



WINERY GUIDELINES & INFORMATION:

Event Date: May 11, 2024

Event Time: 4:00pm-9:00 pm EST

Location: The event will take place at Freeman Lake Park with a beautiful view over the lake. The venue will be an enclosed area with a ticket required for entry.

Winery Fee: No set up booth fee for 2024. However, an application must be submitted to be approved. Wineries will be paid 75 cents per wine tasting poured/ticket collected. No minimum.

Tickets: Patrons will be charged one entry fee that will include eight tastings. Patrons may purchase more tasting tickets at the entrance area. Each ticket is equal to (1) one ounce pour.

Each winery will receive 75 cents per wine taste ticket collected. An event representative will “cash out” all vendors at the end of the event. Wine representative will review, sign then receive a duplicate copy of invoice to be paid by the City of Elizabethtown. Checks will be mailed in the following business week. ****Wineries must sell additional glass and/or bottles at their booth. Each winery is responsible for all monies exchanged within their booth for the glass and bottle sales. Wineries cannot sell additional tastings. Tasting tickets are ONLY purchased at entry gate. Receiving credit card transactions is required for glass and bottle sales. The City of E-town will not require reporting financials of glass and bottle sales.**

Wineries are encouraged to offer between 4-10 wine options but no more. (Please call for exceptions.)

Winery requirements for participation INCLUDED WITH THIS APPLICATION:

- Valid copy of a current State of Kentucky small winery license.
- Must adhere to all laws for alcoholic beverage control set by ABC.
- Copy of general liability insurance at a minimum limit of \$1,000,000 and shall name the City of Elizabethtown (200 W Dixie Ave., Elizabethtown, KY 42701) as additional insured. Proof of insurance shall be filed in the form of a certificate of insurance containing a (30) day cancellation clause and must include all requirements so stated. Certificate must be received (30) days prior to the event date. Failure to do so will void the vendor’s ability to access the premises and will be subject to forfeiture of all deposits. Vendors with employees must also provide proof of workers compensation and said coverage should be indicated on the certificate of insurance.

- Wineries are responsible for decorations for your 10' x 10' (additional space available upon request) booth space, tables, etc.
- Access to electricity is limited, and use must be indicated on application. You must bring your extension cords.
- Wineries are required to supply enough of each variety of wine to be sampled and to distribute.
- Wineries must supply personnel to distribute sampled wines at your booth. Your wine must be handled by an employee of the winery at all times, preferably two-three staff to pour and keep lines down.
- **WINES MUST BE SOLD BY THE BOTTLE/GLASS WITHIN THE WINEFEST VENUE ONLY.** A "Wine Check" will be set-up for all patrons wishing to purchase a bottle but not open at the event. There will be a "runner" to retrieve the bottles often and the pickup location will be located near the exit. Patrons **MUST** present the ticket to pick up their wine.
- Each winery will be responsible for supplying coolers for chilling wines as needed. Ice may be purchased from the venue at the entrance gate which will be sold at cost.
- Trash receptacles will be made available; however, vendors are required to provide constant cleanup for their area. All trash must be discarded.

NEW IN 2024 – BRING YOUR OWN CANOPY/TENT/TRAILER! YOU WILL BE ON GRASS FOR STAKING PURPOSES. YOU ARE WELCOME TO BRING YOUR TABLECLOTHS AND OTHER PERSONALIZED ITEMS TO ENHANCE YOUR SPACE.

Additional space available but minimum of 10x10 for booth space please.

Set-up/Tear down:

- Move in: 12:00pm. – 3:00p.m. Saturday, May 11th. Booth must be operational by 3:30pm.
- Vehicles are permitted to booth location for drop off only. Once the vehicle is unloaded, you must park in a specified location. All vehicular traffic must be parked and clear no later than 3:00 p.m. Maps with booth location will be sent with your acceptance letter.
- Move Out: May 11th after 9:00 pm or once pedestrian traffic has completely cleared. Access by vehicles will not be permitted before then, **NO EXCEPTIONS.**

Venue will supply:

- Three tables and two chairs. Please use your booth to distribute advertising materials;
- Water Pitchers/Water;
- Access Passes for Employees. No more than five employees per booth please due to space constraints. Employees working your booth gain admittance to the venue only;
- Volunteers to refresh water pitchers, and assist as needed during event;
- Wine Check tickets and volunteers to collect purchased wine to the "Wine Check" tent;
- Security throughout venue from set-up to close;