

CONNECTICUT
 WINE 
FESTIVAL

Welcome Concessions Exhibitor!

We are pleased to include you in the Connecticut Wine Festival at the Goshen Fairgrounds, Goshen, CT, July 22ND and July 23rd. 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. If application and payment are not received by July 1st 2017, there will be a \$50 late registration fee.

- Sign and return the enclosed contract. Payment is made payable to Connecticut Wine Festival. We will acknowledge receipt.
- **Copy of Application submitted to Torrington Area Health – NOTE - \$100 late fee if application not submitted 2 weeks prior to event**
- Electrical Request Form
- Exhibitor Credentials Form
- **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).**
- Menu for event – include space needed if standard 12 x 10 is insufficient
- Sales and use tax registration certificate will be required for any vendor selling product of any kind.

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
Copy of application submitted to Torrington Area Health
Certificate of Insurance
Menu for event
Connecticut Sales and Use Tax

IMPORTANT – WE WILL BE LIMITING THE NUMBER OF FOOD VENDORS THIS YEAR SO GET YOUR APPLICATION IN EARLY TO ENSURE A SPACE!

We look forward to seeing you in July!

Sincerely,
Connecticut Wine Festival,
Sherrie Palmer, Festival Manager



2017 CONCESSION EXHIBITOR APPLICATION

Connecticut Wine Festival

To be held at Goshen Fairgrounds

116 Old Middle Street, Goshen, CT 06756

DO NOT MAIL ANYTHING TO THIS ADDRESS

July 22 & July 23 2017 Saturday 12p-7p, Sunday 12p-6p

Exhibitor _____ Contact _____

Street _____ City _____ St _____ Zip _____

Phone _____ email _____

By submitting this application, I agree to abide by the rules and regulations set forth by the Connecticut Wine Festival and those of the Torrington Area Health District (see Torrington Area Health Package attachment). I accept and acknowledge that if my booth is found to not be in compliance with current health regulations I may be asked to leave and will not receive a refund for my booth. I agree to hold the festival producers, including the Connecticut Wine Festival, Connecticut Vineyard and Winery Association, Sherrie Palmer, George Motel, 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 further understand that only the Festival Chairman or Festival Manager can authorize a location change for my booth.

Signature: _____ Date: _____

Print Name: _____

PLEASE SEND ASAP:

1. Payment in Full:

\$300 check payable to: Connecticut Wine Festival (\$350 if not received by July 1, 2017)

2 This Signed Contract

3. Certificate of Insurance

4. Copy of application to Torrington Area Health District

5. Menu of foods for event

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**

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



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 4 badges per booth per day

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
Concession Exhibitors: Copy of application to Torrington Area Health District
Menu listing
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. Wristbands will not be issued until two (2) hours before the end of the festival.

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.

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 4 BAGDES WILL BE ISSUED PER DAY. If someone new is coming on Sunday, please list the new name. If it is the same, please just write same. If you need additional badges please e-mail your request to festival.admin@ctwine.com

Saturday:

1. _____

2. _____

3. _____

4. _____

Sunday:

1. _____

2. _____

3. _____

4. _____

Menu for Connecticut Wine Festival 2016

Although we do not guarantee exclusivity of a menu item for the festival – we are requiring that you provide us with the menu you will be serving at the festival so that we can be sure we have enough variety of foods available to the participants.

ADDITIONS/SUBSTITUTIONS MUST BE SUBMITTED FOR APPROVAL BY NO LATER THAN July 15th.

A few important notes:

- Water cannot be sold by any vendor unless purchased from the Festival. Water will be available for purchase at the merchandise tent and vendor agrees to sell the water at the designated festival price
- Ice will not be provided for concession vendors but will be available for purchase from the merchandise tent.
- We ask that as a concession vendor you are ready to begin serving food at 11:30 on both days – this will allow the exhibitors time to eat before the festival begins and will give you the opportunity for extra sales. Every attempt will be made to have the health inspector on site at 11am for inspection on Saturday.

Concession Name _____

Menu Items:

Space needed for display if 12 x 10 area is not sufficient _____