



37th Annual Walnut Creek Art & Wine Festival

Heather Farm Park, Walnut Creek, June 2nd & 3rd, 2018

It is with great pleasure that we invite you to participate in the newly redesigned Art & Wine Festival to be held on **Saturday, June 2 from 11 am to 7 pm and Sunday, June 3 from 11 am to 6 pm** at Heather Farm Park in Walnut Creek. The event is presented by the Walnut Creek Chamber of Commerce & Visitor's Bureau and produced by our company, Team PRO Event, Inc. of Mill Valley.



Continuing a tradition begun in 1982, the Walnut Creek Chamber of Commerce celebrates the 37th anniversary of the Walnut Creek Festival. As the "kick off" event of the summer, the Festival draws more than 100,000 visitors to Heather Farm Park over the two-day event. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and you... **the Food Concessionaire.**

We are very excited about this year's Walnut Creek Arts 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) 295-7465** or send an email to **info@teamproevent.com**

The 37th Annual 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 # : _____

Menu: *Please list all Food Items on page 3 of application.*

Participated in the past? No Yes # of Years _____

Request same space? Due to significant layout changes, a similar space is **not guaranteed.**

Please briefly describe your previous placement.

• No Water, Soda or Alcoholic Beverages may be sold

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
Phone (415) 383-3470 • info@teamproevent.com
www.teamproevent.com

Please Check Space Choice:

Note: The Space Fee is the space only, no structures included with this fee.

- 10' x 10' - \$650.00, plus 10% of sales
- 10' x 10' - Chamber Member - \$600, plus 10% of sales
- 10' x 20' - \$1,200, plus 10% of sales
- 10' x 20' - Chamber Member - \$1,100, plus 10% of sales
- Cart Concessionaire - \$325, plus 10% of sales
- Check here if additional space is required for Grill or BBQ.
Team Pro Event will contact you regarding fees and options.
- Health Dept. Permit Fee: \$115
- Health Dept. Approved 10' x 10' Structure Rental: \$185
(Not required, vendor may use own approved Booth Structure)
- Health Dept. Approved 10' x 20' Structure Rental: \$300
(Not required, vendor may use own approved Booth Structure)

Concession Participation Fees: Total Enclosed: _____
(Food Concession Fees, total should be paid in full with one check or charge)

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

Total amount \$ _____

Form of Payment:

Check #'s _____ Visa MasterCard

* Post-dated checks will not be accepted.

Credit Card # _____

CVV # _____ Exp Date _____ Date _____

Signature _____

For official use only:

Walnut Creek Art & Wine Festival - June 2 & 3, 2018

Food Concession Instructions



Please keep a copy of your application 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 Team Pro Event is providing a booth structure, it will be set up and removed for you. The Concessionaire is responsible to remain within the assigned booth space only. There will be no exceptions. If Concessionaire does not follow rules (i.e. no spills or items on walkway area) this will result in loss of Security/Cleaning Deposit.

Selection: Returning Walnut Creek Art & Wine Food Concessionaires in good standing are given seniority priority consideration. Applications must be received no later than April 1st to guarantee selection seniority. Initial Selection will be made by April 15th.

Layout: Space will be restricted to 10' x 10' increments and are located in three locations throughout the festival site. A separate space is required for a BBQ or open flame grills, in most cases this can be accommodated BEHIND the cooking/serving space at no charge. Adjacent spaces will require a fee. The walkways are open to the public. Concessionaires are prohibited to use walkways as storage or cooking space. Non-compliance will result in loss of Security/Cleaning Deposit.

Clean-up: The Concessionaire is responsible for cleaning their area and properly disposing of trash, waste water and grease. The Concessionaire must provide two (2) trash receptacles for public use at the booth. The Concessionaire 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. This includes all spills and garbage. Concessionaire is responsible for providing water for washing of hands in each booth. Non-compliance will result in loss of Security/Cleaning Deposit.

Food Vendor Accounting Form: All Concessionaires are required to complete a Concessionaire Accounting Form at the conclusion of the Festival. The form and payment of 10% of sales must be returned to Team PRO Event, Inc. within 10 days after the Festival.

Security/Cleaning Deposit: Refundable only after the Concessionaire Accounting Form is received, and if Concessionaire was in compliance with all instructions.

Beverages: • No Water, Soda or Alcoholic Beverages may be sold. Lemonade, Tea and Fruit Drinks are OK.

Fire Extinguishers: Applicable Concessions will require fire extinguisher within reach in the booth. This will be verified by the Contra Costa Fire Department before you are allowed to open for business. A minimum of one 2A:10BC rated fire extinguisher is required. This is in addition to the "K" type extinguisher required for deep fat frying operations. Upon acceptance to the festival, and if applicable, Concessionaires will be required submit a Fire Department Permit.

Health Dept. Permit: All Concessionaires must meet the requirements as set by the Contra Costa County Health Department. This will require a fully screened booth, and a Health Department Permit specifically for this Festival. The Health Department Fee is \$115.00 for this year's Festival. Agents of Contra Costa County Health Department will be on site. They can request removal of Concessionaires who are not in compliance with current Health Department regulations. Citations and fines may be issued by a Health Department Agent. **Please check the [Contra Costa County Environmental Health](http://cchealth.org/eh/retail-food/pdf/temp_food_event_permit_app.pdf) web site prior to the festival for compliance.**

Fire Permit: If you are using fuel to cook or to power a generator, please fill out the Contra Costa Fire Permit Form available on our web site. No electricity is provided for Concessioners.

Flooring: The Walnut Creek Chamber requires that all festival food preparation and food storage areas have a surface placed under them that protects the walkways and grass areas from grease and other cooking materials. Suggested flooring is tarps under plywood or cardboard. Flattened cardboard boxes will not suffice. Non-compliance will result in loss of Cleaning Deposit.

Insurance: If you are accepted, proof of a Certificate of Liability Insurance will be required, naming **Team PRO Event, Inc., Walnut Creek Chamber of Commerce, and The City of Walnut Creek as additional insured.**

Please include the following items with your application:

- Completed Concession Application
- Completed Menu Items Form for the event (see pg. 3)
- Signed Hold Harmless Agreement (see pg. 3)
- Completed Contra Costa County Health Department Application. See our website to download or go to http://cchealth.org/eh/retail-food/pdf/temp_food_event_permit_app.pdf
- Completed Fire Permit Form (if using flammable materials) - See our website to download
- Check / Credit Card for Concession Participation Fees total, made payable to Team PRO Event, Inc.
- Separate check/ Credit Card for the Security/Cleaning Deposit of \$200.00, made payable to Team PRO Event, Inc.

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Food Concession Instructions, cont.



MENU ITEMS

Please list and describe **all** food items that you plan on selling at the Walnut Creek Art & Wine Festival. We strongly encourage a menu with limited items, featuring your signature dishes, to allow for variety throughout the event. Menus will require final approval by Team Pro Event, and we will give preference to menus offering fewer items. Please inform us if your menu changes and you plan on selling a food item not listed below.

Food Item & Description	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FOOD CONCESSION RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Team PRO Event, Inc. (Producer), the Walnut Creek Chamber of Commerce (Presenting Organization) and the Food Concessionaire named below (Food Concessionaire).

Producer is in the business of providing space at the Walnut Creek Festival event for the display and sale of food concession items. Producer and Presenting Organization do not participate in the construction, assembly, or placement of the individual Food Concessionaire's presentation. Producer, on behalf of the Presenting Organization, provides space only, and facilitates health permitting at the event.

The Food Concessionaire 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 Food Concessionaire '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, food items, structures and product to their designated location, the set up and display of any such structure and food equipment, 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: _____

This application does not guarantee your acceptance at this event, as there is a selection process.

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

Mail all information to: **Team PRO Event, Inc., P.O. Box 315, Mill Valley, CA 94942**