

# The Forty-Eighth Annual Millbrae Art & Wine Festival



September 1st and September 2nd 2018

It is with great pleasure that we invite you to participate in 48<sup>th</sup> Annual Millbrae Art & Wine Festival to be held on **Saturday and Sunday from 10 am to 5 pm** by the Millbrae Chamber of Commerce and produced by our company, Team PRO Event, Inc. of Mill Valley.

The Millbrae Art & Wine Festival is the premier fair 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 Food Concessionaire.**

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](mailto:info@teamproevent.com)



## The 48th Annual Millbrae Art & Wine Festival 2018 Food Concession Application

See other side for Food Concession Application Instructions →

**Business Name:** \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Resale # : \_\_\_\_\_

**List Full Menu:**

Item: \_\_\_\_\_ Price: \_\_\_\_\_

Item: \_\_\_\_\_ Price: \_\_\_\_\_

Item: \_\_\_\_\_ Price: \_\_\_\_\_

**Please list cooking equipment and fuel (Deep Fat Fryer, LPG)**

\_\_\_\_\_

\_\_\_\_\_

• No Alcoholic Beverages or Water may be sold. **The Chamber sells bottled water to support their scholarship fund.**

- Single Space:(10' x 10') - \$500.00, plus 15% of yr Gross
- Double Space:(10' x 20') - \$1000.00, plus 15% of your Gross (Percentages are due the week following the event)
- Additional Space For BBQ or Grill: (5' x 10') - \$250.00 (Required for all Grills & BBQ's)
- Health Dept. Permit Fee: \$149.00
- Millbrae Chamber Associate Member Fee: \$100 (Required for all non-Chamber members)
- Health Dept. Approved Booth Structure 10' x 10' - \$185 (Concessioner may use own Booth)
- Health Dept. Approved Booth Structure 10' x 20' - \$300 (Concessioner may use own Booth)

**Food Concession Participation Fees:** Total Enclosed: \_\_\_\_\_  
(Total should be paid in full with one check.)

Trailers are prohibited except at the Meadow Glen food area in the Kids Zone.

- Security/Cleaning Deposit - \$200.00  
**Separate Check** - Refundable, if in compliance with instructions

Total amount \$ \_\_\_\_\_

We will be contacting applicants to discuss power needs.

**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 \_\_\_\_\_

**Make checks payable to:** Millbrae Chamber of Commerce  
**Send checks and completed application and permit form to:**  
Mail: Team PRO Event, P.O. Box 315, Mill Valley, CA 94942  
Email: [info@teamproevent.com](mailto:info@teamproevent.com)

**For further information please contact us at Team PRO Event, Inc.**  
**(415) 295-7465 • [info@teamproevent.com](mailto:info@teamproevent.com) • [www.teamproevent.com](http://www.teamproevent.com)**

For official use only:

# Millbrae Art & Wine Festival - September 1st & September 2nd, 2018

## Food Concession Instructions

Please make a copy of your application and instructions for your records.



**Day of Event:** The Concessionaire is responsible for the set-up and strike of the concession booth and all materials needed for its operation. If the Chamber of Commerce is providing a booth, it will be set up and removed for you.

The concessioner is responsible to remain within the assigned booth space only. There will be no exceptions. If concessioner does not follow rules (ie. spills or items on sidewalk area) this will result in loss of Security/Cleaning Deposit.

**Selection:** Space will be restricted to 10' x 10' increments and are located in 3 areas evenly spaced on Broadway. A separate space is required for a BBQ or open flame grills for an additional fee. The spaces are up against the curbside, facing the center of the street. The sidewalks are open to the public. Concessionaires are prohibited to use sidewalks as storage or cooking space. Non-compliance will result in loss of Cleaning Deposit.

**Food Vendor Accounting Form:** All concessionaires are required to complete a Food Vendor Accounting Form at the conclusion of the Festival. The form and any payment due must be returned to the Millbrae Chamber of Commerce within 10 days after the Festival. The amount due is 15% of your Gross, booth fees are not to be deducted.

**Security/Cleaning Deposit:** Refundable only after the Food Vendor Accounting Form and payment is submitted to the Millbrae Chamber, and only if food vendor was in compliance with all instructions.

**Beverages:** Only Non-Alcoholic beverages may be sold. Sale of Sodas is now permitted. ***No Water!***

**Fire Extinguishers:** All concessions will require fire extinguisher within reach in the booth. This will be verified by the Millbrae Fire Department before you are allowed to open for business. The required extinguisher should be a 2A:20 BC or larger.

**Power:** There is limited electrical available to concessioners in specific locations only, therefore we may consider allowing ultra-quiet generators for some Concessionaires. We will contact you about your power needs, fees are \$200 per drop.

**Health Dept.:** All concessioners must meet the requirements as set by the San Mateo County Health Department. This requires a fully screened booth plus a TFF Permit specifically for this Festival. The Health Department Fee is \$150.00 for this year's Festival. Agents of San Mateo County Health Department will be on site during the Festival. They can request removal of food concessionaires not in compliance with current Health Department regulations. Citations and fines may be issued by a Health Department Agent. ***Please check the San Mateo County Environmental Health web site prior to the festival for compliance.***

**Flooring & Washing Water:** Millbrae Chamber advises concessionaires of the City's concern about grease and cooking materials dripping and spilling on the streets, sidewalks, curbs and gutters causing damage. The Millbrae Chamber requires that all festival food preparation and food storage areas have a surface placed under them that protects the streets, curbs, gutters, and sidewalks from grease and other cooking materials. Suggested flooring will be tarps under plywood or cardboard. Flattened cardboard boxes will not suffice. Concessioner is responsible for providing water for washing of hands in each booth.

**Composting:** Please plan to offer biodegradable serving containers and utensils to your customers. Waste containers for composting food waste will be provided for Concessionaires in each food grouping area.

**Clean-up:** The concessioner is responsible for cleaning their area and properly disposing of trash, waste water and grease. The concessioner must provide two (2) trash receptacles for public use at the booth, and must keep the receptacles clean and emptied and usable at all times. The booth area must be left clean at the end of each day, including all spills and garbage. Non-compliance will result in loss of Cleaning Deposit.

**Insurance:** A Certificate of Liability Insurance, naming the Millbrae Chamber of Commerce and Team Pro Event Inc. as additional insureds, will be required from all accepted concessionaires.

### **Please include the following items with your application:**

- \* Completed Food Concession Application including Menu items and cooking equipment and fuel to be used
- \* Millbrae Chamber Associate Membership Fee made payable to: Millbrae Chamber of Commerce
- \* Completed San Mateo County Health Department Permit Application
- \* Check or Credit Card info for Food Concession Participation Fees, made payable to: Millbrae Chamber of Commerce
- \* Separate check for the Security/Cleaning Deposit of \$200.00 made payable to: Millbrae Chamber of Commerce  
***If paying by Credit Card, a 3.5% service fee will be added to the total charged.***

**Please submit your application by June 1<sup>st</sup>. Initial selections will be made by June 30<sup>th</sup>.**

**Send Signed Application Packet to:** Team PRO Event, P.O. Box 315, Mill Valley, CA 94942 or info@teamproevent.com

This application does not guarantee your space at this event, there will be a final review process.