



PLEASE NOTE NEW E-MAIL ADDRESS – festival.admin@ctwine.com

Welcome Artisan/Craft and other Exhibitors:

We are pleased to include you in the Connecticut Wine Festival at the Goshen Fairgrounds, Goshen, CT, July 22nd & July 23rd, 2017 Enclosed please find your booth space contract and other necessary forms to return to us. Please review your contract for accuracy. Your balance is due on or before July 1, 2017.

AGAIN THIS YEAR – We are excited to be offering an “indoor space” at a premium price for those vendors that are interested. The Connecticut Wine festival will be offering a tent (with sides) for those vendors that wish to purchase a space in the tent. The tent sides will remain on during the festival (except for the entrance and exit) and will be fully closed overnight. The space will be a 10 x 12 space. The cost of the space will be \$300. This space is limited to **6** vendors and is not guaranteed until payment and application are received. This space must be reserved by **June 1st**. There will be no extension on this offer and no applications for the indoor space, will be accepted after **June 1st**. (The tent will be placed the same way as last year with **2** vendors on the side and only **4** across the back so the back vendors will not be blocked by the 2 side vendors.)

IF PAYMENT AND APPLICATION FORM ARE NOT RECEIVED BY JULY 1st – THERE WILL BE A \$50 LATE REGISTRATION FEE.

Please sign and return the following forms upon receipt of this letter:

- Sign and return the enclosed contract. Payment is made payable to Connecticut Wine Festival. We will acknowledge receipt.
- Electrical Request Form
- Exhibitor Credentials Form – Please include on this list form, the items you will be sampling/selling or displaying
- **Certificate of Insurance (showing that you carry general liability insurance of at least One Million and No/100 Dollars (\$1,000,000) naming Connecticut Wine Festival, Connecticut Vineyard and Winery Association, Sherrie Palmer and the Goshen Agricultural Society as additional insured).**
- Sales and use tax registration certificate will be required for any vendor selling product of any kind.
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IMPORTANT – To issue your credentials at the Festival on Friday, July 21st upon load-in, we MUST have the following by July 1st:

Payment in full
Signed contract
Certificate of Insurance
Connecticut Sales Tax Registration

IMPORTANT NOTE FOR AN EXHIBITOR PREPARING FOOD TO SAMPLE BUT NOT TO SELL FOOD – PLEASE CHECK WITH TORRINGTON AREA HEALTH TO SEE IF YOU NEED A PERMIT.

We look forward to seeing you in July!

Sincerely,
Connecticut Wine Festival

Sherrie Palmer
Festival Manager



2017 NON CONCESSION EXHIBITOR APPLICATION

Connecticut Wine Festival
Held at the Goshen Fairgrounds
116 Old Middle Street, Goshen, CT 06756
DO NOT MAIL ANTHING TO THIS ADDRESS
July 22 & July 23, 2017: Saturday 12p-7p, Sunday 12p-6p

Exhibitor _____ Contact _____

Street _____ City _____ St _____ Zip _____

Phone _____ email _____

Tent booth (\$300) _____ Outside Booth (\$200) _____
(Check which booth you are requesting).

By submitting this application, I agree to abide by the rules and regulations set forth by the Connecticut Wine Festival. I agree to hold the festival producers, including the Connecticut Wine Festival, Connecticut Vineyard and Winery Association, Sherrie Palmer, Goshen Agricultural Society and their officers, agents, employees, sponsors and volunteers harmless for any resulting loss or damage occurring to any person(s) or property.

I understand that the Connecticut Wine Festival will provide me with a 10 x 12 space for my display. I am responsible to supply my own tent (unless I secured a space inside the tent), tables, chairs and any other accessories that I will need. I further understand that the Festival does not guarantee exclusivity of items sold at the festival and only wineries and possible sponsors (depending on the number will be located inside the buildings this year). The Wine Festival cannot guarantee placement of booths but will be happy to try to accommodate any special requests that you have. I further understand that only the Festival Chairman or Festival Manager can authorize a location change for my booth.

Signature: _____ Date: _____

Print Name: _____

CHECKLIST

PLEASE SEND ASAP:

1. Payment in Full:
 \$200/\$300 check payable to: Connecticut Wine Festival (\$250 IF NOT
 RECEIVED IN Full by July 1st) (no late payments accepted for tent booth)
2. This Signed Contract
3. Certificate of Insurance
4. Electrical Request Form
5. Exhibitor Credentials Form
6. Connecticut Sales and use tax

Submit material by fax, email or mail to:

Connecticut Wine Festival

c/o Sherrie Palmer

291 Jones Hill Road

West Haven, CT 06516

Phone: 860 307-3550

Fax: 203-250-2970

Email: festival.admin@ctwine.com – **note new e-mail address**



EXHIBITOR CREDENTIALS REQUEST FORM

ALL CONTRACTS MUST BE PAID IN FULL PRIOR TO SETTING-UP YOUR EXHIBIT. BADGES WILL NOT BE ISSUED UNLESS YOU HAVE PAID FOR YOUR SPACE. REMINDER: **ONLY 3 badges per booth**

ONLY the company employees regularly engaged in the conduct of your business must use these credentials. Failure to comply with this rule will result in confiscation. If any substitution of personnel is made, the original credential must be returned to the festival office and a new credential issued.

IMPORTANT - To issue your badges at the festival office, we **MUST** have the following:

Payment in full
Signed contract
Certificate of Insurance
Connecticut Sales and Use Tax

Each badge will entitle the employee to a tasting wristband and glass for the tastings for the entire weekend. Please note if there will be a substitution for the second day and we will issue them separate credentials, a new wristband and glass for tastings. Exhibitor tasting wristbands will require positive identification at the festival office – so employee must visit the office for their wristband and glass. **EXHIBITOR WRISTBANDS WILL BE ISSUED TWO (HOURS) BEFORE THE END OF THE FESTIVAL EACH DAY.**

Please fax or email this list to Connecticut Wine Festival at 203-250-2970 or festival.admin@ctwine.com by July 1, 2017 in order to receive your badges at the festival office on Friday, July 21st.

EXHIBITOR'S ELECTRICAL REQUEST FORM

Each booth space has access to one 120-volt/5-amp outlet.

Due to a growing power demand we ask exhibitors with power requirements beyond the above to contact us in advance with specific needs. We will do everything we can to provide, if possible, the power you need.

THERE WILL BE A \$50 CHARGE FOR ANY NEEDING HOOK UP TO 220 ELECTRICITY. Please note below so I can arrange to have the Electrician complete the hook – up. Details will follow as to when the electrician will be on –site so you can be sure you are available.

Date: _____

Requesting service for booth in the Connecticut Wine Festival.

Exhibitor Company Name: _____

Contact Person: _____

Phone: _____ Email _____

I need to have the Electrician hook up/remove my electricity: _____

Fax or email by July 1, 2017 to: 203-250-2970 or festival.admin@ctwine.com

Credential Form

COMPANY NAME: _____

ADDRESS:

Please TYPE or PRINT CLEARLY, the first and last names of the individuals who will be working at your exhibit. Designate those 21 years of age and over by putting a checkmark next to their name. PLEASE NOTE ONLY 3 BADGES PER DAY WILL BE ISSUED FOR BOOTHS. If a different person will be coming on Sunday please list the new name, if it is the same person just right same. All personnel must have a badge. If more is needed please e-mail a request to Sherrie Palmer at festival.admin@ctwine.com

SATURDAY:

1. _____

2. _____

3. _____

SUNDAY

1. _____

2. _____

3. _____

Items that you will be sampling/selling or showcasing – (brief description is fine – each item does not have to be listed specifically)

