2014 WINERY / DISTILLERY 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:

Building B	Wednesday 1:00pm - 5:00pm
Tasting Tents A and C	Thursday 1:00pm - 5:00pm
Tasting Tent D	Friday 9:00am – 1:00pm
Last minute deliveries:	Saturday 6:00am – 8:00am

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

Booth (Inside) Specs: 10' wide x 10' deep, with 8' high backdrop draping & 3' side rails
(Center aisle booths have no backdrop draping, side rails only.)
1 - 8' x 30" Table, skirted w/cloth drapes & topped w/white plastic
1 - 6' x 30" Table, skirted w/cloth drapes & topped w/white plastic
(Table sizes may vary with multiple booths to fill the space)
(Center Aisle booths have tables fronting both sides of booth.)
1 - Standard Identification Sign
Optional wine pick-up service
Electric is available at no cost, however all needs must be communicated to festival office in advance. Electrical needs communicated during the festival cannot be met.

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

Please Note: *If your single side aisle booth is located at a corner walkway, customer contact (tasting and selling) is only allowed from the front.* ***Side aisle ways may be not be utilized.***

Booth (Inside) Fees: **$350 per single booth** – Non-refundable.
Three or more booths under same vendor name will receive a 10% discount.
2 Bottles of Wine per booth

Licenses/Permits - A Farm Market Status for the Festival will be in effect, allowing you to sell (in sealed containers) as well as serve "tastes" of your products.

You are required by law to have a valid New York State Certificate of Authority to Collect Sales and Use Tax prominently displayed at your booth and on file with the Festival by April 25th, 2014.

If you are making any food products available to the public, 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.

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

> The VENDOR, its affiliated companies and subsidiaries shall secure and maintain during the period of this Agreement Comprehensive General Liability Insurance including liquor liability, 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 One Million Dollars ($100,000,000) for each occurrence and One Million Dollars ($100,000,000) general aggregate.

On such policy, the VENDOR agrees to name as additional insureds Watkins Glen International, Inc., Americrown Service Corporation, its parent, subsidiaries, limited liability and affiliated companies and their respective shareholders, officers, directors, employees, members, agents and assigns 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.

Decorating/Additional Furniture Needs - A decorating company has been retained to handle festival decor. All backdrops and table dressing under Festival's Vendor 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 removing/replacing the back-drop) and are asked not to place any items outside of booth.

Power/Utilities - Electrical services under festival cover are at a premium and all needs must be communicated well in advance of your arrival via an order form. Vendors are expected to bring any power strips needed to accommodate their order. 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.

Worker Entry – Each vendor will receive 4 Winery Credential Badges per booth rented. These badges are for working staff only and will be mailed to you approximately two weeks before the event. Each vendor will receive one (1) parking pass for a Supply/Delivery vehicle. All other worker vehicles may park in the general parking lot.

Taster Wrist Bands - Wineries will receive 2 complimentary Weekend Taster wristbands per booth rented. No person under 21 years of age may be given a wristband. Vendors needing additional wristbands may purchase them in advance by calling the Ticket Office at 866-461-7223.

Product Guidelines & Misc. Notes

- No peanuts in the shell or popcorn on your tables, please.
- The festival reserves the exclusive right to sell neck sling-type wine glass holders. Vendors may not sell them.
- No apparel or packaged food products are to be sold by wineries/distilleries unless the product features vendor's own logo.
- Ice usage is included in the booth fee, and will be available starting Friday.
- All raffles, drawings and give-always need to be approved in advance.
- It is recommended that you bring pallets/tarps to place your cartons that will be on the floor to prevent possible damage from wetness/rain.
- Under no circumstances may you sub-rent your booth space to any other vendor.

Tasters Guide - The festival's free guide has a section devoted to each winery/distillery. Advertising in the program is available at a discount of 10% to registered vendors. The contact for advertising and winery information is Robert Murphy. (607-535-2486 ext. 264 or rmurphy@theglen.com)

***** 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.**

WINERY / DISTILLERY APPLICATION
July 11 – 13, 2014

Winery/Distillery:_____

Contact:_____

Address:_____
Street

_____
City State Zip

Office Phone:_____ Fax:_____

Web Site Address: _____

I agree to a reciprocal link with www.FLWineFest.com _____Yes _____No

E-Mail Address: _____

Please reserve the following for my business:

Number of Single Booths requested: _____ (Cost is $350 each) **Non-refundable**
(More than 3 booths reserved per contract will receive a 10% discount)

Electric service is included and available upon prior reservation. Amperage restrictions apply.

*Signature:*_____ *Date:*_____

Do not include payment at this time. A contract with a payment request will be sent based on your reservation.

Please contact for more info or return application (page 3) to:

Marianne Shoemaker
Finger Lake Wine Festival
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Watkins Glen, NY 14891
Phone: 607-535-2486 ext. 256
Fax: 607-535-3350
E-Mail: mshoemaker@theglen.com