



Caterer Information

2022 Amador Four Fires

Questions? Comments?

Please contact:

Tanya Campbell

tanya@kiltandcork.com

916.601.8567

Ignite your Senses at the 2022 Amador Four Fires Food and Wine Festival!

Thank you for participating in the Amador Four Fires Food and Wine Festival! Projected attendance is around 2,000, which includes all attendees, winery personnel, volunteers, media, and special guests.

Evidence of Insurance, TFF, Liability Form

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
Kilt & Cork, LLC	3941 Park Dr., STE 20-573, El Dorado Hills, CA 95762

Event: Amador Four Fires

Event date: Saturday, May 7, 2022

Event type: Outdoor wine tasting event

Event location: Amador County Fairgrounds, Plymouth, CA 95669

Temporary Food Facility Form

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 also need to pay a \$112 registration fee. Please send all forms and payment to me; I will ensure they are filed with the County offices. Please make payments to: County of Amador.

Please return COL and TFF form to Tanya Campbell, Event Coordinator at tanya@kiltandcork.com or mail to attention Margaret Schroeder at Amador Vintners Association, P.O. Box 667, Plymouth, CA 95669.

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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 Food and Wine Festival you are agreeing to the terms of the *Liability Agreement*.

Please download a copy to review: <https://amadorfourfires.com/wp-content/uploads/2019/01/2019-A4F-Vendor-ParticipantLiabilityAgreement.pdf>

Event Details

Pre Event

Please submit a complete menu for review by February 15, 2022. Include high quality photos of food for marketing purposes. Menu should be detailed to include how it will look plated, and what the portion size is. Submit menu to tanya@kiltandcork.com

If this is your first-time catering Amador Four Fires event, Amador Wines requests caterer provide samples of the food for tasting prior to February 15, 2022. Tasters will include Amador Wines Executive Director, President of Amador Wines and a representative from event producer.

Please email a completed BEO (Banquet Event Order) or similar contract showing all details of your day of delivery, to include number of employees, foods to be prepared, special set up needs (fire pits, etc.) expected arrival time and any considerations outside of the event requirements listed here. Please send no later than February 15, 2022. Please indicate the serving size of the main protein you will be serving. Ideally it should be around 3 ounces.

We are allowing for 6-8 staff per caterer, all staff must be wrist banded.

All attendees will be receiving a food ticket for each of the five food offers at the event. They will exchange the appropriate ticket at your food booth for their serving. Please collect tickets and return them to the Amador Four Fires staff at the end of the event.

Other Considerations

The Amador Fair Grounds has very limited power, and there is no power source where the food will be prepared and served. Additionally, there is no water available so caterers must bring their own water for use in food prep. Hand washing stations are provide as noted below.

Arrival and Unloading

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

Enter through the Locust Street entrance. Main Street will be closed to traffic due to the Rotary Flea Market.

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.

Amador Four Fires – May 14, 2022 | AmadorFourFires.com

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All vehicles must be moved by 9:30 am.

If you wish to bring in any equipment on Friday, May 6th or earlier, 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 on site 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
- A self-contained handwashing station directly outside food prep tent
- 7" plates, forks and napkins (Please don't plan to serve food that would require a knife. Spoons available upon request, in advance.)

In regard to serving, we ask that you provide the following, without exception:

- Food prepared for 1800. Goal is a 3 – 4 oz serving of main protein per serving.
- Have all food ready by VIP guests' arrival at 10 a.m. (event opens to general public at 11 a.m.)
- Run at THREE food service lines from 11-4 p.m. Due to customer feedback, we are adding a VIP ONLY line at each food station. TWO general lines and ONE VIP line. (Event ends at 4 p.m.)
- If you run out of an item due to popularity, please pull the item signage. Continue to serve what is available.
- Please keep in constant communication with Tanya, tanya@kiltandcork.com, regarding menu concepts and any changes leading up to the date.
- Have a clear understanding of the county expectations as outlined in the TFF information. A county representative will be on site the day of the event to inspect all food prep areas, food storage and temps. The county will pull items not properly stored or measuring to required temps.
- Have ample staff (six people minimum) on site for cooking demands and replenishing menu items. **Note that all staff need to check in with Four Fires team home base if arriving late, to receive proper wristband.**

If you need special accommodations, 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.

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At the End of the Day

For the safety of our attendees, **no vehicles are allowed in the event area until 4:15pm.**

Thank you supporting the revitalization of the Amador County Fairgrounds!

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 Amador Vintners Association and the Amador County Fair Foundation!