



and

The Encino Chamber of Commerce present
The 22nd Annual 'A Taste of Encino'
Sunday, October 11, 2009

RESTAURANT & FOOD PURVEYOR

Participation Information

The 22nd Annual 'A Taste of Encino', hosted by the Encino Chamber of Commerce,
is on Ventura Boulevard (the main thoroughfare through the city)
and we don't want you to miss the opportunity to participate!
Last years event was a huge success with 10,000+ people enjoying hours of family fun.

LOCATION **Ventura Blvd in Encino** (between Balboa Blvd. and Amestoy Ave.)

DATE **Sunday, October 11, 2009**
10am to 5pm

ACTIVITIES Restaurants & Food Purveyors / Sponsors
Arts & Crafts Booths / Business & Home Expo
Health & Wellness Pavilion / Disaster Preparedness Expo
Non Profits / Local Schools
Entertainment in Genesta Park

PROMOTIONS Newspaper Displays / Radio Spots / Cable Television
Taste of Encino Website / Street Banners on Ventura Blvd.
Encino Chamber of Commerce Monthly Newsletter 'The Envoy'
Flyers / Internet Advertising / Posters and much much more

PARTICIPATION

1. Space cannot be shared.
2. No drug related items will be sold.
3. All booths must be appropriate for family viewing.
4. No alcoholic beverages may be sold.
5. All revenues are those of the vendors. All food vendors may sell any food items previously authorized by the Encino Chamber of Commerce, subject to the City of Los Angeles Health Department/Inspector, at any reasonable price to be set by the vendors at their discretion.
6. All food vendors are responsible for all their cooking and food preparation equipment (including propane gas, refrigeration, ice, etc.), for grease removal, all serving utensils, plates, napkins, etc. All grease, oil, etc. to be properly stored and removed.
7. All food vendors must have a currently certified and working fire extinguisher in their booth at all times.
8. Each exhibitor must have their California resale permit available for inspection and is responsible for collection of sales tax.
9. No food or beverages can be sold or served in booth.
10. Set-Up may start at 6am – entering from Balboa Blvd., and moving your vehicle to your assigned spot. You must be in your assigned spot by 9am.
11. You are permitted to bring only one vehicle onto the setup area. You will be given only one assigned parking space. Your vehicle must be immediately removed from the venue after unloading and moved to your assigned space.
12. Booth number will be assigned to you when you enter on Sunday morning.
13. Break Down starts at 5pm. Please pack all your belongings before you bring your vehicle on Ventura Blvd. Traffic Control will direct your exit.
14. You may not exit your booth or the event until the Fire Marshall deems it safe and instructed to do so by an authorized 'A Taste of Encino' representative.

If you need cooking or serving equipment, the 'A Taste of Encino' has made special arrangements with a Chamber member rental supply company to assist you with your needs, this will be addressed and can be ordered at the Mandatory Restaurant Meeting on Wednesday, September 30, 2009.



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RESTAURANT & FOOD PURVEYOR

Agreement & Application

Applications & Payments are due no later than September 15, 2009

RESTAURANT NAME _____
 Representative _____
 Address _____
 Phone _____ Cell _____
 Fax _____ E-Mail _____
 Resale Permit # _____ Website _____
 Insurance Carrier _____

Please Note: A copy of your insurance must accompany your application

PLEASE CHECK YOUR BOOTH CHOICE...

_____ 10 x 10 w/ Canopy *
 _____ 10 x 10 w/ Canopy * and 10 x 10 Space for Open Fire Cooking
 _____ Food Cart Space 10 x 10 Only
 * Your booth includes communal hand washing sinks, utensil washing sinks, one large plastic trashcan, one electrical outlet, booth with canopy, 8-foot table, two chairs & booth sign.

The Encino Chamber of Commerce must approve all food items sold. No alcoholic beverages may be sold. All decisions are final, no refunds. Amounts charged and revenue from sales are at the sole discretion of the food purveyor.

Please List Exact Food Items to be Sold: _____

Your Booth Sign Should Read: _____

Please note above if you have your own sign & will be bringing your own sign to the event

Booth	_____	\$ 650
Food Cart Space	_____	\$ 350
Health Permit	_____	\$ 166
<i>(Note: Your Health Permit fee is required unless you provide the Encino Chamber of Commerce with a copy of your own current Health Permit from the City of Los Angeles)</i>		
Beverage Sales (non alcoholic) (optional)	_____	\$ 250
Additional Electric (optional)	_____	\$ 75 Per Additional Electrical Outlet
Grease Removal (optional)	_____	\$ 250 Removal by the Taste of Encino
Rain Insurance (optional)	_____	\$ 40
	\$ _____	TOTAL DUE

Total Enclosed \$ _____ Checks Made Payable to Encino Chamber of Commerce

Credit Card # _____ Exp. Date _____ Security # _____

Exact Name on Card _____

Billing Address _____

Authorized Signature _____ Date _____

YOUR CHECKLIST ...

- ___ Completed Restaurant&Food Purveyor Application
- ___ Signed Restaurant & Food Purveyor Agreement
- ___ Payment – May Be Paid By Check or Credit Card
- ___ Insurance Policy showing ECC as add'l insured
- ___ Signed Insurance & Indemnification Agreement

Please Mail, Fax or Email application, agreement, insurance & payment to Encino Chamber of Commerce
 4933 Balboa Blvd., Encino, CA 91316
 Telephone 818-789-4711
 Fax 818-789-2485



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Sunday, October 11, 2009
 10am – 5pm

RESTAURANT & FOOD PURVEYOR Agreement & Application

PARTICIPANTS agree to adhere to ‘A Taste of Encino’ operating hours. Set up may start at 6am Sunday, October 11, 2009, entering from Paso Robles and moving your vehicle to assigned parking by 9am or may be towed. You are permitted to bring only one vehicle onto the premises of the event during set-up and break down and will be assigned only one parking spot. You must be in your assigned spot by 9am and all vehicles removed from the event area.

PARTICIPANTS are responsible to set up and tear down their displays. You are responsible for bagging and transporting to a large on-site dumpster your own trash and garbage.

PARTICIPANTS must start break down at 5pm and clean area, including any spills and/or grease, after the event is over. All grease, oil, etc. is to be properly stored and removed. Vehicles will be allowed onto Ventura Blvd. only when the Fire Marshall deems it safe and an authorized “A Taste of Encino” staff member directs you to exit. All vendors must leave the event no later than 7pm on Sunday, October 11, 2009 when the booths will be removed and Ventura Blvd. reverts back to the City of Los Angeles. There can be no exceptions.

PARTICIPANTS must have a currently certified and working fire extinguisher in their booths at all times.

PARTICIPANTS’ booth must conform to size restrictions on all sides and not infringe on walkways or neighboring booth spaces. Sharing a booth is not permitted.

All Food Vendors must attend the “Mandatory Restaurant Meeting” on
Wednesday, September 30, 2009 at 3pm
Located at the Encino Chamber of Commerce 4933 Balboa Blvd., in Encino
Important information will be discussed
including a Q&A with the Fire Marshall, Electrician & Equipment Rental Company.

The Encino Chamber of Commerce will obtain for each restaurant, the proper individual Los Angeles County Special Event Health Permits, contingent upon receipt of the completed Application, Agreement and Payment by September 30 2009. Health permit applications will be completed at the Mandatory Restaurant Meeting – bring your valid ID card.

The Encino Chamber of Commerce reserves all rights with respect to presentation, participants and sales permitted at the ‘A Taste of Encino’, including rights to shut down on day of event those not in compliance with Encino Chamber of Commerce rules & regulations. All decisions are final. No refunds will be issued as a result.

Individual restaurants are encouraged to promote the 22nd Annual ‘A Taste of Encino’ through their own programs such as signs, posters, special menus, coupons, complimentary dinner, table tents, etc. Consider your participation an advertising/promotional cost. Your goal is to reach thousands for potential new patrons & business.

There is no ‘A Taste of Encino’ official dress code. However, as this event is presented by the Encino Chamber of Commerce and may be sponsored by several major corporations, it has been planned as a “showcase” event and will be visited by thousands of guests, all of who will go home with an impression of the ‘A Taste of Encino’ and your restaurant and employees.

On behalf of _____ *(name of Restaurant)*, I have read and do agree to the conditions above and these set forth in this reservation for, the Restaurant & Food Purveyor Information packet and Agreement for participation in the 22nd Annual ‘A Taste of Encino’. I agree to comply with any and all conditions and/or requirement set forth for the purpose of satisfying all health and fire codes and restrictions. I also represent that I am authorized to enter into the agreement on behalf on the above-identified restaurant.

Print Name of Representative

Signature of Representative

Date



PERMITS AND TAXES:

Vendor/Exhibitor assumes all responsibility for any and all applicable sales tax as well as income, workers compensation, social security or any related County, State or Federal taxes that may be in effect as a result of their obligations at this event. Vendor/Exhibitor is also responsible for all required and proper special event business and health permits that may be required to do business in the County of Los Angeles and the State of California. Vendor/Exhibitor agrees to defend and indemnify The Encino Chamber of Commerce and it's Officers, Directors, Members, agents, employees and representatives from any claim, demand or action relating to any liability relating to all permits and taxes.

INSURANCE:

Vendor/Exhibitor will provide and maintain, at its sole expense, insurance as set forth below, and provide a Certificate of Insurance evidencing same, naming A Taste of Encino, Encino Chamber of Commerce, Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles as additional insured, Said certificate shall be in effect for the period including, but not limited to, 12:00am on Sunday, October 11, 2009 through 11:00pm on Sunday, October 11, 2009.

Said insurance shall be primary to, and not in conflict with any other insurance maintained by the above mentioned "additional insureds". Insurance shall include, but not be limited to, Comprehensive General Liability endorsed to Premises, Operations, Contractual Board Forms, Property Damage and Personal Injury with a combined single limit of not less than \$1,000,000 per occurrence. If written with an annual aggregate limit, the policy limit should be three times the occurrence limit. Failure of Vendor/Exhibitor to provide and maintain said required insurance shall constitute a material breach of its involvement with the 'A TASTE OF ENCINO' with no refund entitlement or other consideration for its paid fees, nor shall it lessen Vendor/Exhibitor's overall liability and responsibility.

If said Certificate of Insurance is written on a Claims Made Form, Vendor/Exhibitor shall continue to name the aforementioned "Additionally Insureds" or provide an extended coverage period for all applicable statutes of limitations beginning upon termination or cancellation of Vendor/Exhibitor involvement in the 2009 'A TASTE OF ENCINO'. Certificates of Insurance must be mailed or faxed to the office of the Encino Chamber of Commerce at 4933 Balboa Blvd., Encino, CA 91316. FAX 818-789-2485. **Certificates must be received no later than September 20, 2009.** If said copy is transmitted by facsimile, an original must follow by mail to the same address.

INDEMNIFICATION RELEASE AND WAIVER OF LIABILITY:

By its signature below, Vendor/Exhibitor assumes all responsibility for the sales of its products, materials and/or services and the actions by any of its employees or agents occurring immediately before, during or after the 2009 A Taste of Encino. By its signature below, Vendor/Exhibitor agrees to indemnify, defend, save and hold harmless the 2009 A Taste of Encino, Encino Chamber of Commerce and it's Officers, Directors, Members, agents, employees and representatives, Bureau of Street Service, Department of Transportation, County of Los Angeles, and the City of Los Angeles and any officers, agents or employees of agents from any and all claims for damages of any nature whatsoever including, but not limited to, death, personal injury, or property damage arising from or connected to, directly or indirectly, its operations, equipment, products, services, as may occur immediately before, during or after the 2009 'A Taste of Encino'.

CANCELLATION:

If the 2009 'A Taste of Encino' is canceled in total or part for any reason/cause by the 2009 'Taste of Encino', Encino Chamber of Commerce, Bureau of Street Service, Department of Transportation, County of Los Angeles, and the City of Los Angeles, the Vendor/Exhibitor shall not be entitled to any refund. Please note that the 2009 'A Taste of Encino' has no scheduled "rain date" or "postponement date". Optional "Rain Insurance" is available at an additional cost.

Please make a reservation in our name for the 2009 'A Taste of Encino' as a participating Vendor/Exhibitor. Enclosed please find a check in the amount of \$ _____ (made payable to the ECC). We have read your Vendor/Exhibitor Information Package, as well as, the details of this reservation form including the important paragraphs on Permits, Taxes, Insurances, Indemnification and Cancellation and we agree to be bound by its contents.

Print Name _____ **Vendor** _____ **Title** _____

Authorized Signature _____ **Date** _____