

# WineFest at St Michaels 2019 Vendor Info Letter

Welcome to the 10<sup>th</sup> annual WineFest at St Michaels which will take place April 27 & 28, 2019, and thank you for your interest in being a vendor!! Thank you for reading through this vendor info letter before completing your application and mailing it to us. We are anticipating a crowd of 2,500 attendees each day. We welcome vendors who provide quality handmade or unique, creative products preferably made by artisans and craft-persons. We encourage food vendors to provide healthful fare, and we will select an array of vendors so as not to duplicate types of food or merchandise sold. We reserve the right to accept or deny any vendor applications. We suggest you apply early as we only accept 25 vendors.

Vendors will be notified of acceptance on a rolling basis. If your application is accepted, we will call and/or email you, and then deposit your vendor check. Additional information will be emailed to you upon acceptance, including placement of your booth. If your application is denied, we will call or email you and your check will be returned promptly. The deadline for vendor applications to be postmarked is January 31, 2019. Vendor applications postmarked after January 31, 2019 will incur a \$150 late fee.

Be sure to make a copy of your application for your records. If you have questions, please email [winefeststmichaels@gmail.com](mailto:winefeststmichaels@gmail.com)

## BOOTH REQUIREMENTS

The community of vendors at WineFest at St Michaels contributes to the overall atmosphere of the festival. Therefore, we will determine selection and placement of vendors in a manner conducive to the attendee's experience. When planning, please consider the following:

- You may arrive to set up your booth starting Friday, April 26, 2019 at noon. Booths must be completely set up for inspection by 10:00 a.m. Saturday, April 27, 2019. No exceptions.
- As this is a "Streetscape" festival, space in the town of St Michaels is very limited.
  - We Supply:
    - 1- 8' draped table inside one of our wine tasting tents. (we like to intersperse our vendors with the wine tasting tables)
- Vendors requiring larger booth space must be approved by vendor coordinator and there will be an increase in the vendor fee. Please include special requests with written plans in your application.
- If needed vendors are required to supply their own electrical power. We have very limited access to electrical outlets. Please include a special request if you need power.
- Prep areas are provided behind each booth and vary in size depending on location.
- You are responsible for supervising your booth during ALL festival hours.
  - Saturday - Noon to 5:00 p.m.
  - Sunday - Noon to 5:00 p.m.
- Vendors are accountable for setting up, furnishing, maintaining, lighting, and breaking down their respective booths. All food, merchandise, trash, recyclables, wooden pallets, furnishings, lighting, and all other equipment must be removed from the area by 9:00 p.m., Sunday, April 28, 2019.
- Vendor locations will be inspected for cleanliness upon departure. Your booth area should be as clean or cleaner than when you arrived including removal of all micro-trash in your booth area.

\* \*

**VENDOR CHECKLIST:** Applications will not be considered unless **All** items are included.

- Fill out the attached Vendor Application & Agreement Form (pages 3 & 4)
- Check made payable to WineFest at St Michaels:
- Detailed product descriptions and website address to view product

**Mail application to the address below:**

Vendor Applications  
WineFest at St Michaels  
PO Box 1872  
Waldorf, MD 20604

If your application is accepted, we will call and/or email you then deposit your vendor check. Additional information will be emailed to you upon acceptance, including placement of your booth. If your application is denied, we will call or email you and your check will be returned promptly. Thank you for your interest in joining WineFest at St Michaels! We appreciate your energy and creativity as a vendor!!

# 2019 Vendor Application

APRIL 27 & 28, 2019



PLEASE COMPLETE ALL SECTIONS.

Send completed form to WineFest at St Michaels

**Address:** WineFest at St Michaels, PO Box 1872 Waldorf, MD 20604

The mission of WineFest at St Michaels is to support charities in our community while promoting and celebrating fine wine, food and the lifestyle of St Michaels, MD. As a Vendor, you will be able to display and sell your products at one of the many WineFest venues located throughout town. WineFest will select your venue based on availability. Your business will be promoted via the WineFest map and the website.

**We Supply:**

- 1- 8' draped table inside one of our wine tasting tents. (we like to intersperse our vendors with the wine tasting tables)
- Company listing on WineFest Website and Social Media Posts

**Company Name:**

**Contact Person:**

**Contact Person Cell Phone:**

**Contact Person Email:**

**Venue Preference:**

We will make every effort to accommodate requests; however WineFest will ultimately select venues based on availability.

**Type of Products Sold:**

**Special Requests:**

**The vendor fee for 2019 is:** \$300 if paid by January 31, 2019.

\$450 after January 31, 2019.

We will include your logo and Company description on our web site if registered by January 31, 2019

**Company Website:**

- Email your logo (**Minimum 150 dpi image or greater**) with a brief (**100 word MAX**) description for our web site .
- Email Logo and description to [Vendors@SMWineFest.com](mailto:Vendors@SMWineFest.com)
- File must be 10 MB or less

**Cancellation Notices:** Must be in writing and received by March 1, 2018, exhibitors will receive a full refund minus \$45 handling fee.

## WineFest 2019 Vendor Agreement

Upon acceptance of this application, I agree to the following:

1. To read, understand, and follow the attached 2019 Vendor Info Letter.
2. Vendor agrees to comply with all federal, state, county, and city laws.
3. Vendor agrees to supervise his/her booth during all festival hours.
4. Vendor agrees to sell only what is listed in this contract.
5. Vendor agrees to anticipate sales and have sufficient quantities of product on hand in order to not sell out. Average attendance is around 2,500 attendees per day.
6. Beer, wine, and alcohol are sold at WineFest at St Michaels by special interest groups only. **Food vendors may sell non-alcoholic beverages only.**
7. Vendors must have booths set up by 10:00 a.m. Saturday, April 27, 2019. Vendors must remove booths by 9:00 p.m., Sunday, April 28, 2019.
8. Any lack of courtesy, good will, and respect toward attendees or staff could result in termination of this agreement, loss of your deposit, and eviction from WineFest at St Michaels.
9. That this application, if accepted, will serve as a contract and any legal fees incurred by anyone because of this contract will be paid for by the losing party.

I have thoroughly read the letter and guidelines for WineFest at St Michaels Vendors and agree to comply with all the terms, and to sign and abide by the liability disclaimer attached. I will maintain a neat and attractive booth within my designated area, and will prominently display the Vendor Permit at all times. I will be responsible for cleaning my area thoroughly after I close.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Printed Name

Signature

I accept and assume full liability for any injury or loss to property, my agents, employees or me at any time and from any cause on the premises of the festival. I expressly release Events at St Michaels Charity, its employees, board, and volunteers, and the town of St Michaels, from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Printed Name

Signature