



GLOUCESTER | wine festival

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

Vendor Application Information

Fees & Details:

- **Booth Space** (10'X10') **\$110.00 each; \$135 after June 30** (Limit 2 spaces per vendor)
- **Table spaces** - limit 1 (*Tables not provided; tents are not permitted in table space due to space limitations; Maximum Table size-6 feet*) **\$90 each; \$110 after June 30.**
- **Gloucester County (VA) Chamber of Commerce Members** receive a \$25 discount per space.
- Event is held rain or shine with no refunds.
- The festival will provide an assigned space the morning of the festival.
- Each vendor is responsible for other needs such as tent (if desired), tables, chairs, etc.
- Vendors must take trash with them or place it in a trash receptacle.
- Tents need to be surface standing – no ground stakes unless approved in advance.
- Please note that while we may provide assistance in directing you to your assigned space, we do not have the man power available to help you carry, setup or breakdown your tent and its contents.
- ***A donated raffle item as a door prize is great way to advertise your wares or services. Please let us know on this application if you plan to participate in this opportunity. Your items will be on display at the Chamber Raffle Booth throughout the festival and announced on the Main Stage after the drawings.***

Set-Up & Take-down:

- Set-up is Saturday morning from 7:00 to 10:00 AM, and you will be assigned a set-up time and location that you must adhere to. 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, nor the Festival Committee will be responsible for loss or damage.

Electricity: No electricity is available. Generators are not allowed.

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 (7900 Daffodil Lane, Gloucester). 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.
- 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**. These tickets will be included in your Vendor packet. Please use these tickets for yourself and for any helpers who need entry into the festival, after the gates are in place. Vendor packets will be given to you when you check in.
- **Additional tickets and tasting tickets may be purchased at 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@glocochamber.org



GLOUCESTER | wine festival

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

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 to have 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 the Festival and each Vendor at the festival, we feel it is important to include a good 'mix'. For this reason, all vendors will be vetted. **You will be sent a confirmation by email confirming your space at the festival.** The sooner we receive your application, the better your chances are of becoming a vendor.

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@glocochamber.org



GLOUCESTER | wine festival

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

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, P.O. BOX 685, Gloucester, VA 23061**

Business Name (Legal): _____

Business Name (To be advertised): _____

Contact Name (who should we mail parking pass & tickets to): _____

Facebook Page: _____

Website Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please provide a brief description of your product(s), including what you will be selling or advertising. All vendors, including past vendors, must provide a description. Please mail or email pictures of your wares and set up, if you have not already done so. ***Please remember, we do not allow political advertising.***

Please read and answer the following:

Do we have your permission to list your company's name in printed media and on gloucesterwinefestival.com? Yes ___ No ___

Were you a vendor last year? Yes ___ No ___

Booth Space (10'X10') Number of spaces ___ (Max 2) \$110 each prior to 6/30 ___ \$135 after 6/30 ___

Table Space (6' Table) Number of spaces ___ (Max 1) \$90 prior to 6/30 ___; \$110 after 6/30 ___

\$25 discount per space for Gloucester County (VA) Chamber of Commerce Members (Max \$50)

Will you be donating a Raffle Item? Yes ___ No ___ If so, what will you bring: _____

Signature: _____

Date Submitted: _____

Check enclosed \$ _____

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

We look forward to seeing you at the festival!