



## 2018 America's Grape Country Wine Festival Winery, Brewery, Distillery, Cidery Requirements

August 3<sup>rd</sup> – 5<sup>th</sup>, 2018

**FESTIVAL DATES:** Friday, Saturday and Sunday, August 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>, 2018 (rain or shine!)

**LOCATION:** Chautauqua County Fairgrounds - Dunkirk, NY

### HOURS:

**Set Up:** Friday 12:00 PM to 6:00 PM **or** Saturday 8:00 AM to 10:30 AM

**Kick Off Party:** 6:00 PM to 10:00 PM **Theme:** Parrotheads' Bash ~ Wine in Paradise

**Show Times:** Saturday 11:00 AM to 6:00 PM **and** Sunday 12:00 PM to 5:00 PM

**Teardown:** Sunday 5:00 PM to 9:00 PM **\*\*No Monday teardowns and no early teardowns\*\***

### PROVIDED:

- 10'x10' booth or 10'x20' booth
- One (1) 8' skirted table (30" high)
- One (1) bag of ice per day
- Three (3) worker bands for 10'x10' OR Six (6) for 10'x20' booth
- Four (4) Complimentary Taster Bands for guests
- Wine pick-up service

**BOOTH FEES:** \$250 per 10'x10' booth and \$450 per 20'x10' booth.

**\*RESERVE SPOT IN TASTER'S GUIDE BY JULY 7, 2018\***

**CANCELLATION POLICY:** 50% refund if cancelled by May 13<sup>th</sup>, 2018 (90 days prior to festival.) No refund will be given if cancelled after this date. **SUB-RENTING IS NOT ALLOWED.**

**POWER/UTILITIES:** Electrical services are available for a fee of \$25.00. Vendors are expected to bring any power strips needed to accommodate their order. Water hook-ups are available upon request.

**SECURITY:** The building will be locked up overnight, but you are responsible for your own personal belongings. The Chautauqua County Fairgrounds and America's Grape Country Wine Festival accept no responsibility for lost or stolen property.

**FIRE:** You must provide a fire extinguisher at your booth.

**RETURNING VENDORS:** Space is limited inside of vending halls. If you would like the same space you had last year, please register as early as possible. *Space is available on a first come, first serve basis.*

**WORKER ENTRY AND TASTER BANDS:** Each winery will receive the number of vendor wristbands based on size of the vendor booth: Three (3) vendors wristbands for 10'x10' booth and Six (6) vendor wristbands for a 10'x20'. These are for WORKERS ONLY. If there are changes or additions after the entry form is submitted to us, please contact AGC staff at least one week prior to the event. Each winery will be given four (4) complimentary taster wrist bands per booth rented. Taster bands are not to be given to anyone under the age of 21. Badges and wrist bands will be issued to you in your Welcome Folder during check-in the day of the event.



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**TASTER'S GUIDE:** AGC will be distributing a Taster's Guide which will provide each winery with space for their name, logo, contact information and a one-paragraph (100 words) description and a list of the wines that each winery will be offering during the show. Also, if you would like you may include a winery's signature recipe. All six (6) of these informational items need to be finalized and emailed by **no later than July 7<sup>th</sup>, 2018**. Additional advertising placements will be available for purchase in the Taster's Guide, advertising will be available.

### LICENSES/PERMITS/INSURANCE REQUIREMENTS FOR AGC WINE FESTIVAL

#### *Special Licenses/Permits:*

- Wineries will need to obtain the new NYS Marketing Permit. This permit allows you to sell wines made of at least 75% New York grapes or other fruits. ***You must have a copy of this permit to set up.***

#### *Sale Tax/Use Tax Certificate:*

- A New York State Sales and Use Tax Certificate is also required and must be on display at your booth. You cannot set up without it.

#### *Certificate of Insurance Requirements:*

- We require insurance coverage in the amount of \$1,000,000 general aggregate and/or a combined single limit of not less than \$1,000,000 for each occurrence. The Chautauqua County Fair Association, Merritt Estate Winery, The City of Dunkirk, and America's Grape Country Wine Festival, along with their employees, officers, board members, and volunteers in respect to America's Grape Country Wine Festival should be named as Additional Insured on the certificate of insurance.

#### *Workers' Compensation & Disability Insurance:*

- You must carry at least the minimum Workers' Compensation Insurance and Disability Insurance required to comply with the law of the State of New York. If you do not have employees, a statement must be signed to this effect.

### REQUIRED BY JULY 7<sup>th</sup>, 2018

- Signed form & contract
- Rental Fee
- Copy of New York State Sales and Use Tax Certificate
- Certificate of Insurance
- Workers' Compensation Insurance Certificate
- NYS Wine Tasting Permit
- NYS Liquor Permit (where applicable)
- Winery information for Taster's Guide (name, contact info, description, photo, recipe, and presenting wines)

#### **Mail To:**

**America's Grape Country Wine Festival  
2264 King Road  
Forestville, NY 14062**

**For more information or questions contact us at: 800.965.4834 OR [megan@merrittstatewinery.com](mailto:megan@merrittstatewinery.com)**