



## 2019 America's Grape Country Wine Festival Food Vendor Requirements

**August 2<sup>nd</sup>-4<sup>th</sup>, 2019**

**FESTIVAL DATES:** Friday, Saturday and Sunday – August 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 2019 (rain or shine!)

**LOCATION:** Chautauqua County Fairgrounds – Dunkirk, NY 14048

### **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 AM **Theme:** Wine in Paradise Bash!

**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 EARLY OR MONDAY TEARDOWN\*\***

### **PROVIDED:**

- 10'x10' booth or 10'x20' booth
- 1 skirted 8' table (30" high)
- 2 ice tickets per day
- 3 wristbands per 10' booth
- Wine pick-up service

**\*RESERVE SPOT IN TASTERS GUIDE BY JULY 5, 2019**

**FOOD ITEMS TO BE SOLD:** Please submit a menu with your application to avoid duplication of food items. The AGC Wine Festival reserves the right to refuse vendor applications based on duplicated menu items.

**CANCELLATION POLICY:** 50% refund if canceled by May 4<sup>th</sup>, 2019 (90 days prior to festival.) No refund will be given if canceled after this date. **SUB-RENTING IS NOT ALLOWED.**

**POWER/UTILITIES:** Electrical services are available for a fee of \$50.00. 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 vendor will receive the number of wristbands indicated on the entry form for each worker they have attending. 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.

**TASTER'S GUIDE:** AGC will be distributing a Taster's Guide which will provide each winery with space for all information regarding the presented wines, the winery itself, and tasting notes. In addition, **vendors can choose to place an ad in the Taster's Guide. Pricing and size sheets will be available.** All print work is required by **July 5th, 2019** to be included in the Taster's Guide.

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

### **Health Permit:**

- Food Vendor agrees to operate in accordance with regulations set forth in the New York State Health Code and must be individually permitted for operation by Chautauqua County. Vendor is responsible for obtaining all necessary permits related to their operation.

### **Sales Tax/Use Tax Certificates:**

- Food Vendor is responsible for paying all applicable federal, state and local taxes. Food Vendor is required by law to obtain and display a valid New York State Certificate of Authority to collect New York State Sales and Use Tax.

### **Insurance Requirements:**

- AGC Wine Festival 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, The 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 certificate of insurance. **Although this coverage is preferred, you may opt out by signing the Hold Harmless Agreement.**

### **Workers' Compensation:**

- A copy of Worker's Compensation Insurance Certificate is required.

**REQUIRED BY JULY 5<sup>th</sup>, 2019**

- Signed form & contract
- Rental Fee
- Menu
- Copy of New York State Sales and Use Tax Certificate
- Certificate of Insurance OR hold harmless agreement
- Workers' Compensation Insurance Certificate

**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  
marketing@merrittstatewinery.com**