



## Caterer Information

2020 Amador Four Fires

Questions? Comments?

Please contact Nicole Shebl at

[nicole@amadorwine.com](mailto:nicole@amadorwine.com)

209.245.6992

*Ignite your Senses at the 2020 Amador Four Fires Festival!*

Thank you for participating in Amador Four Fire's fifth annual event! Projected attendance is around 2,000, which includes all attendees, winery personnel, volunteers, media, and special guests.

### Evidence of Insurance, TFF, Liability Form – **Due April 1<sup>st</sup>**

All caterers must provide evidence of liability insurance showing the following parties as additional insured:

Party	Address
Amador Vintners Association (Certificate Holder)	PO Box 667, Plymouth, CA 95669
26th District Agricultural Association Amador County Fair	PO Box 9, Plymouth, CA 95669

Event: Amador Four Fires

Event date: Saturday, May 2, 2020

Event type: Outdoor wine tasting event

Event location: Amador County Fairgrounds, Plymouth, CA 95669

**Please see COI Sample online with necessary language.**

### Temporary Food Facility Form – **Due April 1<sup>st</sup>**

All caterers must provide a completed Temporary Food Facility (TFF) Menu form, as required by the County of Amador. (2 pages)

*If you do not hold a current catering license in Amador County, you will need to pay a \$60 TFF registration fee for the single event. If you would prefer to get a permit for the calendar year to allow you to cater multiple events in the county, you can pay \$120. **Please send all forms and payment to the Amador Vintners office. I will ensure they are filed with the County offices. Please make checks to AC Environmental Health.***

Please return COL and TFF form to Nicole Shebl, Event Coordinator at [nicole@amadorwine.com](mailto:nicole@amadorwine.com) or mail to my attention at Amador Vintners Association, P.O. Box 667, Plymouth, CA 95669.

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### Participation Contract

As of 2020, the Amador Vintners Association is implementing a participation contract with caterers. Please be sure to review the participation contract thoroughly, which outlines the expectations of the AVA for this event. Please sign the contract and include with your county documents to be returned to Nicole Shebl, [nicole@amadorwine.com](mailto:nicole@amadorwine.com) or P.O. Box 667, Plymouth, CA 95669.

### Liability Agreement

The organizers, property owner, and county are not liable for any consequential losses, damages, or attorney fees, nor any regulatory fees or government taxes associated with doing business as a caterer. By participating in the Amador Four Fires festival you are agreeing to the terms of the *Liability Agreement*. Please download a copy to review: <https://amadorfourfires.com/wp-content/uploads/2020/01/2020-A4F-CatererParticipantLiabilityAgreement.pdf>.

## Event Details

### Arrival and Unloading

Gates open at **6:30 am**. Please plan to arrive **before 8:30 am**.

Enter through the Locust Street entrance.

**No vehicles will be allowed in after 9:00am**. Please be kind to your neighbors and move your vehicle as quickly as possible. Volunteers will be onsite to help you unload, if needed.

**All vehicles must be moved by 9:00am**.

If you wish to bring in any equipment on Friday, May 1<sup>st</sup>, please let us know. All items are left at your own risk, but we will work with you to secure it.

### Finding Your Station – Checking In

Each caterer is preassigned a location within each zone. A volunteer will be onsite to check you in and provide you and your team with wristbands and glasses.

### Serving at the Event

Each caterer will be provided with:

- A 10' x 20' Preparation Tent, enclosed on three sides with solid walls and one side with mesh walls, or space within an adjacent building. Two 8' tables and 4 chairs placed inside.
- A 10' x 20' Serving Tent, open on all sides, with two 8' tables with black drapes.
- 7" plates, forks and napkins

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**If you need special accommodation, please contact us at least one week in advance.** We will do our best to accommodate all reasonable requests. We will be unable to make changes the day of the event.

### Payment

All outstanding fees due to Chefs/Caterers will be paid within 10 days of receiving an invoice, up to, and not exceeding the agreed upon stipend.

*Thank you supporting the revitalization of the Amador County Fairgrounds!*

Best regards,

Nicole

Nicole Shebl  
Events Manager

Amador Vintners Association  
PO Box 667, Plymouth, CA 95669  
[nicole@amadorwine.com](mailto:nicole@amadorwine.com)  
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