

The Third Annual Menlo Summerfest

July 21 and July 22, 2018



It is with great pleasure that we invite you to participate in the 3rd Menlo Summerfest (formerly known as the Connoisseur's Marketplace). It will be held on **Saturday, July 21st and Sunday, July 22nd from 10 am to 6pm** and presented by the Menlo Park Chamber of Commerce.

Summerfest for 2018 features fine Arts and Crafts Exhibitors, and wonderful Food Concessions along with many new and exciting presentations. A major publicity and advertising campaign promotes exceptional attendance. Team PRO Event will be handling many strategic areas including Food Concessions.

If you have any questions or comments, give us a call at Team PRO Event (415) 295-7465 or send an email to info@teamproevent.com

The 3rd Annual Menlo Summerfest 2018 Food Truck Application

**See other side for Food Truck
Application Instructions →**

Business Name: _____

Last Name: _____

First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Website: _____

Please include a photo or link to image of your setup.

Menu – we encourage you to limit items to 3 main offerings:

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Please list cooking equipment and fuel (BBQ, Deep Fat Fryer, LPG, Generator) - no charcoal or wood fires are permitted

• Only Non-Alcoholic and Non-Carbonated Beverages (e.g.Punch, Iced Tea) may be sold. **Beverages may not be served in glass or Styrofoam containers. No Water or Lemonade.**

Make checks payable to: Team Pro Event

Mail checks, completed application and TFF permit application to:
Team PRO Event, P.O. Box 315, Mill Valley, CA 94942
Or email: info@teamproevent.com

For further information please contact us at Team PRO Event, Inc.
Phone: (415) 295-7465 • Email: info@teamproevent.com
Visit www.teamproevent.com

Food Truck Participation Fees (check all that applies):

- Food Truck (approx 10' x 20') - \$500
- Health Dept. Permit Fee - \$149.00

If you do not hold a current MFF permit for San Mateo County, please include payment with your TFF Permit form.

If you DO hold a current MFF permit for San Mateo County, the fee is waived. You are still required to fill out the TFF form and provide proof of your MFF permit (photo of sticker, other paperwork).

If exempt as Veteran, please supply written proof.

Total Concession fees due _____

- Security/Cleaning Deposit -\$200.00
Separate Check Required. Refundable if in compliance.

Total Amount Enclosed _____

Form of Payment:

If paying by Credit Card, a 3.5% service fee will be added to the total charged. If paying by check, please mail to us with your application.

- Check #'s _____ Visa MasterCard

Post-dated checks will not be accepted.

Credit Card # _____

CVV # _____ Exp. Date _____ Date _____

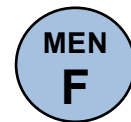
Signature _____

For official use only:

Menlo Summerfest

July 21 & July 22, 2018 – 10 am to 6 pm

Food Truck Concession Instructions



Please make a copy of these instructions for your records.

Day of Event: The concessioner is responsible for the set-up and strike of their concession and all materials needed for its operation. The Concessionaire is responsible to remain within their assigned space only. There will be no exceptions. If a Concessionaire does not follow rules and instructions (i.e. spills or items on sidewalk or grass area) this will result in loss of Security/Cleaning Deposit.

Selection: Deadline for application submittal is May 15, 2018. Final selection will be made no later than May 22. Concessionaires will be selected based on a number of criteria including seniority and over-all menu balance for the event.

Food Truck Spaces: Due to ongoing layout development, location of Truck Spaces will be determined closer to the event. **Team Pro will contact you to discuss placement before final acceptance.** The sidewalks are open to the public. Concessionaires are prohibited to use sidewalks as storage or cooking space. Concessioners should bring appropriate barriers to insure public safety.

There is no access to electrical power. Please include information about your cooling/ heating fuel on the application. Additional generators are not allowed without specific permission by Team PRO Event, details available upon acceptance. Ice will be available for sale onsite.

Security/Cleaning Deposit: Refundable only if Concessionaire was in compliance with all instructions.

Beverage Restrictions: Concessionaires may sell only Non-Alcoholic and Non-Carbonated Beverages with the exception of Water and Lemonade/Lemonade flavored beverages. A limited number of Concessionaires are approved to sell beverages as their main item only, such as lemonade. The Chamber sells bottled water to support their scholarship fund, therefore **Concessionaires are not allowed to sell water or any other bottled water-type beverages, or lemonade.** Beverages may not be served in glass or Styrofoam containers.

Fire Extinguishers: All food trucks should have up to date inspected fire extinguishers in compliance with their MFF permit. Compliance will be verified by the Menlo Park Fire Department before you are allowed to open for business. The basic concessioner required extinguisher is 2A:20 BC or larger.

Health Dept.: All Concessionaires must meet the requirements as set by the San Mateo County Health Department. Agents of San Mateo County Health Department will be on site during the Festival. They can issue fines or request removal of Concessionaires that are not in compliance with current Health Department regulations. **Please check the [San Mateo County Environmental Health web site prior to the festival for compliance.](#)**

Flooring & Washing Water: Menlo Park advises Concessionaires of the City's concern about grease and cooking materials dripping and spilling on the streets, sidewalks, curbs and gutters. The Menlo Park Chamber requires that all festival food preparation and food storage areas have a surface placed under them that protects the streets, curbs, gutters, grass and sidewalks from grease and other cooking materials. Suggested flooring is tarps under plywood or cardboard. Flattened cardboard boxes will not suffice. Concessionaire is responsible for providing their own hand washing station consistent with Health Department regulations.

Clean-up: The Concessionaire is responsible for cleaning their area and properly disposing of trash, waste water and grease. Grey water tanks will be provided by the event organizers. The Concessionaire must provide two (2) trash receptacles for public use at the booth. The Concessioner must keep the receptacles clean, emptied and usable at all times. The booth area must be left clean at the end of each day. This includes all spills and garbage.

Insurance: A Certificate of Liability Insurance, naming the Menlo Park Chamber of Commerce and Team Pro Event Inc. as additional insured, will be required from all accepted Concessionaires. Minimum general and product liability coverage must be for \$1,000,000.

Please include the following items with your application:

- * Completed Food Truck Application
- * Completed [San Mateo County Health Department TFF Permit Application](#)
- * Certificate of Liability Insurance naming the Menlo Park Chamber of Commerce and Team Pro Event Inc. as additional insured
- * Payment for Food Truck Participation Fees and TFF Permit, if applicable, checks made payable to: Team PRO Event, Inc.
If paying by Credit Card, a 3.5% service fee will be added to the total charged. If paying by check, please mail to us with your application.
- * Separate check for the Security/Cleaning Deposit of \$200.00, made payable to: Team PRO Event, Inc.
- * This application does not guarantee a space at this event, there will be a final reviewing process promoting balance of menus.

Whether mailing or submitting your application via email, please be sure to sign all documents

Please give us a call with any questions. We can be reached at (415) 294-7465 or send email us at info@teamproevent.com

Our mailing address for applications and payment is: **Team PRO Event, Inc., P.O. Box 315, Mill Valley, CA 94942**