



Welcome Artisan/Craft and other Exhibitors:

We are pleased to include you in the Connecticut Wine Festival at the Goshen Fairgrounds, Goshen, CT, July 20th & July 21st, 2019 Enclosed please find your booth space contract and other necessary forms to return to us. Please review your contract for accuracy. Apply early to receive a \$50 Early Bird Discount. All booths are outside and it is the exhibitor's responsibility to provide their own tent, tables etc. All tents must be properly secured in case of inclement weather.

**FEE for booth is \$200 for early bird registration on or before 6/1/2019 - \$250 per booth after 6/2/2019.**

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). (See last page for address')**
- 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 19th upon load-in,

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



## 2019 NON-CONCESSION EXHIBITOR APPLICATION

Connecticut Wine Festival  
Held at the Goshen Fairgrounds  
116 Old Middle Street, Goshen, CT 06756  
**DO NOT MAIL ANYTHING TO THIS ADDRESS**  
July 20th & July 21st, 2019: Saturday 12p-7p, Sunday 12p-6p

Exhibitor \_\_\_\_\_ Contact \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Early bird (\$200) \_\_\_\_\_ Outside Booth (\$250) \_\_\_\_\_  
(Early bird only available until 6/1/2019)

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 tables, chairs and any other accessories that I will need. I further understand it is my responsibility to ensure the tent is secured for inclement weather. I further understand that the Festival does not guarantee exclusivity of items sold at the festival and only wineries and possible sponsors. 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:**

**\$\$250 check payable to: Connecticut Wine Festival (\$200) IF RECEIVED IN  
    Full by June 1st) This Signed Contract**

- 3. Certificate of Insurance**
- 4. Electrical Request Form**
- 5. Exhibitor Credentials Form**
- 6. Connecticut Sales and use tax**

**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 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 email this list to Connecticut Wine Festival at [festival.admin@ctwine.com](mailto:festival.admin@ctwine.com) by July 15th in order to receive your badges at the festival office on Friday, July 19<sup>th</sup>.

# 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.

Date: \_\_\_\_\_

Exhibitor Company Name: \_\_\_\_\_

I NEED ELECTRICITY AT MY BOOTH: YES OR NO

If yes:

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

I understand I am responsible for supplying extension cords or power strips as needed to access electricity.

E -mail by June 24<sup>th</sup> to: [festival.admin@ctwine.com](mailto: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](mailto: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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **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**