



AGRICULTURAL VENDOR INFORMATION 2008

Festival Date: Saturday & Sunday, July 19 & 20, 2008 (Rain or Shine!)

Location: On the grounds of Watkins Glen International, Watkins Glen, NY

Contact: Tammy Spear, 607-535-2486, x410; Fax: 607-535-2254; E-Mail: tspear@theglen.com

Hours of Operation: 10:00am - 5:00pm, each day

Set-up Time: Friday 10:00am - 6:00pm, Saturday 6:00am - 8:30am

Teardown: Sunday 5:00pm → (No Monday teardown)

Site (Outside) Specs: 12' x 12' site for a 10' x 10' tent
Standard crafters tents only – no back yard or pole/tarp tents permitted
Tent/Shelter must be approved - per application.
Electric - \$15.00 per 110 plug, \$75 per 220 plug

- Acceptable items plugged in include: cash register, lights, fans
- Anything that heats (coffee pots, roasting ovens) or cools (refrigerators) needs prior approval from the festival management.

Site (Outside) Fees: \$150.00 per site **Non-Refundable**

Product Guidelines

In order to be considered an "Agricultural" Vendor, you must sell products grown and prepared on your own New York State Farm. Although recipes can contain some purchased products, the intent is that the majority of the product be grown and prepared at your farm. Products that will be favored for acceptance are those that will sell well--attractively packaged, prepared products (as opposed to raw produce) that would appeal to an upscale crowd. In some cases, samples of products may be required. The festival reserves the exclusive right to sell neck sling-type wine glass holders and T-shirts. They are specifically prohibited from being offered by any other vendor. T-shirts with your companies logo are ok. All raffles/drawings/giveaways must be approved, in advance, in writing, by festival management.

Decorating/Additional Furniture Needs

A Decorating company has been retained to handle Festival decor. All backdrops and table skirting under Festival's main tents will be handled by the decorating company. While vendors are encouraged to individualize their spaces they are asked not to make essential changes (such as replacing the backdrop) and are asked not to place any items outside of booth or site space. Vendors bringing own tenting/structure are responsible for arranging for own furniture and décor. Any additional furniture needs may be handled through the decorating company on a direct basis.

Sub-Renting

Under no circumstances may you sub-rent your booth space to any other vendor.

Power/Utilities/Phones

Electrical receptacles under festival tents are at a premium and all needs must be communicated well in advance of your arrival. Electrical receptacles are not generally available at sites outside of the main tents. Special circumstances may be accommodated, at the Vendor's cost, (\$15 per 110 plug and \$75 per 220 plug) and will be handled on an individual basis. The festival office will maintain a number of phone

lines for vendors to use to call in credit card verifications. No water hook-ups are available, but there are water spigots nearby that can be used to fill your containers.

Security

Over-night security will be provided by Watkins Glen International, and the Festival will arrange for uniformed law enforcement officers to be on patrol during the event, and overnight. However, this in no way implies responsibility on the part of the festival for lost/stolen items.

Licenses/Permits/Insurance

You are required to have a valid New York State Permission to Collect **Sales and Use Tax Certificate** on **display at your booth and on file with the Festival Office by March 31th, 2008, if you sell products that require the collection of tax.** A form to apply for a temporary vendor tax certificate may be obtained by calling 800-972-1233, however, the certificate is not issued until 20 days after the form is received in the tax office. A certificate may also be obtained in person in Rochester (716-530-8400), Syracuse (315-428-4230), or Binghamton (607-721-8482). You can also apply on line at www.nys-opal.com.

If you are sampling any food products, you must comply with New York State Health Dept. regulations. Our regional Health Department Office may be reached at 607-324-8371.

You are required to maintain the following level of insurance coverage during the period of the festival; \$300,000 per occurrence of bodily injury and \$300,000 per occurrence of property damage or \$300,000 combined single limit. In addition the vendor agrees to name, Watkins Glen International, Inc. its parent, subsidiary and affiliated companies and their respective shareholders, officers, directors, employees, members, agents and assigns, as respects to the Finger Lakes Wine Festival July 17-20, 2008 as "additional insured". and a certificate evidencing proof of such coverage will need to be in the festival office **no later than April 30th, 2008.**

Worker Entry

Each vendor will receive 4 Vendor Badges per booth or site rented at least 2 weeks in advance by mail. Additional needs for access must be communicated to the festival office for approval. Each vendor will receive 1 parking pass for a delivery vehicle.

Tickets will be sold in advance through the Watkins Glen International Ticket Office (866-461-7223), at the gate of the festival on event day, online at www.FLWineFest.com, and Watkins Glen International's The Shop. Vendors may purchase discounted tickets in advance by calling the Festival Office. Please note: there is limited availability of discounted tickets 4 per booth/site.

Program Ad Discounts

All registered vendors are eligible for a 10% discount on ads placed in the festival's event program. See separate sheet for program info.

***** NO vendor will be allowed on the property unless we have a copy of their NYS Certificate of Authority to collect sales tax, a current Insurance certificate, using the proper wording as stated above, a signed contract and payment. Vendors must have the Sales Tax Certificate prominently displayed at their location.**