

The Second Annual Menlo Summerfest

July 15 and July 16, 2017



It is with great pleasure that we invite you to participate in the 2nd Menlo Summerfest (formerly known as the Connoisseur's Marketplace). It will be held on **Saturday, July 15th and Sunday, July 16th** from 10 am to 6 pm and presented by the Menlo Park Chamber of Commerce.

Summerfest for 2017 features fine Arts and Crafts Exhibitors, 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 2nd Annual Menlo Summerfest 2017 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: _____

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

Menu – we encourage you to limit items to 3 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.**

Food Concession Participation Fees (check all that applies):

- Single Space (10' x 10') - \$925
- Single Space Chamber Member - (10' x 10') - \$875
- Double Space (10' x 20') - \$1,800
- Double Space Chamber Member (10' x 20') - \$1,150

Where required for Grill, BBQ or Fryer, the above space fees include an additional 10' x 5' space. Further 10' x 5' space may be purchased at \$465.

- Additional space 10' x 5' space - \$465
- Cart (allowing positioning by hand) - \$450
- Health Dept. Permit Fee - \$137.00
If exempt, please supply written proof – Veteran/ NPO
- Health Dept. Approved Booth Structure - 10' x 10' - \$175
(Concessioner may use own booth)
- Health Dept. Approved Booth Structure - 10' x 20' - \$275
(Concessioner may use own booth)

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 _____

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

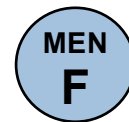
Visit www.teamproevent.com

For official use only:

Menlo Summerfest

July 15th & July 16th 2017 - 10 am to 6pm

Food 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. If the Festival is providing a booth, it will be set up and removed for you. 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 area) this will result in loss of Security/Cleaning Deposit.

Selection: Deadline for application submittal is March 15, 2017. Final selection will be made no later than March 22. Concessionaires will be selected based on a number of criteria including seniority and over-all menu balance for the event.

Spaces: Spaces are restricted to 10' x 10' increments, and where needed, an additional 10' x 5' space is supplied at no cost. A separate space is required for BBQs or open flame grills (10' x 10') and deep fat fryers (10' x 5'). Please take this into consideration when filling out application. **No charcoal or wood BBQ's are permitted.** 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. Most Concession spaces are located along Santa Cruz Avenue up against the curbside, facing the center of the street. **Following review of the 2016 layout, some changes will be made to Concession locations, including more central locations for higher visibility and increased sales.**

There is no access to electrical power. 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 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 concessions will require a fire extinguisher within reach in the booth. Compliance will be verified by the Menlo Park Fire Department before you are allowed to open for business. The required extinguisher should be a 2A:20 BC or larger.

Health Dept.: All Concessionaires must meet the requirements as set by the San Mateo County Health Department. This will require a fully screened booth, plus a Health Department Permit specifically for this Festival, filed through Team PRO Event. The Health Department Fee is \$137.00 for this year's Festival. 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, 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 Concessionaire 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 Concessionaire Participation Fees and TFF Permit, 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**