

49<sup>th</sup> Annual

# Millbrae Art & Wine Festival



August 31st and September 1st 2019

It is with great pleasure that we invite you to participate in 49<sup>th</sup> Annual Millbrae Art & Wine Festival to be held on **Saturday and Sunday from 10 am to 5 pm** 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 and destination event of 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**. Preference is given to Arts & Crafts made by the Exhibitor, Pre-packaged Gourmet food, limited production Lifestyle and Maker Products.



We are very excited about this year's Millbrae Art & Wine Festival and are pleased to have you participate in this event. If you have any questions or comments, give us a call at Team PRO Event (415) 326-5057 or email [info@teamproevent.com](mailto:info@teamproevent.com)

## 49<sup>th</sup> Annual Millbrae Art & Wine Festival 2019 Exhibitor Application

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

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

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

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

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

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax: \_\_\_\_\_

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

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

Resale or DL #(required): \_\_\_\_\_

Category: \_\_\_\_\_

Describe your work/product: \_\_\_\_\_

\_\_\_\_\_

Participated in the past?  No  Yes # of Years \_\_\_\_\_

Same space? (if available – **not guaranteed**)  No  Yes # \_\_\_\_\_

Notes \_\_\_\_\_

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

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

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

Exhibitor Space: Arts, Crafts, Pre-Packaged Gourmet Foods, Lifestyle, Maker, Indie Fashion & Design Products:

(10' x 10') - \$385     (10' x 10') - \$410 (after July 15<sup>th</sup>)

(10' x 20') - \$765     (10' x 20') - \$800 (after July 15<sup>th</sup>)

Gourmet Food (Packaged) Health Department Fee - \$100

Corner Space - \$175 (separate check required – **not guaranteed!**)

Note: The Space Fee is the space only, no structures included with this fee. This is not a food concessionaire application. Please contact Team PRO Event regarding concessions.

**Form of Payment:**  
*If paying by Credit Card, a 3.5% convenience fee will be added to the total charged. If paying by check, please mail to us with your application.*

Check #'s \_\_\_\_\_  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 or link to web site (required unless you have been in the show over 3 years)
  - Signed Release (See Other Side)

**Make checks payable to:**  
Millbrae Chamber of Commerce  
**Email or Mail Application Packet to:**  
[info@teamproevent.com](mailto:info@teamproevent.com)  
Team PRO Event, P.O. Box 315, Mill Valley, CA 94942

For official use only:

**For further information please contact us at Team PRO Event, Inc.**  
(415) 326-5057 • [info@teamproevent.com](mailto:info@teamproevent.com) • [www.teamproevent.com](http://www.teamproevent.com)

# 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 exhibitor 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."

**Power:** No Power is available for exhibitors, and generators are prohibited.

**Selection: Preference is given to Arts and Crafts made by the Exhibitor**, packaged Gourmet Food, limited production Lifestyle and Makers Products. We welcome artists of Indie fashion and cutting edge design products. 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 served basis. You will receive email confirmation upon receipt of your application, **please check with us if you haven't received confirmation of receipt**. An email notice will be sent within a month of submitting your application as to your application status.

**Photos:** Applicants are required to submit 3 photos or photocopies of your work, or a link to your web site, and one photo of your booth display (waived if you have been in the show over 3 years) with this signed 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. **If paying by Credit Card, a 3.5% convenience fee will be added to the total charged. If paying by check, please mail to us with your application.** Participation fees are based on space size and the date the application is received. **Applications received after July 15<sup>th</sup> 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 \$25.00 charge for any returned checks.

**Resale Number:** The State Board of Equalization requires us to report all vendors and their Resale #. Please supply on the application, or if exempt, supply your Driver's License # and reason for exemption.

**Space Assignment & Final Instructions:** Exhibitors accepted by July 15<sup>th</sup>, 2019 will receive their space assignment and final instructions approximately 4 weeks prior to the festival. Prior year space is considered only for applications received by July 15th. **This is not a guarantee.** Applications received after July 15th, 2019 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 following the event to those who were not assigned corner spaces.

**Withdrawal:** Exhibitors may withdraw up until July 31<sup>st</sup> to receive a 50% refund. **After July 31<sup>st</sup>, participation fees are not refundable.** All requests for withdrawal must be received in writing, email is acceptable.

**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 from accepted artists will be deposited upon acceptance.

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