

CONNECTICUT  
 WINE   
FESTIVAL

Welcome Concessions Exhibitor!

We are pleased to include you in the Connecticut Wine Festival at the Goshen Fairgrounds, Goshen, CT, July 20th and July 21st. 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 June 1, 2019 for an early bird discount of \$300. Beginning 6-2-19 cost of booth is \$350.00

- 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 19<sup>th</sup> upon load-in, we **MUST** have the following by July 5<sup>th</sup>: (To avoid late fee from TAHD as well).

Payment in full  
Signed contract  
Copy of application submitted to Torrington Area Health  
Certificate of Insurance  
Menu for event  
Connecticut Sales and Use Tax

We look forward to seeing you in July!

Sincerely,  
Connecticut Wine Festival,  
Sherrie Palmer, Festival Manager



## 2019 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 20 & July 21 2019 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:**

**\$350 check payable to: Connecticut Wine Festival (\$300 if received by June 1<sup>st</sup>)**

**2. Signed Contract**

**3. Certificate of Insurance (see last page for details)**

**4. Copy of application that was submitted to Torrington Area Health District**

**5. Menu of foods for event**

**Submit material by email or mail to:**

Connecticut Wine Festival

c/o Sherrie Palmer

291 Jones Hill Road West Haven, CT 06516 Phone: 860 307-3550

Email: [festival.admin@ctwine.com](mailto:festival.admin@ctwine.com)

# 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: \_\_\_\_\_

E mail by July 1 2019 to: [festival.admin@ctwine.com](mailto: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 email this list to Connecticut Wine Festival at [festival.admin@ctwine.com](mailto:festival.admin@ctwine.com) by July 15th, 2019 in order to receive your badges at the festival office on Friday, July 19th

# 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](mailto:festival.admin@ctwine.com)

Saturday:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Sunday:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



## Menu for Connecticut Wine Festival 2019

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. We will **ADDITIONS/SUBSTITUTIONS MUST BE SUBMITTED FOR APPROVAL BY NO LATER THAN July 1st.** to ensure variety and make sure we do not have excess of items to be fair to all of our vendors.

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:

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



## **INSURANCE REQUIREMENTS:**

- **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.**

**If your insurance company needs addresses for additional insured they are as follows:**

**Connecticut Wine Festival and Connecticut Vineyard and Winery Association  
433 South Main St. Suite 309  
West Hartford, CT 06110**

**Goshen Agricultural Society  
116 Old Middle St  
Goshen, CT 06756**

**Sherrie Palmer – Festival Manager  
291 Jones Hill Road  
West Haven, CT 06516**