



NON-WINE 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 (photo may be required).
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:** **\$200.00 per single site (Non Refundable)**
- Sub-Renting:** Under no circumstances may you sub-rent your booth space to any other vendor.

Product Guidelines

The Festival will be accepting vendors based on information provided in the application, at the Festival's discretion. 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 company's logo are ok).

NOTE: Officially Licensed Product Information/Use Of

Use of "officially licensed" products, (i.e. NASCAR, Disney, NFL, etc.), is limited to those products produced with contractual permission from the organization. Licensed products can be purchased for resale, but must be manufactured by a company that produces products "Under License", and product must state so on tag or packaging.

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 decor. Any additional furniture needs may be handled through the decorating company on a direct basis.

Power/Utilities/Phones

Electrical receptacles are at a premium and all needs must be communicated well in advance of your arrival. Special electrical needs (i.e. 220) may be accommodated, at the Vendor's cost, 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 to fill 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 Sale and Use Tax Certificate on display at your booth and **on file with the Festival Office by March 31th, 2008**. A form to apply for a temporary vendor tax certificate may be obtained by calling 800-462-8100, 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 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, 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.

Fire Extinguisher

The Town of Dix Code Enforcer requires all participants to provide their own fire extinguisher for their site(s). Those exempt from requirement are ONLY the participants located inside the main tasting area. All participants that bring their own tents and/or trailers must adhere to the requirement.

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 handled via a purchase of tickets. Parking for personal vehicles is convenient to the festival area.

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 Taster's Guide. 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, and 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.**