DISPLAY SPACE INFORMATION 2014

Festival Date: Saturday & Sunday, July 12 & 13, 2014 (Rain or Shine!)

Location: Watkins Glen International, 2790 County Route 16, Watkins Glen, NY 14891

Contact: Marianne Shoemaker. 607-535-2486, x256; Fax: 607-535-3350; E-Mail: mshoemaker@theglen.com

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

Set-up Time: Specific times to be set prior to festival. Latest: Saturday 6:00am - 8:30am

Tear down: Sunday approx. 5:00pm → (No Monday teardown)

Booth (Inside) Specs: **$350.00** per single booth **(Non-refundable)**
10' wide x 10' deep, with 8' high backdrop draping & 3' side rails
1 - 8' x 30" Table, skirted w/color linen & topped w/white plastic
1 - 6' x 30" Table, skirted w/color linen & topped w/white plastic
1 - Standard Identification Sign
Electric available with reservation, 110, max 20 amp draw

Site (Outside) Specs: **$200.00** per site **(Non-Refundable)**
12' x 12' site for a 10' x 10' tent in compound
Standard crafters tents only – no back yard or pole/tarp tents permitted
Tent/Shelter must be approved - per application.
Electric - $25.00 per 110 plug. Order form supplied upon request.

- 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.

Licenses/Permits – You are required by NYS law to have a valid New York State Certificate of Authority to Collect Sales and Use Tax on display at your booth during the event and on file with the Festival Office if you sell products that require the collection of tax. A legible certificate is due at the festival office by **April 25th**, 2014. A form to apply for a temporary vendor tax certificate may be obtained by calling 518-485-2889; however the certificate is not issued until at least 20 days after the form is received in the tax office. 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 and be properly permitted. Our regional Health Department Office may be reached at 607-324-8371.

VENDOR using a tent or trailer owned or rented by VENDOR shall provide a fire extinguisher and a "No Smoking" sign pursuant to NYS Fire Code requirements.

2404.6.1 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted as required by Section 310.
2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

Further, a Town of Dix tent permit is required if VENDOR plans to bring a tent of over 200 square feet. Applicable NYS Fire and Building codes and a permit will be sent to VENDOR upon request. The permit must be filed with the Town of Dix at least 2 weeks prior to the event.

Indemnification/Insurance – All contracts issued will have specific indemnification and insurance requirements. The contract will read as such:

The VENDOR, its affiliated companies and subsidiaries, agrees to be responsible for, and to defend, hold harmless, and indemnify Watkins Glen International, Inc., its parent, subsidiaries, limited liability and affiliated companies and their respective shareholders, officers, directors, employees, members, agents and assigns (the "Indemnified Parties"), including reasonable attorney's fees, of liability whether by reason of injury (including death) to the person or property of another or otherwise arising

in connection with this Agreement. The Obligations of VENDOR hereunder shall extend to claims alleging an Indemnified Party's sole negligence, willful misconduct or violation of law unless adjudicated as such by a court of common law.

The VENDOR, its affiliated companies and subsidiaries shall secure and maintain during the period of this Agreement Comprehensive General Liability Insurance, which shall be written on an "occurrence" basis, with a standard broad form endorsement and/or excess umbrella liability with combined single limit of not less than $300,000.00 for each occurrence and $300,000.00 general aggregate. Proof of this insurance shall be provided to THE FESTIVAL no later than **April 25, 2014** prior to the beginning of the work to be performed described herein.

On such policy, the VENDOR agrees to name as additional insureds Watkins Glen International, Inc., its parent, subsidiaries, limited liability and affiliated companies and their respective shareholders, officers, directors, employees, members, agents and assigns as respects to the Finger Lakes Wine Festival on July 12-13, 2014 and to provide a certificate of such coverage no later than **April 25, 2014** and the certificate must specifically state that it is "primary and non-contributory over any other insurance that may be available to an Indemnified Party and contains a waiver of subrogation in favor of certificate holder.

VENDOR's personnel working at THE FESTIVAL are not employees of THE FESTIVAL. VENDOR shall carry at least the statutory minimum Workers' Compensation Insurance required to adequately comply with the laws of the state of New York. A copy of the VENDOR's certificate of workers compensation insurance must be provided to THE FESTIVAL prior to entry onto the property for THE FESTIVAL.

Vendors without an insurance policy may apply for insurance as part of the festival's coverage. Certain restrictions apply. The fee is $75.00 and an application is available upon request.

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 - 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, and will be handled on an individual basis. Vendors need to bring power strips for any orders accommodating multiple items. An order form will be provided upon request. 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.

Other - Under no circumstances may you sub-rent your booth space to any other vendor. All raffles, drawings, or giveaways must be approved in advance - in writing - by festival management.

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. Each vendor will receive 1 parking pass for a supply/delivery vehicle. Parking for personal vehicles is available in the general lot – no parking pass is needed.

Tickets - 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 at Watkins Glen International's The Shop located in downtown, Watkins Glen. For the advance sale discount pricing, purchase by at least mid-June.

***** Under no circumstances will a vendor will be allowed to set up operations unless we have a copy of their NYS Certificate of Authority to Collect Sales and Use Tax (if applicable), a current insurance certificate using the proper wording as stated above, and a fully executed contract.**

2014 DISPLAY SPACE APPLICATION

Business: _____

Contact: _____

Address: _____
Street

_____
City State Zip

Day Phone: _____ Fax: _____

E-Mail: _____ Website: _____

Nature of Display? _____

Number of Inside Booth(s) requested: _____ (Cost is $350 each, includes electric) **Non-refundable**

Number of 12 x 12 Space(s) in compound: _____ (Cost is $200. Must have own tent) **Non-refundable**

Electric available for most sites when ordered in advance. Fee applies. Orders received during the Festival will not be honored.

→ *If you plan to bring your own tent, please describe below and include color photograph.* ←

*Signature:*_____ *Date:*_____

Please return application (page 3) to:
Marianne Shoemaker
Finger Lake Wine Festival
PO Box 500
Watkins Glen, NY 14891
Phone: 607-535-2486 ext. 256 Fax: 607-535-3350 E-Mail: mshoemaker@theglen.com

Do not include any payment at this time, a contract will be sent if application is approved.