



Date: February 8, 2008

Re: **2008 Fremont Festival of the Arts
REQUEST FOR PROPOSAL – Beverage Management**

Your firm is invited to submit a proposal to provide beverage management and logistical services for the 2008 Fremont Festival of the Arts, August 2-3, 2008.

Further questions may be directed to Cindy Bonior at (510) 795-2244, ext. 106, email: cbonior@fremontbusiness.com.

DEADLINE FOR PROPOSAL: April 11, 2008, no later than 5:00 p.m. Bids received after close of business on April 11, 2008 will not be considered. Proposals should be sent to: Cindy Bonior, Fremont Chamber of Commerce, 39488 Stevenson Place, Suite 100, Fremont, CA 94539 or via fax (510) 795-2240, or email: cbonior@fremontbusiness.com.

Scope of Services:

Management/Headquarters:

- Manage the distribution of wine, beer, glassware, (soda and water to Wine Garden only) and ice.
- Communicate and coordinate with volunteer Booth Captains and Festival Management.
- Deliver final inventory report to Festival Management at close of festival, including glassware (remaining and broken) and wine (number of consumed and partially consumed bottles).
- Deplete current year dated glassware prior to dispersing and other glass/plastic ware.
- Ensure delivery of beer kegs, wine and ice to all beverage booths, Wine Garden and Main Stage by 8 a.m. on Saturday and Sunday.
- Ensure glassware is delivered to beverage booths and Wine Garden by 9 a.m.
- Provide delivery and restocking of beer, wine, soda and ice to Main Stage.
- Deliver and restock as needed the glassware, soda, water and ice in Wine Garden.
- Remove all empty wine bottles from booth and place in recycling containers.

Beverage Booths:

- Provide one manager to float between food courts to supervise volunteer team, manage problems and to ensure all Festival and ABC rules are followed. These rules include, but are not limited to:
 - consumption of alcoholic beverages inside a booth is prohibited
 - any person who appears to be under the age of 30 must provide valid ID
 - once proper ID is made, volunteers must fasten ID bracelet to attendee
 - refuse service to any and all persons who appear intoxicated
 - ensure ABC license is posted at all times
 - ensure booths remain clean and safe at all times
- Communicate with volunteer Booth Captains to manage the glassware stock for all booths.
- Ensure current year dated glassware is depleted prior to requesting alternate glass/plastic ware.
- Track and retain broken glassware for glass vendor credit.
- Communicate with volunteer Booth Captains to track beer and wine levels for replenishing.
- Remove all empty wine bottles from booth and place in recycling containers. All bottles within a case must be accounted for before emptying into recycling.
- Tap beer kegs as needed.
- Ensure beer and wine is iced and cold at all times.
- Remove all items of value from beverage booths on Saturday evening.
- Return all wine bottles/cases to Headquarters at close of festival each night.
- Ensure all beer kegs and jockey boxes are returned to distributor at close of festival each night.
- Return all glassware, including broken, to Headquarters for inventory each night.

Additional Requirements:

- There will be a total of four main beverage booths serving both beer and wine. The four main beer/wine booths will be serviced by a tapped beer trailer provided by distributor. In addition, there will be a smaller satellite booth near the State St. Stage serving beer and wine between noon and 5:30 p.m. each day. The satellite booth will be serviced by (a) jockey box(es).
- Management and manager must attend ABC training prior to working at the festival. The Fremont Chamber of Commerce will make arrangements for training seminar.
- Vendor and any and all staff retained by vendor is absolutely prohibited from consuming alcoholic beverages during festival hours.
- Vendor is responsible for procuring beer from distributor and managing delivery and pick-up of the product. Negotiated price of product must be approved by festival management.
- Vendor will provide and manage staff required to execute services as outlined below.
- Vendor is required to submit a Certificate of Insurance naming the Fremont Chamber of Commerce as an additional insured within 10-days of acceptance of proposal.
- Festival map is attached for your information.

Proposal should include:

- All fees, including but not limited to staffing fees, management fee, and any material costs.
- Payment terms
- Client references

Proposals will be evaluated on satisfaction of our product needs, product quality, competitive pricing, payment terms, and value-added service. Proposals from Chamber members will always receive first consideration.