

The Fourth Annual  
**Menlo Summer Fest**  
July 20 and July 21, 2019



It is with great pleasure that we invite you to participate in the 4<sup>th</sup> Menlo Summer Fest (formerly known as the Connoisseur's Marketplace). It will be held on **Saturday, July 20th and Sunday, July 21st** and presented by the Menlo Park Chamber of Commerce. Summer Fest is staged in downtown Menlo Park on Santa Cruz Ave & Fremont Park.



Summer Fest for 2019 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 components at Summer Fest including Food Concessions.

If you have any questions or comments, give us a call at Team PRO Event **(415) 326-5057** or send an email to **info@teamproevent.com**.

**The 4th Annual Menlo Summer Fest**  
2019 Food Truck Application

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

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

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

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

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

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

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

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

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

Truck Dimensions: \_\_\_\_\_

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

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

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

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

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

**Please list all 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, **No Water or Lemonade.**  
**Beverages may not be served in glass or styrofoam containers.**

**Food Concession 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 it to us with your application.*

- Check #'s \_\_\_\_\_  Visa  MasterCard

Post-dated checks will not be accepted.

Credit Card # \_\_\_\_\_

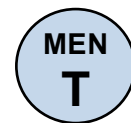
CVV # \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

For official use only:

**Make checks payable to:** Team Pro Event  
**Mail checks and completed application to:** Team PRO Event, P.O. Box 315, Mill Valley, CA 94942  
**For further information please contact us at Team PRO Event, Inc.**  
Phone (415) 326-5057 • Fax (415) 383-7020 • Email: info@teamproevent.com  
**Visit [www.teamproevent.com](http://www.teamproevent.com)**

**Menlo Summer Fest**  
**July 20 & July 21, 2019**  
**Food Concession Instructions**



**Please keep a copy of your application and 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, 2019. Final selection will be made no later than June 1st. 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 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. 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 truck 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 - available on our web site or at <https://www.smchealth.org/temporary-event-forms>

\* 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 review 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) 326-5057 or send email us at [info@teamproevent.com](mailto:info@teamproevent.com)

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