# 2014 NY STATE AGRICULTURAL VENDOR INFORMATION

**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

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

**Booth (Inside) Specs:** 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

**Booth (Inside) Fees:** **$275.00** per booth. This is non-refundable.

**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 - $25.00/110 plug, $100/220 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.

**Site (Outside) Fees:** **$50.00** per site **Non-Refundable**

*The above booth/site rates are for New York State farm vendors. You qualify if your product is grown and prepared at your own New York State farm. If you do NOT qualify please refer to information for "Non-Wine" vendors.*

**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.
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> 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.
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> 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.**
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> 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.

**Product Guidelines -** In order to be considered an "New York State 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.*** 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 décor for indoor booths. 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 for outside sites 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 -** Electrical services under festival tents are included in your booth fee but you are expected to bring any power strips needed to accommodate your order. Electrical receptacles for tents outside that area (brought in by the vendor) at a premium and are at the vendor's cost. Special electric needs (i.e. 220) may be accommodated and will be handled on an individual basis. All needs must be communicated well in advance of your arrival. 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.

**Worker Entry** - Each vendor will receive 4 Vendor Access Badges per booth or site 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 their supply vehicle to park in vendor parking. Personal vehicles may be parked in the general parking lot without any type of pass.

**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 in downtown Watkins Glen. For advance sale discounted 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 NY STATE AGRICULTURAL VENDOR APPLICATION

Business: _____

Contact: _____

Address: _____
Street

_____
City State Zip

Day Phone: _____ Fax: _____

E-Mail: _____ Website: _____

Specialty: _____
Please summarize in 75 characters or less. This will be used to describe products in souvenir program
(See back of form for space to list specific items)

Do you qualify as a "Farm" Vendor? Yes ☐ No ☐
*You qualify if your product is grown and prepared at your own New York State farm. If you do NOT qualify, then you do NOT qualify for the below booth/site rates. Please use the "Non-Wine Vendor" Application.)*

Number of Inside Booth(s) requested: _____ (Cost is $275 each, includes electric) **Non-refundable**

Number of 12 x 12 Space(s) in compound: _____ (Cost is $50 Must have own tent) **Non-refundable**

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

*Signature:*_____ *Date:*_____

**Please return application (pages 4-5) 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.***

## AGRICULTURAL VENDOR APPLICATION – Cont'd

Please list all items you would like to offer for sale, with description and retail price.

| Item | Retail | Description (If applicable) |
|---|---|---|
| _____ | $_____ | _____ |
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*Please attach another sheet if necessary.*