

42nd Annual Millbrae Art & Wine Festival

September 1st & 2nd, 2012



It is with great pleasure that we invite you to participate in 42nd Annual Millbrae Art & Wine Festival to be held on **Saturday, September 1st and Sunday, September 2nd** 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 65,000 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 made by the Exhibitor, packaged gourmet food products and limited production lifestyle products will be considered for this event.



We are very excited about 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 or email proevent@aol.com.

42nd Annual Millbrae Art & Wine Festival 2012 Exhibitor Application

First Name: _____

Last Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Home: _____ Cell: _____

Fax: _____

Email: _____

Website: _____

Resale # (required): _____

Category: _____

Describe your work/product: _____

Participated in the past? No Yes # of Years _____

Prior year space guarantee only for applications received by July 15th, 2012

See other side for Application Instructions, Terms & Conditions and Exhibitor Agreement

Same space (if available)? No Yes Space # _____

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

Processing Fee: \$10 (separate check required – non-refundable)

Exhibitor Space:

Arts, Crafts, Packaged Gourmet Foods and Lifestyle Products

(10' x 10') - \$375 (10' x 10') - \$400 (after July 15th)

(10' x 20') - \$750 (10' x 20') - \$800 (after July 15th)

Gourmet Food Health Department Fee: \$100

Corner Space: \$100 (separate check required – not guaranteed)

Note: The Space Fee is the space only, no structures included with this fee

Form of Payment:

Check #'s _____ AMEX Visa ~~MasterCard~~

Credit Card # _____

CVV # _____ (3 or 4 digit security code) Exp Date ____/____/____

Signature _____ Date _____

Please verify that you have included all of the following:

- Application Processing Fee Space Fee Health Dept Fee (If Applicable)
- 4 Photos (not required if you participated each of last 3 years) 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 / TERMS & CONDITIONS

Please make a copy of these instructions and Terms & Conditions 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: 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 and Crafts made by the Exhibitor, packaged Gourmet Food and limited production Lifestyle Products will be considered for this event. Other considerations will be overall balance and presentation, so that no one medium will dominate. All applications are juried by category on a first come, first serve basis. You will usually receive notice within a month of submitting your application if you have been accepted into the festival.

Photos: Applicants who have not participated in each of the past 3 years are required to 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 after jurying. Include a SASE, if you wish your photos returned after the event.

Fees/Payment: There is a \$10 Processing Fee for all Exhibitors. This is necessary to cover processing and selection costs and is non-refundable. Participation fees are based on space size and the date the application is received. Applications received after July 15th must include payment at the higher rate – please submit your application early. Please make the checks payable to: **Millbrae Chamber of Commerce**. There is a \$20.00 charge for any returned checks.

Space Assignment & Final Instructions: Exhibitors accepted by July 15th, will receive their space assignment and final instructions approximately 4 weeks prior to the festival. **Prior year space guarantee only for applications received by July 15th, 2012.** Applications received after July 15th, 2012 will be assigned on a first come basis.

Only those applicants requesting corners and paying the corner fee will be placed on corners. Submitting the corner fee does not guarantee a corner space. Checks will be returned with final instructions to those who were not assigned corner spaces.

Withdrawal: Exhibitors may withdraw up until June 30, 2012 and receive a 100% refund and by July 31, 2012 to receive a 50% refund. **After July 31, 2012, participation fees are not refundable.** All requests for withdrawal must be received in writing.

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! Vendors are responsible for providing their own insurance for the festival. Checks of accepted artists will be deposited upon acceptance.

Team 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), the Millbrae Chamber of Commerce (Presenting Organization) and the Exhibitor named below (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 Presenting Organization do not participate in the construction, assembly, or placement of the individual Exhibitor's presentation. Producer, on behalf of the Presenting Organization, provides space only at the event.

The Exhibitor hereby indemnifies and holds the Producer, its agents, employees and servants and the Presenting Organization, 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 Presenting Organization or its agents, employees and servants.

I understand that neither Producer or Presenting Organization are responsible for lost, stolen or damaged equipment or merchandise or accident/injury to me or my staff and do hold harmless any of the above individuals or businesses for any and all liability. I have read the Terms & Conditions and will abide by them.

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

Signature: _____ Date: _____

Name (print): _____ Business Name: _____