



37th Annual Wine Country Harvest Festival • September 28– 30, 2018
Festival Hours: Friday: 4 PM – 9 PM • Saturday: 11 AM – 9 PM • Sunday: 11 AM – 4 PM

More festival information available at: www.nechamber.org

EXHIBITOR APPLICATION

BUSINESS NAME _____

NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE (____) _____ CELL OF PERSON RUNNING BOOTH DURING FESTIVAL (____) _____

EMAIL _____ EMERGENCY PHONE (____) _____

PA SALES TAX ID# _____ VEHICLE LICENSE # _____

DESCRIPTION OF ITEM TO BE SOLD

We prefer Gibson Park items to be handcrafted. Others items are subject to approval by WineFest Committee. Images of work must be provided if requesting space in Gibson Park. Gravel Pit Park is open to commercial and handcrafted vendors.

Category (ie. Jewelry, wood crafts, advertising, non-profit, candles etc.) _____

	Non- Chamber Member		<i>North East Chamber Members: Please deduct \$50 from the cost of each space!</i>
Pricing – includes electrical service:	Before 8/1	After 8/1	
10 x 10 Exhibitor Space	\$200	\$250	

Number of spaces needed: _____ Price of each space: _____ Total amount remitted: \$ _____

Space locations and space numbers are NOT guaranteed at any time even if you have noted it on your application. Maps and space locations will NOT be given in advance. You must set up in the space marked on the map upon arrival without disagreement or leave the premises.

I hereby agree to abide by the rules set forth on the enclosed information sheet. I understand that, if I fail to comply with the rules of the festival, I may be asked to leave and that booth space rental is non-refundable. I understand that, if my vehicle is parked illegally or if I fail to display my Exhibitor Parking placard in my vehicle, my vehicle will be ticketed and towed at my expense. I hereby relieve the North East Area Chamber of Commerce and its agents and/or the Borough and Township of North East from any responsibility for damage, theft, or injury to myself, my agents, or property during the Wine Country Harvest Festival (WineFest).

The North East Area Chamber of Commerce reserves the right to determine suitability. If you are asked to leave at any time, you will forfeit your full space rental charge.

Signature _____ Date _____

IF PAYING BY CREDIT CARD: _____ - _____ - _____ / _____ (Circle one) VISA MC DISCOVER
Card Number Exp. Date CVV Code *We do not accept American Express

ABSOLUTELY NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 14, 2018

Please return this form along with payment to:
 North East Area Chamber of Commerce
 44 W. Main Street
 North East, PA 16428

PLEASE READ THE FESTIVAL POLICIES ON THE FOLLOWING PAGE

Gibson Park	Downtown – handcrafted items & artisans, food vendors, wine tents, stage, no admission
Gravel Pit Park	1.5 miles west of town – Commercial vendors, handcrafted items food vendors, stage, wine tents

Applications are accepted on a first-come, first-served basis. We will contact you immediately if we are unable to accommodate you. You will be notified of your booth assignment upon arrival at the festival. You will receive a vendor packet indicating that you are a vendor 1 week prior to the festival.

YOUR ASSIGNED SPACE NUMBER IS FINAL. NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2018.

To contact the WineFest Committee, call 814-725-4262 or e-mail holly@nechamber.org.

ASSIGNMENT OF VENDOR SPACE:

Space will be assigned with due consideration to a Vendor's preference **based upon date of receipt of application & payment**. Specific space locations and/or exhibitor requests cannot be guaranteed. All requests for specific space and/or special requests are subject to review and approval by the WineFest Committee. Space locations and space numbers are not guaranteed until the day of the festival. Maps will NOT be given in advance. You are expected to set up in the space provided. Setting up in a space other than the one provided will result in removal from the festival.

GIBSON PARK EXHIBITOR REQUIREMENTS:

We prefer all items to be handcrafted. The WineFest Committee reserves right of refusal to any exhibitor regardless of past participation. Please provide website or Facebook address where images and/or samples of your work can be viewed. You may also email images to holly@nechamber.org. If digital images are not available, please submit **color** photos of your work. **All work must be the original creation of the craft person. Kit assembled work and/or imported crafts are considered commercial.** Photos will not be returned.

BOOTH DIMENSIONS AND DESIGN:

Booth size will be 10' x 10'. If you take up more space than that – in width or depth – you will be charged for additional space. Space reservations are for space only. Tents, tables & chairs are not provided. Vendor is responsible for own signage. All booths must be freestanding. No bolts, screws, hooks or nails shall be driven into buildings, trees, sidewalks or pavement.

LIABILITY AND INSURANCE:

Security is the responsibility of the Vendor. Although security will be provided, neither the sponsors, the employees thereof, nor their representatives, nor any employee of the North East Area Chamber of Commerce and the North East Wine Country Harvest Festival will be responsible for injury, loss, or damage that may occur to the Vendor, the Vendor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the contract. Furthermore, the Vendor, upon signing this contract, expressly releases the sponsors, North East Area Chamber, North East Wine Country Harvest Festival, its employees and representatives from, and agrees to indemnify same against any and all claims for such damages or injuries.

ELECTRICITY:

Standard 110V service will be provided to each exhibitor. Please notify us **at the time of application** if you require access to 220V.

BOOTH SPACE SET-UP AND CARE:

Set-up time is prior to 2:00 pm Friday. Vehicle access to the parks will be limited after 2:00 pm. **Any vehicle left in a no parking zone or on festival grounds will be immediately towed at the owner's expense.**

No open flames will be permitted in tents, including, but not limited to charcoal, wood, propane, or gasoline stoves. Cooking with open fires must be conducted behind the tent.

All tents used for cooking should be made of fire-retardant materials and sprayed to retain retardant quality. Vendors are required to have at least a 10 lb. ABC-type fire extinguisher on site.

Sidewalks and walkways MUST be kept clear. Stakes used to anchor tents must be taped or barricaded off between tents. All vendor products and materials must be stored and maintained within booth space allotted. Storage – boxes, crates, totes etc. – must be either in the tent or behind it; no storage will be permitted beside the tent. Trash must be placed in dumpsters at the close of each day. Large items, such as packaging and/or boxes, must be broken down.

There can be no dumping of batter, gray water or grease in dumpsters or on street, grass or down municipal drains.

FESTIVAL HOURS:

Your booth must be open all three days of the festival during regular festival hours. **If you close or break down early, you will not be invited to return the following year.**

TRAFFIC AND PARKING:

Traffic and parking patterns will change to accommodate various events during the festival. It is your responsibility to be aware of traffic and parking restrictions. **Any vehicle left in a no parking zone or on festival grounds will be immediately towed at the owner's expense.**

Exhibitor Parking placards must be displayed on vehicle dashboard at all times. **Illegally parked or unidentified vehicles will be ticketed and towed.** The areas around the parks are for **LOADING AND UNLOADING ONLY. ANY VEHICLES LEFT IN THESE ZONES WILL BE TOWED.** Parking passes are only valid in Gravel Pit Park. Parking for Gibson Park vendors is available around town at metered spaces. Parking meters will be in effect throughout the weekend.

HEALTH AND TAX DOCUMENTATION:

Be aware that the PA Dept. of Revenue and Erie Co. Dept. of Health will be on site during the festival to check for Sales Tax ID and food handler permits. Food Vendors are required by PA law to hold a Temporary License. Licenses are issued on site, subject to inspection by an Erie Co. Dept. of Health official and receipt of \$35 licensing fee, payable to the Erie Co. Dept. of Health at the time of inspection.

REASSIGNMENT OF SPACE:

Vendors may not permit other companies to use their space, or any part thereof, without express written permission of the WineFest Committee

CANCELLATION POLICY:

WineFest 2018 will take place rain or shine. NO refunds will be issued due to weather. Should a Vendor find it necessary to cancel his/her space, written notice must be sent **before Aug. 1, 2018** in order to receive a refund. Refunds are issued at the sole discretion of the WineFest Committee. Cancellations received after Aug. 1 will not receive a refund of the Exhibitor's fee.

AMENDMENTS:

The North East Chamber of Commerce shall have full power to interpret or amend these rules. In the event that these stated policies do not appear to cover a specific situation(s), the North East Area Chamber of Commerce and the WineFest Committee reserve the right to make such rulings as may be in the best interests of the festival, and the Exhibitor agrees to abide by such rulings.

PLEASE NOTE: Pets are prohibited in Gravel Pit Park. Pets in Gibson Park must be on a leash at all times.

Keep this page for your records