking is provided on the grounds during the event. No self-parking.  
Service vehicles will be directed by the valets or the event staff.**