

The 40th Annual Millbrae Art & Wine Festival

September 4th & 5th, 2010



It is with great pleasure that we welcome you to the 40th Annual Millbrae Art & Wine Festival to be held on **Saturday, September 4th** and **Sunday, September 5th** along seven blocks of Broadway Avenue in Downtown Millbrae. The event is presented by the Millbrae Chamber of Commerce and produced by our company, Team PRO Event of Mill Valley.

The Millbrae Art & Wine Festival is the premier event on the Peninsula on Labor Day Weekend and consistently draws over 75,000 attendees. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and you... the Exhibitor. Please Note: Only arts, crafts, gourmet food products and selected limited production artworks made by the Exhibitor, as well as selected lifestyle products will be considered for this event.



We are looking forward to this year's Millbrae Art & Wine Festival. If you have any questions or comments, give us a call at Team PRO Event (415) 383-3470.

40th Annual Millbrae Art & Wine Festival 2010 Exhibitor Application

**See other side for Exhibitor Application
Instructions and Exhibitor Agreement ⇒**

First Name: _____

Last Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): (Cell # in case of emergency)

Home: _____ Cell: _____

Fax: _____

Email: _____

Website: _____

Resale #: _____

Category: _____

Describe your work in detail: _____

Proof of insurance is no longer a request. Thank you.

We have participated in the past? No Yes Yr(s)? _____

We would like Same Space. No Yes Space # _____

Please Check Choice Below: (Post dated checks will not be accepted)

Non-Refundable Processing Fee: (\$10.00)

Please provide separate check.

Exhibitor Single Space: (10' x 10') - \$375.00

Exhibitor Double Space: (10' x 20') - \$750.00

Gourmet Food Exhibitor Space:

(10' x 10') - \$350.00 (10' x 20') - \$700.00

Gourmet Food Health Department Fee: \$100.00

(Please provide separate check)

Corner Request: \$100.00

(This is not a guarantee, please provide separate check)

Mailing List Only

The Booth Space Fee is the space only, No structures included with this Fee!

Form of Payment:

Check #'s _____ AMEX Visa MasterCard

Card Number _____ Exp Date _____

Signature _____ Date _____

Please verify that you have included all of the following:

- Application Processing Fee Booth Fee Health Dept Fee (If Applicable)
- 4 Photos (SASE if you want your photos returned.) Signed Release (See Other Side)

Make checks payable to and mail application package to:

Millbrae Chamber of Commerce, 50 Victoria Ave, Suite 103, Millbrae, CA 94030

For further information please contact us at Team PRO Event, Inc.

Phone (415) 383-3470 • Fax (415) 383-7020 • Email proevent@aol.com

Visit www.teamproevent.com

For official use only:

EXHIBITOR APPLICATION INSTRUCTIONS



Please make a copy of these instructions for your records.

The Millbrae Art & Wine Festival takes place in downtown Millbrae along 7 blocks of Broadway, between Victoria and Meadow Glen Avenues, with artist display spaces down the center of the street, back-to-back facing the sidewalks.

Festival Weather in Millbrae is usually warm and windy in the afternoon, and there is little shade on the street. Some form of shade protection in your set-up is recommended and all booths must be weighted against our cooling "afternoon breeze."

Selection: Only original Arts, Crafts and Gourmet Food made by the Exhibitor will be considered for this year's event. Other considerations will be overall balance and presentation, so that no one medium will dominate. **Please submit (3) photos or photocopies of your work and (1) of booth display with this application and your payment.** If you are not selected your photos and payment will be returned at time of selection. Include a SASE, if you wish your photos returned after the event.

Payment: Processing Fee for all Exhibitors is \$10.00. This is necessary to cover processing and selection costs and is non-refundable. Participation Fees for Exhibitor 10' x 10' spaces range from \$350.00 - \$375.00. Please make the checks payable to: **Millbrae Chamber of Commerce.** There is a \$20.00 charge for any returned checks.

Space Assignment & Final Instructions: Accepted Artists will receive space assignments by the beginning of August, 2010. Only those applicants requesting corners and paying the corner fee will be placed on corners. Submitting the corner fee does not guarantee a corner. Checks will be returned with final instructions to those who were not given corners.

Withdrawal: Exhibitors may withdraw up until June 30, 2010 and receive a 100% refund and by July 20, 2010 to receive a 50% refund. **After July 20, 2010, participation fees are not refundable.** All requests for withdrawal must be received in writing. Absolutely NO REFUNDS after July 20, 2010.

Cancellation: If weather, acts of God, or other circumstances beyond the control of the Millbrae Chamber of Commerce and Team PRO Event, Inc, cause the event to be cancelled, participation fees will not be returned. The Millbrae Chamber of Commerce and PRO Event cannot be held liable by exhibitors for the failure of the event to take place.

Special Notes:

When should you apply? **Apply early** as this event does fill up quickly!

Selection sessions will take place monthly beginning in January (notifications are made following each selection session)

Checks of accepted artists will be deposited upon acceptance.

PRO Event is pleased to be under contract with the Millbrae Chamber of Commerce to provide production management services for this year's event.

EXHIBITOR RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Team PRO Event, Inc. (Producer) and the sponsor of the event, the Millbrae Chamber of Commerce (Client) and the Artist or Craftsperson filling out, signing, and returning the application (Exhibitor).

Producer is in the business of providing space at the Millbrae Art and Wine Festival event for the display and sale of arts, crafts and gourmet food products.

Producer and Client do not participate in the construction, assembly, or placement of the individual Exhibitor's exhibit. Producer, on behalf of the Client, provides space only at the event.

The Exhibitor hereby indemnifies and holds the Producer, its agents, employees and servants and the Client, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Exhibitor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and arts or crafts, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants.

The Exhibitor hereby expressly assumes any risk of harm to the Exhibitor arising out of their participation and the participation of other artists in the Millbrae Art and Wine Festival, including any risk resulting from the particular location of the space designated to them by the Producer.

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

Signature: _____ Date: _____

Name (print): _____ Business Name: _____