

Wyoming County Community Fair presents the

# Endless Mountains

## *halloWINEfest*

### VENDOR APPLICATION

A Halloween-themed INDOOR Pennsylvania wine festival!

**Saturday, October 27, 2018, Noon to 5 pm**

at the Wyoming County Fairgrounds, 9141 US-6, Meshoppen, PA

*An Important Playground Fundraiser – event proceeds go to build a new playground on the fairgrounds*

**PLEASE READ COMPLETELY BEFORE SUBMITTING A VENDOR APPLICATION**

#### **EVENT THEME**

“A Spooktacular Halloween-themed PA Wine Festival” – Wineries! Great Foods! Live Music! Costumes optional but encouraged!

#### **VENDOR SPACE RATES**

\$65 – Single (10' x 10' INDOOR vendor space – includes one 8' table & two chairs – 10' frontage)

\$130 – Double (10' x 20' INDOOR vendor space – includes two 8' tables & four chairs – 20' frontage)

#### **ELECTRICITY**

Access to electricity is available only to vendors who have made arrangements and paid in advance. Each vendor requesting electricity is required to bring adequate heavy-duty extension cords. 110V – add \$25 to vendor fee. 220V (where available) – add \$50 to vendor fee.

#### **VENDOR FEES & CONFIRMATION**

Vendor fees must be paid in full at time of registration. Please make checks payable to “WCC Fair halloWINEfest” and mail, along with your completed, signed Vendor Application, to Wyoming County Community Fair – halloWINEfest, PO Box 38, Tunkhannock, PA 18657.

An email confirmation will be sent when your vendor form and fees have been accepted and processed.

#### **GENERAL INFORMATION**

This is an indoor event and will be held rain or shine. Vendor fees are nonrefundable. Vendor spaces include tables and chairs as noted above. All vendors are required to bring everything else they'll need to set up their display. Each vendor will receive “staff” wristbands at check-in (two wristbands per Single vendor space; four per Double vendor space). Each person working your booth is required to wear a wristband at all times. Staff members over 21 will receive a “regular” wristband and are allowed to sample the wine (as long as they're wearing their wristband). Underage staff members (18 or older please) will receive a “designated driver” non-tasting wristband.

Under no circumstances will any person wearing a “designated driver” wristband be allowed to taste wine during the festival.

In order to secure your vendor space, please submit your paperwork and payment as early as possible. We anticipate that available vendor spaces will sell out quickly so the earlier you apply the better your chances of obtaining a space.

All vendor spaces are required to open on time and to stay open at all times during festival hours. No vendors will be allowed to break-down and physically leave the festival site prior to the 5 pm closing time.

Vendors are responsible for setting up and dismantling their own display in their designated space during the designated time frame.

#### **VENDOR DEADLINE**

October 1, 2016 (Your payment must be included with your Vendor Application to confirm your space.)

#### **VENDOR SET-UP**

Vendor set-up will take place from 8:30 am to 11:30 am Saturday. All vendors must be set up and ready by 11:30. The festival will open to the public at Noon sharp. Early set-up on Friday afternoon is available (and encouraged), but is strictly by appointment only. If you are interested in making arrangements for early set up, please let us know when you submit your Vendor Application.

#### **VENDOR BREAK-DOWN**

Vendor break-down will take place from 5 pm to 6 pm, immediately following the festival. Each vendor will be responsible for cleaning his/her area and removing all trash, including recyclables. A clean-up charge will be incurred for any trash left behind.

#### **LICENSING**

Food Vendors: If you are serving food to be consumed on-site, your ServSafe certification must be displayed, and it is your responsibility to ensure that a current copy is on file with the Wyoming County Community Fair.

#### **INSURANCE**

Wineries: A copy of your Certificate of General Liability Insurance naming the Wyoming County Community Fair as additionally insured must be submitted to the festival coordinator prior to the festival date. Please bring a copy of your PLCB Permit with you on the day of the event.

All Other Vendors: We recommend that you carry your own liability insurance covering this event, naming the Wyoming County Community Fair as additionally insured. If applicable, please attach a copy of this Certificate of General Liability Insurance when you submit your Vendor Application.

#### **TAXES**

Vendors are responsible for collecting PA Sales Tax on sales made, according to PA state law. Your sales tax certificate must be displayed or on file with festival coordinator.

#### **NOT ALLOWED**

No outside food or beverage allowed on site during festival.

No pets allowed.

**VENDOR COORDINATOR: Ashley Dickinson, 570-362-1110, ashley.burke28@gmail.com**

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*Presented by and benefiting the Wyoming County Community Fair*