



GLOUCESTER | wine festival

Saturday – September 22, 2018 - 11am to 5pm
Brent and Becky's Bulbs
7900 Daffodil Lane, Gloucester, VA 23061

Food Vendor Application Information

Fees & Details:

- Booth Space (10'X10') is \$165.00 each; \$220 after June 30 (Limit 2 spaces per vendor)
- **Gloucester County (VA) Chamber of Commerce Members** receive a \$50 discount per space fee (Max \$100)
- **We will accept a very limited number of food vendors, so be sure to get your applications in early.**
- Event is held rain or shine with no refunds.
- The festival will provide an assigned space the morning of the festival.
- Vendor site must be clean during/after event. Trash must be taken with you or placed in a trash receptacle.
- Tents need to be surface standing – no ground stakes, unless approved in advance.
- Each vendor is responsible for supplying tent/awning, chairs, water containers and approved Fire Extinguishers.
- **Vendors must obtain a temporary Health Permit if they don't have a current annual State Health Permit.** Health permits are required and will be reviewed during booth inspection by the Health Department.

Set-Up & Take-down:

Set-up is Saturday morning from 7:00 to 10:00 AM. You will be assigned a set-up time and location that you must adhere to. Due to the winding gardens at the venue location, **all set-up must be completed by 10:00AM.** Vendors will be allowed to drive their vehicle to a location close to their assigned space for immediate unloading. When unloading is complete, the vehicle **MUST** be moved to a designated parking area. Vendors are not allowed to setup their tent from their vehicle. **Take-down may not begin until after 5:00 PM and vehicles may not be driven into festival until 5:30 PM.** Friday Tent setup will be permitted in certain cases, but prior arrangements must be made in advance with Chamber Office and expressed approval must be received. No valuables should be left unattended/overnight. The Chamber, Gloucester County, and the Festival Committee will not be responsible for loss or damage.

Electricity:

Access to electricity is very limited. If you need electricity, please include that in your application and we will notify you if we will be able to accommodate your request. Electrical cords are the responsibility of the vendor. Heavy gauge extension cords are required. **Generators are not allowed. No 220v is available.**

Vendor Parking:

- **Two Parking Passes** will be allotted to each vendor and will be distributed at check-in. The Parking Pass is required for entrance to the Festival area. If you have more than 2 vehicles coming in shifts, you will need to coordinate the transfer of passes from one vendor vehicle to another. Any additional vehicles will need to park at Ware Academy, and utilize our efficient bus system. No more than **TWO PASSES** per vendor will be allotted. (7900 Daffodil Lane, Gloucester)
- Vendors must display their parking pass on the driver's side of the vehicle's dashboard at all times during the Festival in order to park in Vendor Parking. All other vehicles must be parked at Ware Academy.
- Please lock your vehicle in the parking area. The Chamber, Gloucester County, and the Festival Committee will not be responsible for vehicles or vehicle contents.

Ticket Information:

Each vendor will receive **2 Non-tasting Tickets and 2 Festival Tickets, included in your Vendor Packet.** (Packets will be given out at check-in.) Please use these tickets for yourself and for any helpers who need entry into the festival. Additional tickets may be purchased at the event gate or gloucesterwinefestival.com.

Contact Information: Your **contact** for questions and submitting your vendor application is **Gloria Mazzella Williams:**
Phone: (804) **693-2425** | Mailing Address: P.O. Box 685, Gloucester, VA 23061 Email: assistant@gloco chamber.org



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F.A.Q.—2018 Gloucester Wine Festival

Q. Will there be someone who can help to unload my car and set up my tent?

A. We wish we could help, but we don't have enough volunteers to offer that service.

Q. I organize my booth in such a way that I need to setup the booth as I unload the car. Is that okay?

A. Our festival is in a beautiful, but small setting. It gets very congested with cars. You must unload your boxes & tent, move your car and THEN come back to setup.

Q. I read that I only get two vendor parking passes! Please send me another one; I have other employees coming later.

A. We cannot. You have two parking passes allotted to each vendor. You will need to coordinate a transfer of passes. General parking is available, and will be done with ease with our busses. One of our volunteers will direct you to both parking lots.

Q. Why do I have to wait until 5:30 PM to bring my car to my space? The festival closes at 5:00 PM!

A. This is a safety issue; we need to ensure that attendees have vacated the festival area.

Q. I would like to trade in the non-tasting tickets you are giving me for tasting tickets.

A. Only two tasting festival tickets are provided but additional tasting tickets may be purchased in advance at: gloucesterwinefestival.com or at the gate the day of the festival. We do not offer a special trade-in price.

Q. Can I request a particular space in advance? I was a vendor last year, can I be guaranteed the same space?

A. No, we would like to offer this but we must position vendors to create the best experience for attendees.

Q. Why do I need to send pictures and/or a description of my wares? I was a Vendor at a previous festival.

A. Each year, the Wine Festival Steering Committee changes. There may be members on the committee who are unfamiliar with your product or booth set-up.

Q. I submitted my application and paid the fee. Does this mean I am confirmed as a Vendor at the festival?

A. No. For the success of each Vendor, and the Festival overall, it is imperative that we provide a variety of fare for our festival attendees! For this reason, all vendors will be decided by the Wine Festival committee. You will be sent a confirmation by email confirming your space at the festival when the decision is reached. The sooner we receive your application, the better, as we fill up quickly each year!

Contact Information:

Your contact for questions and submitting your vendor application is **Gloria Mazzella Williams**.

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FOOD VENDOR APPLICATION

Return this page of the application along with your check made payable to:

Gloucester County Chamber of Commerce,

To: GCCC Attn: Gloria Mazzella Williams, Mailing Address: P.O. Box 685, Gloucester, VA 23061

Business Name (Legal): _____

Business Name (To be advertised): _____

Contact Name: _____

Facebook Page: _____

Website Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Food Vendors accept full responsibility for obtaining health permits, acknowledge all liability for food and beverages served and certify they are operating separately from the Gloucester County Chamber of Commerce. Vendors also accept responsibility for cleaning their area and agree to leave their site free of trash of any kind. The Gloucester County Wine Festival reserves the right to charge additional clean-up fees if necessary.

Please answer the following questions:

Does the Gloucester County Wine Festival have your permission to list your company's name in printed media and on our website at www.gloucesterwinefestival.com? Yes ___ No ___

Were you a vendor last year? Yes ___ No ___

Is electricity needed? Yes ___ No ___ (we will notify you if we can accommodate)

Booth Space (10'X10') Number of spaces needed ___ (Max 2) \$165 each prior to 6/30 \$ ___ \$220 each after 6/30 \$ ___
\$50 discount per space for Gloucester County (VA) Chamber of Commerce Members (Max \$100)

Do you have a **Health Permit** _____ or will you apply for a **Temporary Health Permit** _____

The following documents must be provided to the Gloucester Chamber of Commerce:

- Copy of Liability Insurance
- Copy of Menu
- Picture of booth as it will appear at the Festival enclosed or emailed.

Total Amount Included: \$ _____

Vendor's Signature: _____ **Date:** _____

If you have any questions please contact Gloria Mazzella Williams at (804) 693-2425 or
Email: assistant@glocochamber.org

Thank you for your interest in being a Vendor! We look forward to seeing you at the festival!