



# *Cook Team Packet*

**AGC Houston  
32nd Annual BBQ Cook-Off  
April 5 & 6, 2024**

Pasadena Convention Center  
And Municipal Fairgrounds  
7902 Fairmont Parkway  
Pasadena, Texas 77507

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## GENERAL INFORMATION

- Date:** April 5 & 6, 2024
- Location:** Pasadena Convention Center & Fairgrounds  
7902 Fairmont Parkway  
Pasadena, Texas 77507
- Sanctioning Body:** Champions Barbeque Alliance  
<https://www.cbabbq.com/>
- Communications:** We will use the **GroupMe** app for all onsite communications. Please see that your team members download the app before the start of the event.
- Fine Print:** Please read this packet carefully. To secure your spot, you must complete the online registration **March 5, 2024**. **There will be no refunds after March 5, 2024.**

## COOK TEAM AND FLAMIN' SPONSOR CONTACTS

All teams must submit two official contacts:

- **One (1) Head Cook** who will be responsible for the cook team and judged food entries throughout the event.
- **One (1) Team Captain** who will be responsible for all things not involving the judged food entries throughout the event (theme and décor, wristbands, and ticketing, etc.).

Each **Cook Team** (regardless of how many spaces are purchased) will receive the following items once all registration documents have been completed and returned to AGC Houston (see page 17 of this packet for a list of these documents):

- **5** Cook Team Wristbands
- **8** Cook Team Parking Passes in a reserved space
- **25** Complimentary e-Tickets for entry for the weekend (see pg. 12 for details regarding tickets)

Each **Flamin' Sponsor Team** (regardless of how many spaces are purchased) will receive the following items once all registration documents have been completed and returned to AGC Houston (see page 17 of this packet for a list of these documents):

- **2** VIP Hospitality Judges passes
- **2** People's Choice Judges passes
- **100** Complimentary e-Tickets for entry on Friday or Saturday (see pg. 12 for details regarding tickets)

To ensure the safety and smooth operation of the event, all Cooks and Team Captains are required to always wear their assigned wristband. The wristband serves as a way of identification for the AGC Houston event staff and event security. Please do not remove or exchange your wristband with anyone else.

### **Cook Team Meetings**

The following two (2) meetings are **mandatory** for Cook Team and Flamin' Sponsor participants. The Head Cook and Team Captain must be present. Any assistant cooks or team members are welcome to attend as well.

**Thursday, March 7, 2024 at 3:00 p.m.**

**Location:** AGC Houston (3825 Dacoma St.)

**Topics:** Rules, regulations, operations, ticketing, parking, logistics, schedule, safety, security, Q&A, etc.

**Friday, April 5, 2024 at 3:00 p.m.**

**Location:** AGC Houston Judging Tent at the Pasadena Fairgrounds

**Topics:** Important final details and questions will be covered and containers will be distributed.

## **AGC HOUSTON SAFETY GUIDELINES AND COMPLIANCE CHECKLIST**

Each team must comply with all pertinent laws and ordinances, including, but not limited to, City of Pasadena and Harris County Health Department rules and the provisions of the Texas Alcoholic Beverage Code.

**All cook teams, Flamin' Sponsor teams and vendor tents will be subject to safety inspections by the AGC Houston Safety Committee and the City of Pasadena Fire Marshal.** AGC Houston Safety Committee members will be on-hand to assist where needed.

### **Safety Guidelines**

- All cook teams must have safety compliance items set up by 6:00 PM Thursday, April 4, 2024, and there are NO EXCEPTIONS.
- **Combustible materials** such as hay or straw shall not be used. **Hay cannot be used for decorative purposes anywhere.**
- **No fireworks or pyrotechnics.**
- **No smoking in tents. Each tent must post a "No Smoking" sign.**
- **No glass beer bottles.**
- **When serving alcohol:** teams are responsible for verifying drinking age of 21+ by checking valid Texas I.D. for each guest being served. Each team must comply with the provisions of the Texas Alcoholic Beverage Code.
- **Combustible trash** shall not be allowed to accumulate and shall be removed at frequent intervals and placed in designated waste containers.
- **LP-Gas cylinders** must be secured using a **small chain** (required) to prevent tipping over (this can be in milk cartons or secured to cook area barrier posts). Storage of spare LP-Gas cylinders should be outside of tents, away from the public, at least 10 feet from open flames, and must not exceed the amount needed for one day.

- **Hard, protective barriers (wooden fencing, or metal rails) must keep the public at least three (3) feet away from LP-Gas and cooking surfaces, including the backside of barbecue pits and erected such that children cannot go under. It is the responsibility of the cook team to ensure their barriers are always in place (includes electric and charcoal cooking).**
- **Cook team areas shall have additional signage to keep noncooking attendees out of cooking areas.**
- **An inspection sticker** is required on all LPG appliances
- **Open flame or other devices** emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while open to the public.
- **Each 50'x100' space** is required to have a **minimum of three (3) easily accessible fire extinguishers** with a minimum rating of 2-A:10-B:C, fully charged, with a current date tag on the unit. Newly purchased fire extinguishers shall have receipts affixed to the units.
- Extinguishers shall be mounted at a 4 ft. height and unblocked. Bungee cords are acceptable. **Spare extinguishers will NOT be available.**
- **Cooking is prohibited** within tents.
- **Occupancy Sign** must **post** at each **tent entrance** specifying limit for each tent (your tent vendor can supply you with this).
- **Cook space coverings and decorations** must be made of **flame-retardant material** or be treated with an approved protecting agent. The Fire Marshal may require you to present documentation from the supplier of materials – be prepared to have these on hand for inspection.
- **All electrical lighting, wiring, and equipment** shall comply with the Electrical Code. Temporary wiring shall be in accordance with the Electrical Code and **shall not be affixed to metal supports** of a tent or tensioned membrane structure except in a manner approved by the Fire Marshal.
- **Extension cord and multi-adapter use** shall be in accordance with the Fire Code.
- **Extension cords** shall not be placed where they are walked on or otherwise damaged by the public or mobile equipment, shall have grounding prongs intact, and have sufficient capacity for the intended use.
- **All decorative and/or seasonal lighting wiring and devices** shall be UL (or similarly approved) listed.
- **No liquid starters** will be permitted. All charcoal should be started with an electrical starter designed for this purpose. (Quick starting charcoal is recommended.)
- **A metal pan** constructed of a minimum of 18-gauge sheet metal should be placed under the fire box of barbeque pits to catch live coals which may fall onto the ground. The pan must provide complete coverage beneath any openings under the pit firebox.
- **You must have on hand a “flame retardant certification”** for your tent (your tent company can supply you with a copy – see Tent Guidelines for complete list of tent requirements)
- **Disposal of hot ash and coals** from barbecue pits and charcoal burners shall be in a noncombustible container until cooled or thoroughly saturated with water, before being disposed of.

- All tents shall have **exit signage and unobstructed paths of egress** for guests to exit. **Electric exit signs must be illuminated and have back-up power available. Otherwise use red/white signage posted at each exit.**
- All tents must be **handicapped accessible**. If erecting “themed” doors or entrances to tents they shall be designed so that wheelchairs or other assistive devices must not roll over raised boards or platforms.

### **Power**

The Pasadena Fairgrounds will provide all event power for common spaces as well as cook team spaces.

### **Vehicle Safety**

Vehicles are not allowed to remain within the team’s cook space. Those with parking hang tags can park in the cook team parking lot; all others will have access to complimentary guest parking.

All vehicles entering the site during set-up will require a cook team hang tag. Immediately upon unloading, all vehicles must exit the site or face removal, at your expense, by law enforcement.

**No vehicles will be allowed to enter the event area after 3:00 p.m. on Friday, April 5, 2024.**

### **Conduct**

Each Team Captain will be responsible for the conduct and actions of their team and invited guests. Violators will be subject to disqualification and removal from the venue.

### **CAUSES FOR DISQUALIFICATION:**

- **Excessive consumption of alcoholic beverages**
- **Distribution of alcoholic beverages to anyone under the age of 21**
- Use of controlled substances
- Possession of weapons such as firearms, tasers, shanks, etc.
- Excessive noise generated from speakers or public address systems.
- Excessive or continued complaints from teams about any of the above rule infractions
- Lewd or disruptive behavior
- Disrespect of AGC Houston staff, guests, volunteers, law enforcement, and/or security personnel

Decisions made by the Cook-off Chair and Judges are final. The Cook-off Chair has the right to modify, expand, or clarify the rules and regulations at any time during the competition.

## COOK SPACE

Each team will be responsible for the cook space assigned by AGC Houston. No team may share pit or cooking personnel with any other team. All equipment and tents must be contained within this area. **The size of a cook space is 50'x 100'.**

It is the responsibility of each team to see that their cook-off space and the public area adjacent to that space are maintained throughout and following the event. Teams will be subject to having their space inspected by a committee member designated by the Cook-off Chair prior to closing the site.

### **Tent Rentals**

**Houston Events and Tents** is a preferred vendor for this event. Tent and party rentals are the responsibility of each cook team. Tents and barbecue pits must fit within your cook space and allow for safe distances that are required by the AGC Safety Committee and the Fire Marshal. The following are non-negotiable: no tent stakes are allowed, and all tents must be secured with water barrels. There will be access to water onsite, however you are welcome to provide your own water. Tents must be installed on April 3 & 4, 2024 from 7:30 AM – 5:00 PM and must be removed no later than Sunday, April 7, 2024.

### **Toilet Rentals**

**National Construction Rentals** will provide AGC Houston with portable toilets and handwashing stations in the common areas only and is the preferred vendor for this program. If you would like a portable toilet and handwashing station in your space, please contact Walter Rigler at 281-821-8005 or via email at [wrigler@rentnational.com](mailto:wrigler@rentnational.com). All toilets will be serviced on the morning of Saturday, April 6, 2024, prior to the gates opening.

### **Trash**

All teams are responsible for bringing their own trash containers and bags for their individual space(s). Throughout the event, teams should take their trash to the dumpsters located at the perimeter of the event space. At the end of the event, each team will be responsible for transporting any remaining leftover garbage to the dumpsters. Please plan accordingly to dispose of all trash from your cook space. Teams that leave garbage in their spaces will be invoiced for clean-up costs at the rate charged by the City of Pasadena. It's highly encouraged that teams document with photos and videos their spaces upon exit.

### **Ice**

Ice used for consumption must be from an approved source (any store bagged ice is acceptable) or pre-purchased from AGC Houston for \$10.00 per 40 lb. bag. Pre-purchased ice will be delivered on-site on Friday beginning at 11:00 a.m. We will be selling limited quantities of ice on-site for \$15.00 per 40 lb. bag from 12:00 noon – 8:00 p.m. and Saturday from 8:00 a.m. – 2:00 p.m.

## **CHAMPIONS BARBEQUE ALLIANCE (CBA) RULES & REGULATIONS**

### **SANCTIONED COOK-OFF**

Any cook-off event that has met the sanctioning requirements of the Champions Barbeque Alliance will be deemed a sanctioned CBA event.

### **AGC HOUSTON**

For the sake of contest fairness, CBA prohibits AGC Houston from cooking in their own contest. This will allow AGC Houston to address all needs of the event and the cooks while the CBA Event Representative is able to oversee the judging area without interruption from outside the judging area except for issues that are a result of violation of CBA rules as requested by AGC Houston.

### **CBA EVENT REPRESENTATIVES**

All CBA Event Representatives must be current members of CBA. CBA Event Representatives will be responsible for the coordination and implementation of all CBA judging rules, policies, and procedures in the judging area. CBA Certified Assistants may assist CBA Event Representatives (when needed). Volunteers will be utilized if needed.

### **HEAD COOKS**

The head cook of the team registered for the event must be at least 18 years old and must be present at the event. If an emergency arises that requires the head cook to leave the event, the CBA Event Representative must be notified immediately. The remaining team members may complete the competition and the head cooks registered team will receive the points. If the head cook is not in attendance at the event, the team members may not cook under the head cook's team name. Points will be awarded to the member in attendance who is determined to be the head cook if a member of CBA.

### **ENTRIES PER PIT**

CBA recognizes only one (1) entry per head cook on a given pit. It will be the responsibility of the CBA Event Representative to monitor entries. Multiple entries in the same category by the same cook or from the same piece of meat shall not be allowed. If the head cook is found to be in violation, they will be subject to immediate disqualification from the event. A head cook may not enter more than one team per contest or multiple contests at different locations on the same date using the same team's name.

### **BBQ PITTS**

Any commercial or homemade, trailered, or un-trailered, pit or smoker normally used for competitive barbeque. A BBQ Pit may include gas or electricity for starting the combustion of wood or wood products but NOT to complete cooking. Pellet smokers are permitted. Electrical accessories such as spits, augers or force drafts are permitted. The use of heat lamps, proofing cabinets or any other electrical heating or holding device is prohibited. The process of Sous Vide, boiling, or frying of competition meat is not allowed.



## **OPEN FIRES**

CBA further recognizes that open-fire ground pits are used in some areas. It is in the interest of safety; a barrier should be placed around said open fire pit. A fire extinguisher should be readily available.

## **COOKED ON SITE**

Each team will consist of a head cook and as many assistant cooks as the chief cook deems necessary. Each team will provide a pit and/or pits to be used exclusively by that team within the team's assigned cooking site. The preparation and completion (excluding pre-trimming) of all meats in competition is within the confines of the cook-off site and during the time limits designated by the promoter. Once a team and their CBA meats have arrived at a CBA event, the meats are not allowed to be removed from the competition grounds. Pre-trimming of competition

meat is allowed and may be removed from the store packaging to do so unless there is a health department rule requiring that all meat must be in store packaging when meat is inspected. If this is an issue, it must be made clear on the cook-off flyer so that all cooks attending an event know about this ahead of time. Random meat inspections can be conducted by a CBA Event Representative, CBA Director of Event Representative, and/or any active Board of Director. If any irregularity is found, the cooking team can be disqualified, and no refunds will be available.

## **SANITATION/ CLEAN-UP**

All teams are expected to maintain their cook sites in an orderly and clean manner and to use good sanitary practices during the preparation, cooking, and judging process. The use of sanitary gloves is always required while handling food. Failure to use sanitary gloves may result in disqualification. Teams are responsible for cleaning their site once the competition has ended. All federal, state, and local food safety rules and regulations must always be adhered to. There will be no refunds or reimbursements for any team found in violation. All fires must be safely extinguished, and all equipment must be removed from the site. If any team's assigned site is left dirty/disarray with leftover trash and/or fires, it may put the team on a list that will prohibit the teams from competing in future events.

## **CBA SCORING SYSTEM**

### **CBA SCORING QR CODES**

CBA requires that a QR code will be affixed to the top of a tray. CBA will provide each head cook with a QR code that is assigned to his/her team and will need to be provided at every turn in. This code will be scanned by a CBA event representative at turn in time. Each team is responsible for taking care of their trays. Damaged trays may be returned to the event representative for replacement only if the original QR code is attached.

## **JUDGING**

Entries will be judged by six (6) judges (judges must be at least 16 years old). All entries will be judged on PRESENTATION, TASTE, and TEXTURE. The scoring system values will range from Excellent being the best score to Poor being the worst score.

The weighting factors for the point system are as follows:

1. PRESENTATION: 18% (.72)
2. TASTE: 46.5% (1.86)
3. TEXTURE: 35.5% (1.42)

### **Single Round Judging**

CBA Event Representative will allocate a recommended amount of 10 entries to a table with six (6) judges. The lowest score out of the 6 judges will be dropped. The remaining 5 scores will be used to determine category placement. Once all CBA categories are scored, we will add those scores together to determine overall placement.

## **JUDGING TRAYS**

CBA recommends the use of a Styrofoam tray with hinged lid and without dividers or the best readily available judging container, which is approximately 9 inches square on the bottom half. A single sheet of aluminum foil should be supplied for each tray (i.e., Reynolds 710 foil sheets 9"x10"). All judging containers shall be clean and free of any markings. Marked containers may be disqualified at the CBA Event Representative's discretion. Cooks are responsible for ensuring that the containers they receive remain clean and undamaged. Only the containers and foil provided by the AGC Houston or CBA Event Representative will be utilized for product turn in. All judging trays are non-transferrable and property of CBA until all judging is completed.

## **JUDGING TRAY CONTENTS**

CBA requires that AGC Houston and/or CBA Event Representative advise all cooks of the quantities and cuts of meat that will be placed in the judging trays. This will normally be accomplished at the Head Cook's meeting. The CBA Event Representative or designated representative will not inspect trays. It is the sole responsibility of the head cook to verify that they meet all the rules and regulations that CBA has in place. All garnishes and condiments are prohibited. Sauces and/or other liquids may not be added to the tray prior to placing the product in. Meat may be cooked with sauces and/or other liquids, but once the cooking is complete, sauces and/or liquids may not be added once the protein has been placed in the tray. Each tray will include one sheet of foil placed unfolded under the contents of the tray. Each turn in tray will consist of the following at all events:

### **Chicken**

Enough for 6 judges required, no pulled or shredded allowed. No garnish allowed. Foil provided by CBA must be placed unfolded at the bottom of the tray.

### **Pork Ribs**

Enough for 6 judges is required. Pork Spareribs, St. Louis cut, or baby back ribs are allowed. Must be bone in, individually cut. No garnish allowed. Foil provided by CBA must be placed unfolded at the bottom of the tray.

**Pork**

Enough for 6 judges is required - Pork butt only. Any cut or combination of cuts from the pork butt is allowed. No garnish allowed. Foil provided by CBA must be placed unfolded at the bottom of the tray.

**Brisket**

Enough for 6 judges is required. Slices and or burnt ends allowed. No garnish allowed. Foil provided by CBA must be placed unfolded at the bottom of the tray. Garnish is defined as anything other than the designated category protein.

**TURN-IN TIMES**

Standard turn in times for CBA recognized categories are:

- Four Meat Contests
- 12:00 PM - CHICKEN
- 1:00 PM – PORK SPARERIBS
- 2:00 PM – PORK BUTT
- 3:00 PM - BRISKET

A ten-minute window before the category turn in time will be recognized.

Example:

- 11:50 - 12:00 PM - CHICKEN
- 12:50 - 1:00 PM – PORK SPARERIBS
- 1:50 - 2:00 PM – PORK BUTT
- 2:50 - 3:00 PM - BRISKET

Trays that are late will not be judged Jackpot/Optional categories will not be submitted during the CBA recognized categories schedule and must occur either before or after the CBA recognized categories. Jackpot/Optional categories will be limited to only 2 categories on the day of the main event and as many as AGC Houston wants on the day before. Once this time is set and/or announced at the Head Cooks’ meeting no change will be made.

**AGC JACKPOT/OPTIONAL CATEGORIES**

**Friday**, April 5, 2024, are as follows:

- 6:00 PM      Salsa                      ¾ cup full
- 7:00 PM      Margaritas                ¾ cup full
- 8:00 PM      Crawfish                    Full Tray

**Saturday**, April 6, 2024, are as follows:

- 10:00 AM      Breakfast Cocktail      ¾ cup full
- 11:00 AM      Dessert                      Enough for 9 servings

## **TRAY PICK-UP**

AGC Houston will provide the tray pick-up form (alterations not permitted) marked with the appropriate paid categories. Only this tray pick-up receipt will be accepted by the CBA Event Representative or designated representative for participants to receive trays and/or other containers. It is the sole responsibility of the head cook and/or assistants to procure the said tray pick up form. All judging trays must be picked at the Head Cook's meeting or at a reasonable time to not disturb the judging process once it gets underway. CBA Event Representatives may not accept payment for any entries.

## **TASTE JUDGES**

Must be 16 years of age or older to judge. In CBA (6) judges per table will be utilized during judging. It is AGC Houston's responsibility to have enough judges for the CBA Event Representative to efficiently run the contest's judging area. Head cooks are prohibited to participate as tasting judges at any CBA event they are participating in. No smoking in the judging area. Alcohol will not be permitted during the taste judging of any category, except for mixed drink jackpot/optional categories. Tasting judges who are deemed unable to fully comply with the requirements of judging will be asked to leave the judging table.

## **CAUSES FOR TRAY DISQUALIFICATION**

After the tray has been turned in, any tray found to be in violation of CBA rules will be disqualified at the discretion of the CBA Event Representative. It is the sole responsibility of the head cook to become familiar with the CBA Rules and Regulations to avoid disqualification. Foreign items (toothpicks, pins, string, garnish, etc.) found in an entry will result in disqualification. Entries not cooked to USDA safe minimum internal temperatures could also cause disqualification. The CBA Event Representative will have the ultimate decision in disqualifying said tray.

## **ANNOUNCING WINNERS**

Winners for each category will be announced starting with the CBA recognized categories in order of chicken, pork spareribs, pork butt and brisket. After the CBA categories are called, the jackpot/optional categories as well as any other special awards offered by AGC Houston (i.e., people's choice, spirit award, etc.) will be announced. At the end of the individual awards, the top ten (10) overall along with the Reserve Grand Champion and Grand Champion of the event will be announced. CBA will then post all cumulative points and each team's respective finish. The announcement of the winners will be by team name. Only AGC Houston, CBA Event Representative, or designated CBA representative will announce names and no other person will be allowed to take the microphone during awards.

## **AGC ADDITIONAL CATEGORIES**

The Hospitality and Theme awards will be determined by an independent judging committee on Friday night from 7:00 PM to 9:00 PM. The judges will have badges and they should be granted access to all team tents. AGC Houston judging officials will only evaluate teams that allow them to enter. Teams that have private parties will not be considered for the Hospitality award. Flamin' Sponsors can participate in this category.

## **PRIZES**

CBA states that the top ten overall cooks be named at every cook-off and a Grand Champion and Reserve Grand champion be recognized at every event. In the case of jackpot/optional categories, it will be up to AGC Houston to decide places.

### **AGC AWARDS**

Awards will be presented for first, second, and third place winners for all judged categories. We will announce teams placing in the top 10 for the required competition categories. Results for all entrants will be posted on the AGC Houston website and in all official print and electronic publications.

Hospitality and Theme Awards (1<sup>st</sup>-3<sup>rd</sup>) will be presented on Friday night and announced on Saturday, April 6, 2024, at the awards presentation.

## **TEAM DISQUALIFICATION**

Failure to comply with CBA rules can result in a disqualification of the offending team or teams. The penalty will be administered by the CBA Event Representative and AGC Houston. If administered, the Revised 11/2022 CBA Event Representative will notify the CBA President and Vice President. As required the President will also notify the Area Ambassadors.

1. Foul, abusive, and/or unacceptable language by a head cook, assistants, and their guests can result in immediate disqualification. AGC Houston is not under obligation for a refund.
2. Failure to comply with event or city rules can result in immediate disqualification. AGC Houston is not under obligation for a refund.
3. Failure to comply with any state, city, county, or CBA covid guidelines can result in immediate disqualification. AGC Houston is not under obligation for a refund.

## **ENTERTAINMENT**

### **Entertainment Access**

Please note the following instructions for bands and DJs participating in the event. You must park your vehicles in the general parking area assigned for you. AGC Houston will not provide any assistance with delivering your equipment to your tent, so please plan with your vendors beforehand. You and your band members must have a ticket or wristband from a cook team to enter the event. You must also finish your vehicle drop-off and set-up by 3:00 PM on Friday, April 5, 2024. On Saturday, you can access the venue from 7:00 AM to 9:00 AM only.

## **TICKETS**

### **E-Tickets**

To access the venue on Friday and Saturday, all guests over five years old need a ticket. Wristbands for identification will be given to cook-team members, who can go in and out of the premises. No wristband, no entry without a ticket.

Each cook team gets 25 tickets, and each Flamin' Sponsor gets 100 tickets as part of their registration. Any extra tickets will cost \$8 each and will be invoiced after the event. **This is an exclusive, invite-only event and there will be no tickets sold at the door or at AGC Houston.** Please make sure your guests have official tickets. No exceptions.

Your Team Captain will receive an email with the official event e-tickets by March 11, 2024. The email will have two PDF files, one for Friday, April 5 and one for Saturday, April 6, 2024. Each e-ticket has a QR Code and can only be used once by one guest. You can share the e-ticket with your guests electronically or print it out. Your guests need to show the e-ticket on their phone or on paper to enter the event.

### **Children's Entry**

On Saturday, children five years old and under receive free entry into the event and do not need a e-ticket; however, they **WILL** need a wristband to participate in any Kid's Zone activities on Saturday.

### **Friday night activities are adult-oriented where alcohol is served and not suited for minors.**

Friday's guests/attendees **must be at least 18 years of age** to enter with a ticket and **21 years old to consume alcohol.**

### **Kid's Zone Wristbands**

Saturday activities are focused on a family-friendly environment including a Kid's Zone. Teams are encouraged to participate and support this effort. Kid's Zone wristbands will be available for purchase on-site at the AGC Houston tent for **\$10** per wristband.

## **PARKING & TRANSPORTATION**

Motorized golf carts, coolers, four-wheelers, gators, bicycles, skateboards, and rollerblades are strictly **prohibited** at the event site. Only official AGC Houston golf carts and RTVs will be allowed on-site. Free on-site parking at Pasadena Fairgrounds will be available in the lots listed below.

**Cook Team Parking Lot** – Cook Teams will have their own designated parking area with camper/RV hook ups available for the duration of the event.

**Guest Parking Lot and Overflow Parking Lots** – Complimentary parking will be available to everyone in the designated area. Signage will be present to indicate where parking is and is not allowed. (Shuttle service will be available)

## EVENT SCHEDULE

### General Event Schedule

#### April 4, 2024

All cook teams must complete move-in, including big rig drop offs, by the close of business.

#### April 4 & 5, 2024

#### Cook Team and Vendor move-in

#### Friday, April 5, 2024

7:00 AM – 3:00 PM

#### Safety Inspections/Final Set-up/Networking Event

Fire Marshall Inspection/General Set-up/Tent Preparation

3:00 PM

Mandatory Cook Team Meeting – Judging Area

4:00 PM

Gate Opens: General Admission

**5:00 PM – 10:00 PM**

#### Evening Networking Event

6:00 PM

Optional Category Competition: SALSA

7:00 PM

Optional Category Competition: MARGARITA

8:00 PM

Optional Category Competition: CRAWFISH

6:00 PM – 8:00 PM

Theme and Hospitality Judging

9:00 PM

Theme and Hospitality Awards Distributed

10:00 PM

All Parties MUST End And Entertainment/Music Must Stop

11:00 PM

Gates close

**All cook spaces will be inspected by the AGC Safety committee and the Fire Marshal.**

#### Saturday, April 6, 2024

#### Family Day & BBQ Competition

7:00 AM – 9:30 AM

General Team Prep/Cook Time and Kids Zone Set-Up

10:00 AM

Optional Category Competition: BREAKFAST BEVERAGE

10:00 AM

Gates open - General Admission

10:00 AM – 4:00 PM

Kid's Zone Activities

11:00 AM

Optional Category Competition: DESSERT

12:00 PM

BBQ Competition Turn-In: CHICKEN

1:00 PM

BBQ Competition Turn-In: PORK SPARERIBS

2:00 PM

BBQ Competition Turn-In: PORK BUTT

3:00 PM

BBQ Competition Turn-In: BRISKET

4:30 – 5:00 PM

BBQ Awards Presentation – Fairgrounds Arena

6:00 – 10:00 PM

Team Move-Out and Vendor recovery

#### Sunday, April 7, 2024

7:00 AM - 3:00 PM

Team Move-out and Vendor Recovery

## EVENT OPERATIONS

### **Wednesday, April 3, 2024**                      **7:00 AM – 4:00 PM**

Only the following vendors will be allowed on site for set-up:

- Tent companies
- Fencing company
- Portable toilet company
- Ice truck company
- Waste management companies
- Heavy equipment/trailers (which will not be moved)

### **Thursday, April 4, 2024**                      **7:00 AM – 4:00 PM**

Only the following vendors will be allowed on site for set-up:

- Tent companies
- Fencing company
- Portable toilet company
- Ice truck company
- Waste management companies
- Heavy equipment/trailers (which will not be moved)
- Cook teams
- Dumpster and ramp dropped

### **Friday, April 5, 2024**                      **7:00 AM – 3:00 PM**

The gates to the cook-off area will not open until 7:00 AM. Only essential team members with wristbands will be allowed on-site during the day on Friday. Guests and parties are allowed at 5:00 PM.

### **Friday, April 5, 2024**                      **5:00 PM – 10:00 PM**

At this time, you may close your cook space to the public and offer private parties for your invited guests. It is highly encouraged that you keep your party open to allow industry partners to enjoy your hospitality. If you limit your visitors, then you are responsible for providing the appropriate security measures to keep your party private. Private parties **MUST** allow credentialed AGC Houston staff, security, and volunteers to always enter.

### **Saturday, April 6, 2024**                      **7:00 AM – 10:00 AM**

At this time, teams will be allowed to move about the venue to prepare for the arrival of their guests or re-stock supplies. **No cook team vehicles will be allowed to enter or exit the cook-off area.** Only vendors moving in on Saturday morning will be allowed to bring in vehicles.

### **Saturday, April 6, 2024**                      **6:00 PM – 10 PM**

Team move-out and vendor recovery.

### **Sunday, April 6, 2024**                      **7:00 AM – 3:00 PM**

Team move-out and vendor recovery. Tent companies should plan to arrive at 10:00 AM on Sunday, April 6, 2024. All equipment and gear must be cleared from the venue by 3:00 PM on Sunday, April 6, 2024. Any items such as equipment, building materials, excessive trash, debris, etc. left on the premises, after 3:00 p.m. will result in a \$500.00 per day penalty from AGC Houston.





## COOK TEAM/FLAMIN SPONSOR CHECKLIST

- Online - Team Registration
- Online – Uploaded Signed Waiver of Liability and Indemnification
- Certificate of Insurance Naming AGC Houston as Additional Insured with Waiver of Subrogation emailed to Charlene Anthony at [charlene.a@agchouston.org](mailto:charlene.a@agchouston.org)

**HOTEL, CHARTY, VENDOR INFORMATION**



**OFFICIAL SANITATION  
SUPPLY VENDOR**

**Delivery Date: Thursday, April 3, 2024**

**First Portable Toilet Rental:** \$100  
**Second Portable Toilet Rental:** FREE  
**Handwashing Station:** \$100 each  
**Cleaning:** Saturday, April 6, 2024  
**Call:** 281-821-8005

**Contact:** Ericka or Lisa to reserve your units

**Note:** *NCR is the preferred vendor for these supplies.*



**OFFICIAL HOST HOTEL**

3640 E. SAM HOUSTON PKWY. S  
PASADENA, TX 77505

**AGC Attendee Hotel Block**

**Room rate:** \$105 night

**Start Date:** Thursday, April 4, 2024

**End Date:** Saturday, April 6, 2024

**Deadline to Book:** Thursday, March 14, 2024

**Call:** 832-664-8870 and mention the AGC Attendee Block  
or

**Book online:** [Book Your Group/Corporate Rate | Marriott International](#)



**Covenant  
House**  
Texas

## OFFICIAL CHARITY

This year, the AGC BBQ Cook-Off teams will raise money to support **Covenant House**. Each team is responsible for their own fundraising. Details on how to fundraise will be forwarded to each team once registration is received. The team that raises the most money receives one complimentary cook team space in the 2025 cook-off!

### ABOUT

Covenant House Texas (CHT) opened its doors in 1983 to provide shelter for homeless, abused and abandoned youth ages 18 – 24. After more than 35 years of service, CHT offers an extensive continuum of care model for homeless youth including mental health and substance abuse counseling, educational and vocational training, transitional and permanent living programs, street outreach and prevention, pastoral ministry and parenting classes in addition to providing the basic necessities of food, clothing, medical care and safe shelter from the streets for youth in crisis.

### MISSION

Covenant House Texas is a faith-based organization committed to giving homeless youth a safe haven, absolute respect, unconditional love, and a path to lasting independence. In partnership with the community, we are the voice for homeless youth.



## OFFICIAL TENT VENDOR

**Darren Randle**

**President & Founder**

Cell: [832-845-7834](tel:832-845-7834)

Office: [713-346-2012](tel:713-346-2012)

14820 North Fwy, Suite 500

Houston, TX 77090

[darren@houstontentsevents.com](mailto:darren@houstontentsevents.com)

[www.houstontentsevents.com](http://www.houstontentsevents.com)

***Note: Houston Tents & Events is a preferred vendor for these supplies.***