



## **Event Guidelines and Vendor Information:**

Deadline for Entry: August 1, 2019

Date: September 21, 2019

Time: 3-10 pm EST (VIP is 3:00-5:00pm)

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

Winery Entry Fee: \$125 per 10x10 spot. All KWA members receive 50% discount on booth space. All checks must be made payable to City of Elizabethtown. Mailing information listed on last page of Guidelines. Credit cards will be accepted at [www.etonnevents.com](http://www.etonnevents.com).

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. **(NEW FOR 2019)\*\*\*\*AFTER 300 TASTINGS, each winery will receive 50% of ticket proceeds. KWA Members receive 75% of each tasting ticket.** An event representative will “cash out” all vendors at the end of the event. **\*\*Wineries must sell additional glass and/or bottles at their booth. Each winery is responsible for all monies exchanged within their booth. They are not required to turn in additional monies to event venue. Please let event coordinator know if you do not have the capability to accept credit cards.**

Wineries may sample up to ten different wine selections, minimum of four. (Please call for exceptions.)

Each patron will be given a wine tasting guide information on each winery (as long as it's submitted by deadline date Events Coordinator), listing general winery information, descriptions and information on selections available at the tasting event.

### 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 any and 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' booth, tables, etc. for tables. One sign will be provided above your table.
- Access to electric is available; however, you must bring your extension cords.
- Wineries are required to supply enough of each variety of wine to be sampled and to distribute. In 2017, the average # of tastings was 650-700+.
- 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.
- WINES MAY 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. 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.
- All wine sales will take place at the same location as the tasting.
- 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.

Set-up/Tear down:

- Move in: 9a.m. – 2:00p.m. Saturday, September 21<sup>st</sup>.
- Vehicles are permitted to booth location for drop off only. Once vehicle is unloaded, you must park in specified location. All vehicular traffic must be parked and clear no later than 2:00 p.m. Maps will be sent with your acceptance letter.
- Move Out: September 21<sup>st</sup> after 10:00 pm or once pedestrian traffic has completely cleared. Access by vehicles will not be permitted before then, NO EXCEPTIONS.

Venue will supply:

- Tented area with two tables. Please use your booth to distribute advertising materials.
- Water Pitchers/Water.
- Access Passes for Employees. Requests for these must be submitted on application. (Access Passes allow volunteers who are working during event to gain admittance to the venue. These passes are not complimentary passes to attend the event.
- 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.