



PARTICIPATION AGREEMENT

"An Evening at the Huntington"

LIBRARY, ART COLLECTIONS, and BOTANICAL GARDENS

Community Mixer

Thursday, May 14, 2015

This agreement is between the San Marino Chamber of Commerce and

_____ (restaurant/ vendor)
to provide a _____ **FOOD STATION** _____ **BEVERAGE STATION** at the Chamber's May
"Evening at the Huntington" Event to be held at The Huntington Library, Art Collections, and
Botanical Gardens, 1151 Oxford Road, San Marino on Thursday, May 14, 2015. The event will take
place from 5:00 p.m. until 7:30 p.m.

RESTAURANT/BEVERAGE RESPONSIBILITIES:

- Selects, coordinates and pays for food/beverage samplings to serve to approximately 300 people
- Provide all equipment and utensils necessary to prepare and serve food
- Provide any display items or decorations for the food/beverage station
- Provide all staffing and set-up for the station as well as clean-up of station
- As noted below, the Chamber will provide small plates, forks and napkins for food stations and cups and napkins for beverage stations **upon your request**.
- We encourage you to display business cards, flyers, menus advertising your business
- Set-up must be completed **no later than 4:30 p.m.** and may begin as early as 3:00 p.m.

Note: You will be directed by security where to unload and park your vehicle. A confirmation letter will be sent by May 1st with all the information needed for the day of the event.

CHAMBER TO PROVIDE EACH RESTAURANT WITH:

- A front presentation table with tablecloth
- **Upon your request**, 300 small plates, forks and napkins for serving guests (Food Station)
- **Upon your request**, 300 cups and napkins (Beverage Station)

Date

Restaurant/Vendor Name

Telephone Number

Address

Email Address

Contact Person

PLEASE RETURN YOUR SIGNED AGREEMENT FORM BY April 1, 2015

via email: sanmarinochamber@att.net or fax: (626) 286-7765